

<b>Task:</b>	<b>Building Block Installation Request for MyHCC</b>
<b>Revision Date:</b>	February 29, 2012
<b>Description:</b>	The HCC Learning Management System (LMS), known as MyHCC from the vendor Blackboard, allows for the creation and installation of third party software called a Building Block. These modularized pieces of software offer enhancements to the LMS for the purpose of enhancing the teaching and learning environment. They are mainly produced by textbook publishers, higher education institutions, Blackboard, or other technology vendors.
<b>Responsibility:</b>	CITT / ITS, HCC Faculty, HCC Staff
<b>Process Steps:</b>	<p><b><u>FACULTY AND/OR CITT Staff AND/OR Administrators</u></b></p> <p><b>Step 1: Submit a request to HCC LIVE (request escalation MyHCC)</b></p> <ul style="list-style-type: none"> <li>▪ Submit via HCC LIVE Web portal the name of the faculty member that is requesting installation of the Building Block</li> <li>▪ Request should include:             <ul style="list-style-type: none"> <li>▪ Name of the Building Block</li> <li>▪ Publisher or third party developer (entity that created the software)</li> <li>▪ Contact information for the creating part</li> <li>▪ Requested date for availability (i.e. Summer 2012 or date). Requestors should allow to up to 1 month for installation on the production server.</li> </ul> </li> </ul> <p><b><u>CITT / ITS</u></b></p> <p><b>Step 2: Building Block Verification and Testing</b></p> <ul style="list-style-type: none"> <li>▪ After verifying the Building Block is compatible with the current LMS version it will be installed and configured on the development (test) server for testing.</li> <li>▪ If the Building Block will impact the entire MyHCC community, then additional approval is required from the Director of Instructional Technology services.</li> </ul> <p><b>Step 3: Production Installation of Building Block</b></p> <ul style="list-style-type: none"> <li>▪ Once successful testing is completed on the development server the Building Block will be installed, configured, and tested on the production server.</li> <li>▪ The requesting party, Faculty, Staff, or Administrator, will be notified of the release and the availability of the Building Block.</li> </ul> <p><b>Step 4: Updates to Building Block</b></p> <ul style="list-style-type: none"> <li>▪ Periodic updates to the Building Block may be required. If availability of the Building Block will be affecting the HCC Community, then they will be notified via email and/or the LMS announcements area.</li> </ul>
<b>Written by:</b>	CITT/Instructional Technology Services ( Melissa Zucal)
<b>Reviewed by:</b>	FITC on April 13, 2012
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