

MyDTCC – Organization Requests Guidelines and How-to

The following are guidelines designed to aid in the creation and management of Delaware Tech-related Organizations within the Blackboard Community System. Organizations foster communication through discussion forums and the sharing of documents. Announcements to organization members can be posted. Organizations are similar to classes and have all the same functionality. Organizations are not to be used for mass emailing but should be used to disseminate documents and create dialogues with members.

Requesting an Organization

All organizations will have an organization leader responsible for the content of the organization. An organization request form can be accessed by going to the Employee Services tab at MyDTCC. The form is located in the Employee Resources tool box under the Employee Services tab. See below.

The screenshot shows the Blackboard Academic Suite interface in Microsoft Internet Explorer. The browser address bar displays https://my.dtcc.edu/webapps/portal/frameset.jsp?tab_id=_18_1. The page title is "MyDTCC" and the navigation menu includes "Welcome", "My Terry", "My Owens", "My Stan-Wilm", "My OOP", "My Courses", "My Organizations", "Employee Services", and "Help Center". The "Employee Services" tab is selected, and the page content is organized into several sections:

- Collegewide Links:** Includes links for College Catalog, College Calendar, College Home Page, Owens Campus Home Page, Terry Campus Home Page, Stanton/Wilm Campus Home Page, College Library Homepage, and Search DTCC Website.
- Employee Resources:** A vertical list of links including "Request an Announcement", "Request an Organization" (circled in red), "Discounted Computer Purchase Option", "Childhood Education Center - Owens", and "Request an Organization".
- DTCC New Features:** Contains a "MyDTCC" section with a link for more information and a "PDF Conversion Tool" section.
- DTCC Human Resources:** Features a "Retirement Workshops" section with details about pension and social security benefits.
- DTCC Manage Announcements:** Includes a "Manage Announcement Requests" link.
- DTCC DIET Information:** Contains a "D-Spam - Spam Filtering Software" section.
- DTCC Educational Technology Certificate Program:** Includes an "Announcements" section with registration details for fall ETC courses.

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Upon requesting an organization, the requestor will see the following screen:

The screenshot shows a web browser window titled 'Untitled Document - Microsoft Internet Explorer' with the address bar displaying 'https://my.dtcc.edu/hosting/add_org.aspx'. The page content is titled 'Add Organization Request' and includes a 'Close Window' button. The form is divided into three sections:

- 1 Organization Information:** Contains fields for 'Organization Name' (text input), 'Organization Description' (text area), 'Location of Organization' (dropdown menu with 'Select Campus'), 'Membership Classification' (dropdown menu with 'Select One'), and 'Organization Approver' (dropdown menu with 'Select One').
- 2 Organization Options:** Contains fields for 'Campus' (dropdown menu with 'Select Campus'), 'Requested Begin Date' (text input), and 'Requested End Date' (text input).
- 3 Audience Selection Method:** Contains three radio button options: 'By Existing Organizations', 'By Students', and 'By Staff and Faculty List'.

All fields need to be completed. Once a campus is selected, the user can then select either students or staff/faculty and the names will display. The user then selects members of the group. A project leader must be identified before the form can be submitted.

Student Organizations

Only recognized clubs and organizations will be allowed to have an organization within the BB Community System.

Only student advisors will be allowed to request an organization for a student group. The Dean of Student Services will approve such a request.

Student organizations will be limited to 100 MB of space.

Faculty/Staff Organizations

Only the division head or department chair will be allowed to request an organization for faculty or staff, and only the appropriate Dean can approve the organization. For example, if members of the English faculty want an organization, the department chair would make the request. The Dean of Instruction would provide approval.

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Cross-campus organizations must be requested by the appropriate vice president in the Office of the President. For example, an organization of the Business Managers would be requested by the Vice President of Finance. An organization of Math Department Chairs would be approved by the Vice President of Academic Affairs.

Faculty/Staff organizations will be allotted 200 MB of space.

Expiration of organizations

It is expected that the organization leader will maintain back-up copies of all documents uploaded to the organization. Organizations that are inactive will expire, meaning no data will be lost but organization members will not have access. Leaders will have access to the organization and all files for one year after the organization expires, at which time the organization will be exported from the system.

Student Organizations – Student organizations will expire at the end of each semester. .

Faculty/Staff Organizations – The process of removing organizations for employees of Delaware Tech will begin after four months of inactivity within the organization. At that time, the organization leader will be notified and asked to confirm the need for the organization..

Blackboard Support

Organization leaders and members can receive Blackboard support by going to the Blackboard help page at <http://www.dtcc.edu/edtech/blackboard/> or by contacting the Application Help Desk at blackboard@dtcc.edu.