Guidelines for Posting Class Material on Blackboard

Course materials must be posted to Blackboard with enough lead time to allow students to access and print the materials prior to the class session in which they will be used. These Guidelines are intended to reduce variability among faculty members with regard to the posting of lecture notes and other class resources to Blackboard.

Guidelines:

1. Ideally, class materials should be posted one week in advance.
   a. For class sessions held Monday, Tuesday, or Wednesday, materials will be posted no later than 12:00 p.m. on Friday.
   b. For class sessions held Thursday or Friday, materials will be posted no later than 12:00 p.m. on Tuesday.

2. Exemptions to the above guidelines include:
   a. Practice guidelines, articles, reviews that students may access elsewhere
   b. Materials not required for the class session
   c. Materials that, for educational purposes, students should not have access to prior to the session (e.g., quizzes and other in-class assessments, in-class assignments for which prior work is not expected nor desired)

3. Faculty should clearly communicate to students, both in the course syllabus and verbally, the intended use of materials posted to Blackboard (e.g., for review prior to class session, required to have in class session, supplemental after class session).

4. It is the responsibility of the course coordinator to ensure that all course faculty post class notes and other materials in accordance with the above recommendations.

5. It is the responsibility of the student class representative to address problems experienced by class members directly with any faculty member not adhering to these guidelines. In the event problems are not resolved, the class representative will address problems with the course coordinator(s). The University of Pittsburgh Guidelines on Academic Integrity (http://www.provost.pitt.edu/info/ai1.html) will apply.

Guidelines developed by a working group of faculty and students

Approved June 20, 2008
Revised and Approved August 11, 2010