

CHATTANOOGA STATE COMMUNITY COLLEGE

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Academic Resources

Procedure 06:00

Protecting Student Rights in the Course Management System

08/28/2019

1 Protecting Student Rights in the Course Management System

- 2 1. Access to all Distance Courses is through the Course Management System (CMS).
- 3 1.1. The CMS is accessed by unique user name and password for both Faculty and students
- 4 enrolled.
- 5 1.1.1. Enrollment for students is through real-time integration between the college SIS
- 6 system and the CMS.
- 7 1.2. The CMS Administrators also have access to live Distance Courses
- 8 1.3. Deans and Department Heads have access to the live Distance Courses within their
- 9 department or division.
- 10
- 11 2. Access by anyone outside those in 1 above is limited and by either student consent and/or
- 12 parent consent is the student is under 18.
- 13 2.1. High School staff who are in assigned as the Instructor of a course, cannot have access to
- 14 that course unless
- 15 2.1.1. All Parents / students in the relevant course have given consent
- 16 2.1.2. The course only contains students from the individual high school represented by
- 17 the counselor
- 18 3. Sharing of Username/Password to CMS
- 19 3.1. Student / Staff / Faculty are all informed through IT policies that it is not allowed to
- 20 share their unique username or password to the CMS or Tigerweb with anyone else.
- 21