

## Administrative Procedure

### Mountwest Community and Technical Blackboard Minimum Use Procedure

#### Purpose

This procedure outlines the minimum expectations for Blackboard use in all courses offered at MCTC. It aims to ensure that, regardless of differences in course design or delivery, students can easily access their syllabi, grades (either through the Blackboard gradebook or a third-party platform), and course content, without encountering unnecessary or unused elements of the common course template.

#### Minimum Use Requirements

All courses at MCTC must have a Blackboard course shell, regardless of delivery modality or instructor preference. Even if the course shell is not used for major course materials, instructors must adhere to the following expectations within each shell:

1. **Course Syllabus**

Instructors must upload the course syllabus within the Blackboard course shell.

2. **Grades Access**

Instructors must provide students with access to up-to-date grades through Blackboard. This can typically be done through the Blackboard gradebook. However, if the course uses a third-party platform (e.g., MyOpenMath), instructors should display grades through that platform and provide clear instructions in the Blackboard course shell on how to access them.

3. **Course Template Cleanup**

MCTC's Blackboard course shells use a common course template. If certain elements of the template are not necessary for a course's modality, and the instructor chooses not to use them, they must remove those elements to avoid leaving unused placeholders in the course shell.

This procedure ensures a streamlined and consistent course experience for students by adhering to these minimum use guidelines. It allows students to easily access important course information, find their grades, and avoid confusion regarding the course design. This contributes to student confidence and independence and supports the college's student retention efforts.

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