

**COLLEGE OF LIBERAL ARTS POLICY**  
**Blackboard Use for**  
**Course Materials & Student Communication**

In the spirit of environmental sustainability and cost effectiveness, the College of Liberal Arts will require all faculty to place their course materials (excluding exams and other exempted materials) on Blackboard for student dissemination beginning Fall 2010. Printed copies of syllabi, readings, assignments, and other handouts will not be provided to students.

The following criteria relate to this policy:

- 1. Faculty should load all course materials (excluding exams and other exempted materials) onto Blackboard for student accessibility.**
- 2. Blackboard training is available to all faculty at scheduled workshops and by individual appointment. Faculty needing introductory Blackboard training should contact the Dean's Office.**
- 3. Exams and quizzes are exempt from this policy. Other course materials may be exempted by permission of the department chair or program director.**
- 4. Faculty are responsible for adhering to copyright laws for course materials.**
- 5. It is suggested that faculty post grades as they become available throughout the semester on the Blackboard site.**