

SITE MEMBER PHOTOS IN BLACKBOARD

What is Site Member Photos?

Each Blackboard site has a tool called *Site Member Photos* with the capacity to display a Web page of photographs of those enrolled in it as either *Student* (for Course sites), or *Participant* (for Organization sites). As this tool was built to assist faculty in identifying their students, at present only photographs of Princeton students are available; it does not display faculty and staff photos. The photographs are supplied to the Blackboard System Administrator by the University ID Card office. Photos are dynamically added or removed to reflect changes in site enrollment. Each photograph has the name of the *student/participant* directly below it, and this name can be clicked on to open an e-mail composition in the computer's mail client, directed to that particular *student/participant*. The Web page carries the heading, *Site Member Photos*. The subheading gives the course or organization ID and name. Each page also includes this statement: *.For course sites, photos are only available to instructors and teaching assistants. For organization sites, photos may be available to all participants if deemed appropriate.*

Whose Images Appear in Site Member Photos?

Only the photos of *students/participants* who are Princeton students appear in *Site Member Photos*. Blackboard defines a *student/participant* as an individual who is enrolled in a Blackboard site with access to the content and to whichever Tools (communication or otherwise) the site managers (i.e., Instructors, Leaders, Assistants, Builders) have made available to them, but who does not have access to the site control panel.

Which Sites Have Site Member Photos and Who Can View Them?

Official Course Sites

Site Member Photos will be available in all Blackboard sites for courses that have enrollments listed in the Registrar's database. In these sites, the link to the photos will be found in the Course Tools section of the site control panel, where it will not be visible to students and where only Instructors and TA's will be able to view the photos. Others with access to the course control panel (Builders and Graders) will be presented with this message upon clicking the link: *Sorry, but at present, only instructors and teaching assistants are able to view the photos.*

Because of a limitation in Blackboard, a site manager (Instructor, TA, or Builder) will have the ability to make the link to *Site Member Photos* available through the student view of the course site; however, if a student clicks on the link, the following message will be displayed: *Sorry, but at present, only instructors and teaching assistants are able to view the photos.* We recommend against making the link available to students in course sites.

Special Course Sites

Site Member Photos may be made available on request in special Course sites, such as a site for Academic Advising, upon approval of the Registrar. If permission is granted, the *Site Member Photos* will be displayed according to the stipulations described under *Official Course Sites* above, unless otherwise specified by the Registrar.

Organization Sites

As a rule, *Site Member Photos* will not be available in Organization sites, unless specifically approved by the Registrar. In these cases, stipulations for displaying the photos of Princeton students will be spelled out by the Registrar, such as the case with the sites for the Colleges.

Each Residential College may have the *Site Member Photos* available to those with the site role of Participant (a student, faculty advisor, and fellow who belongs to that college), as well as to those with the site roles of Leader and Assistant. In these sites, a link labeled "College Facebook" will appear in the sites table of contents. Organization sites are built, by default, with Guest Access turned off. However, even if a site manager turns Guest Access on, a guest clicking the College Facebook link would be presented with a "Guest Access Denied" message.

How is Privacy Protected in *Site Member Photos*?

The Registrar's office will provide the Blackboard System Administrator a list of students who have invoked FERPA (Federal Family Educational Rights and Privacy Act) rights to have their images withheld from photo directories. This will generally be done before the start of the academic year, but the Registrar may contact the Blackboard System Administrator at any time to request that a photo be removed. The Blackboard System Administrator will block the photographs of these individuals from being displayed in the *Site Member Photos* page of all Blackboard sites. The names and/or e-mail addresses of individuals will not be available through the *Site Member Photos* directory, either, if they have so requested.

In all cases, one must login to Blackboard with a username and password to be able to view *Site Member Photos* in sites where one has viewer privileges.

In no case will guests to the Blackboard system, or guests to any site within the system, have access to the *Member Photos*.

In the case of Official Course sites, only those enrolled as Instructors and TA's will have the ability to view the Site Member Photos.

In the case of Residential College Organization sites, only the students, faculty advisors, and fellows belonging to the College, and the site managers will have the ability to view Site Member Photos.

Those with the Blackboard system role of System Administrator will have the ability to view the Site Member Photos in all sites. This privilege will only be used to check functionality and provide support.