Blackboard Learn Building Block Request

Use this form to submit a request for the installation of a Blackboard "building blocks" or similar components. Provide documentation as required on the following page. Your request should be submitted to the MSU Information Technology Advisory Committee (ITAC) according to the following schedule:

Submit a request by August 16 for a building block to be implemented for the following spring semester.

Submit a request for January 16 for a building block to be implemented for the following fall semester.

Requests should be submitted to the ITAC chair:

Dr. Rodney Pearson
Department of Management and Information Systems
P.O. Box 9581
McCool 302P

rodney.pearson@msstate.edu
662-325-1995

A request may be submitted either electronically (in either .doc or .pdf format) or on paper.

Date: June 1, 2014

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1. Building block name.

2. Name of person or persons submitting the request for this building block.

3. Company name, contact information, and URL (if available) for the building block.

4. Purpose of and justification for the building block.

5. Student/faculty/user population served by this building block.

6. Building block one-time and recurring costs.

7. Building block technical specifications and requirements (provided by the building block provider/company).

8. Is there any requirement for data to be extracted from MSU systems (e.g., Banner) and made available for the building block to function? (Examples include student demographic/ enrollment data, instructor data, or course/section data.) If so, what is the frequency of this process (e.g., every day, every semester, every year)?