Manual Blackboard Course Enrollment Request

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The survey will take approximately 7 minutes to complete

* Required. Please respond to all questions on the 3 pages.

Manual enrollments in Blackboard will only be allowed for approved roles such as supplemental instructors, student success coaches, peer observers and teaching assistants.

Requestors must use a valid JJC or CUNY email address. Applications will be reviewed by the Provost's Office for approval. Requests for manual course enrollment from non-JJ or non-CUNY email accounts will not be approved.

1. Email Address *****

_____

2. Acknowledgement of Policies and Access Levels*****

   Policies:

   • *Supplemental instructors* and *student success coaches* are funded employee positions that must be approved *before* access to a course will be granted.
   • Faculty can request peer access to share course materials with other facutly members - COURSE BUILDER access.
   • Individual faculty members are not allowed to hire teaching assistants using their own funds.
   • Students are not allowed access to course materials as Teaching Assistants if not employed by the College (or GC-funded). All <u>teaching assistants</u> must be employed by the College or Graduate Center.
   • Faculty conducting peer observations of online teaching will be given STUDENT ACCESS for 48 hours.

   Access Levels (Instructor/u   ¨°   #   ¨'   o   :

   • Supplemental instructors: can be given access that is equivalent to INSTRUCTOR ACCESS, meaning they can access and participate in grading.

   • Student success coaches: can only be given STUDENT ACCESS and cannot participate in grading of their peers or access student grades.

   • Doctoral students: can be given access that is equivalent to INSTRUCTOR ACCESS, meaning they can access and participate in grading.

   • Masters students - UG classes: if serving as a teaching assistant for an undergraduate class, can be given TEACHING ASSISTANT ACCESS that is equivalent to INSTRUCTOR ACCESS, meaning they can access and participate in grading.

   • Masters students - MA classes: if serving as a teaching assistant for a master's level class, can only be given either COURSE BUILDER or STUDENT ACCESS based on need, determined on a case-by-case basis, and cannot participate in grading of their peers or access student grades.

   • BA/MA students: can only be given either COURSE BUILDER or STUDENT ACCESS based on need, determined on a case-by-case basis, and cannot participate in grading of their peers or access student grades.

   I have read the policy above and agree to the terms. Type **"YES"** *****

_____

3. Course Instructor's Legal Name (Last, First) or Authorized Requester Name *

   _____

4. Course Instructor's CUNY EMPLID *

   _____

5. Course Instructor (or Authorized Requestor's) Department *

   _____

6. Requester's Title *

   _____

7. Semester of Course - CUNYFirst Term (i.e., 1239 for Fall 2023 course) *

   _____

8. Course and Section (i.e. ENG 201-01) *

   _____

9. Registar's 5 digit Course Number (e.g., 48896) for the Course & Section

   _____

10. Proposed BB Enrollee's Legal Name (Last, First) *

   _____

11. Proposed Enrollee's Email Address

   _____

12. Proposed Enrollee's CUNY EMPLID *

   _____

13. Proposed Enrollee's Payroll Status or Access Role (enter one below) *

☐ Doctoral student funded as teaching assistant

☐ Differential Tuition or Excellence Fee funded teaching assistant

☐ Student Success Coach (college funded)

☐ Supplemental Instructor

☐ Peer Share / Collaboration (to share course materials with another faculty member; course builder access)

☐ 48-Hour Peer Observation of Online Teaching: Start Date: _____
   (*Note: Blackboard staff are not available for manual Bb enrollment/removal on weekends/holidays*)

☐ Other - Please explain: _____

SEND THE REQUEST FORM TO apfaculty@jjay.cuny.edu

Information below to be completed by Academic Affairs Designee after review:
_____

☐ Approved   ☐ Rejected

Access Level: _____

Reviewed by: _____

Approved by: _____   _____
                     Signature   Date