



## Organization Request

---

Organizations in Blackboard are Blackboard shells set up for the purpose of facilitating activities outside of classes for university sanctioned student organizations or departmental organizations.

### **Policy**

Blackboard organizations may be requested by student led university recognized organizations, or affiliated with academic or administrative departments.

A Blackboard Organization must be requested by a permanent faculty or staff member, who assumes responsibility for the Blackboard Organization site contents and use.

Enrollment and adding of content is the responsibility of the leaders.

### **Procedure**

To create an organization, a form must be completely filled out and submitted before an organization will be created.

Enrollment and adding of content is the responsibility of the leaders.

Non-active organizations will be removed after 1 year to allow for adequate functioning of the system.



**Helpdesk**  
940-898-3971  
[helpdesk@twu.edu](mailto:helpdesk@twu.edu)  
<http://www.twu.edu/help-desk>

**Blackboard Support**  
940-898-3706  
[blackboard@twu.edu](mailto:blackboard@twu.edu)  
<http://www.twu.edu/blackboard>

