

Instructor Roles for BbLearn

—Instructor Role fields:

- On the Meetings tab, in SoC LOUIE, select the appropriate instructor role. It is very important this information is correct for reporting purposes. The roles, as well as how they correspond to roles in LMS (BbLearn) are defined below. **Hovering over the icon next to the instructor role will reveal the definition for each instructor role.**

Primary Instructor:

- Every class must have a primary instructor.
- There must be at least one Primary Instructor assigned to each class prior to the class start date.
- **Input instructor information as soon as the instructor is identified.**
- The primary instructor is the instructor of record who is ultimately responsible for providing instruction and grading for the class. Use this role to indicate the instructor with primary responsibility for the class even when this instructor is a Graduate Teaching Assistant.
- The primary instructor may have no grading access (i.e., 699 and 799 classes), grade access, or approve access. At least one instructor listed on a class must have *approve* access.
- S/he may also be checked to print in the class search and show as the contact person for the class. Students should be provided with a contact for each class. The check mark will automatically populate in the EVAL check box for all primary instructors and may be removed at the discretion of the department.
 - If the instructor is checked to “Print,” they will be viewable in Class Search as the contact for the class. If the primary instructor should *not* be the contact, uncheck Print and then check Print for the appropriate instructor.
- In LMS (BbLearn), the primary instructor may view the grade center, grade assignments, assessments and discussions, use messages and discussions, change tool and course properties. S/he may add/delete/change course content, which differentiates a primary instructor role in LMS (BbLearn) from all other roles.
- Instructor workloads may be adjusted/overridden by an authorized individual in FAAR (Faculty Activity and Achievement Reporting system).

Secondary Instructor:

- The secondary instructor role should be used if a class has an instructor or faculty member who is not ultimately responsible for providing instruction and grading for the class, but s/he co-teaches the class. Teaching assistants should never be placed in this role. They will either be primary instructors if they are responsible for the class or identified as TA.
- Planning and Institutional Research (PAIR) can only pull TA information from the primary and TA roles.
- The secondary instructor may have no grading access, grade access, or approve access.
- S/he may also be checked to print in the class search and show as a contact person for the class if appropriate.
- The check mark will not populate in the EVAL check box for secondary instructors but may be checked at the discretion of the department.
- In LMS (BbLearn), the secondary instructor may view the grade center, grade assignments and discussions use messages and create/reply to discussions, change tool and course properties. S/he may not add/delete/change course content; however, designer access may be requested, which will allow them this option.
- The instructor workloads may be adjusted/overridden by an authorized individual in FAAR.
- Unless someone is actually co-teaching the class, s/he should not be given the role of secondary instructor. If they are not co-teaching, they should more probably be assigned the steward role.

Teaching Assistant:

- The teaching assistant role should be used to indicate a Graduate Teaching Assistant (GTA) or undergraduate student who is assisting a primary or secondary instructor. If a TA is the primary instructor, they should be placed in that role, rather than the TA role.
- Anyone **other** than a primary or secondary instructor who determine a valuation of performance of assignments in terms of grading, should be placed in the TA role.
- The teaching assistant may have no grading access, grade access, or approve access.
- S/he may also be checked to print in the class search and show as a contact for the class.
- The check mark will not populate in the EVAL check box for teaching assistant but may be checked at the discretion of the department.
- In LMS (BbLearn), the teaching assistant may view the grade center, grade assignments and discussions, use messages and create/reply to discussions, change tool and course properties. S/he may not add/delete/change course content; however, designer access may be requested, which will allow them this option.
- Teaching assistants should not have instructor workloads reported to FAAR.

Steward:

- The steward role was created for mentors, supervisors—folks who need access to the BbLearn shell, etc. Other examples are supervisors, coaches, administrators, etc.
 - The steward role should be used for anyone who needs to be identified as having an association with the class but does not fit into the roles of primary instructor, secondary instructor, TA, or grader.
- A Steward should not be grading student work in terms of determining a valuation of performance of assignments, but may access the grade book to assist the instructor or department. [If s/he is not teaching a class but is determining a valuation of performance, enter them as a TA.]
- Stewards should have no *grade* access or *approve* access. Those who have the steward role should never have anything to do with grading.
- S/he would most likely not be checked to print in the class search and will not show as a contact for the class.
- The check mark will not populate in the EVAL check box for steward and there would probably not be a reason to evaluate a steward; however, it may be checked at the discretion of the department.
- In LMS (BbLearn), the steward may view the grade center, grade assignments and discussions, use messages and create/reply to discussions, change tool and course properties. S/he may not add/delete/change course content; however, *designer access may be requested*, which will allow them this option.
- Stewards should not have instructor workloads reported to FAAR.

Grader:

- The grader role should only be used to indicate an individual who is responsible for the data entry of student grades into LOUIE.
- Grader may have grade access or approve access.
- Grader has no responsibility for the administration of the class or for determining a valuation of performance of assignments and should never be given any other role.
- S/he should never be checked to print in the class search and should not show as a contact for the class.
- The check mark will not populate in the EVAL check box for grader and s/he should never be checked to receive an evaluation.

Designer Access

- If appropriate, click on the same icon you can hover over to see the instructor definitions, to request Designer build access for secondary instructor, teaching assistant, or steward roles in LMS (BbLearn).
- Access can be requested only after classes have fed to BbLearn (generally a few weeks after the schedule is published). **Click the link, <http://tinyurl.com/nau-bb-designer>**. The class link displays the URL on the Basic Data page when content exists in the LMS (BbLearn) shell.

Other Settings

—Print:

- Print populates if the primary instructor role is selected. If the instructor is checked to “Print,” they will be viewable in Class Search as the contact for the class. If the primary instructor should not be the contact, uncheck Print and check Print for the appropriate instructor.

—Access:

- Select Approve or Grade Access from the drop-down box. Access controls mid-term and final

—Grade

- Roster access.
- *Approve* access will allow the instructor to both input grades and approve the grades to be sent to Registrar Grades.
- Grade access will only allow the ability to enter grades.
- There must be one instructor with access for each class, prior to the start of the class.
- **Exception: 699 and 799 classes** will be built with Karina Collentine and Kelly Janecek from the Graduate College as graders with approve access. The primary instructor will have no grade access. These classes are exceptions.

—Eval:

- The Eval checkbox is used to map an instructor to receive a student evaluation. All primary instructors are automatically checked to be evaluated. If a primary instructor should not be evaluated, uncheck the box.
- Secondary instructors and TAs are not automatically checked to be evaluated. Check the Eval box if they should receive an evaluation.
- A steward should most likely not be checked to be evaluated.
- A grader should never be checked to be evaluated.
- Be sure to map evaluations prior to the start of the term or as soon as an instructor is identified. This will ensure instructor evaluations are set up prior to the date the data is batched and sent to CoursEval.

If further info is needed, contact eLearning at Lms-faculty-help@nau.edu

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