

Learning Coach Observer Access for NDSU Blackboard

The observer access provides learning coaches (LC) with the ability to view learner progress and grades in the Blackboard Learning Management System.

Please note, prior to completing these steps, the NDSU Office of Teaching and Learning will request an Affiliate Account for you. The learner for whom you are serving as a Learning Coach will also need to complete the NDSU FERPA release, granting access to their academic records.

After receiving an email confirmation of your Affiliate Account, complete the following steps.

1. Activate accounts and set up your Bison and NDSU credentials using information provided in the email
2. Complete Data Privacy and FERPA training using the steps below

Getting Student Record Access

Follow the instructions below to request permission to view student information in Campus Connection and/or Blackboard:

2a. Complete NDUS Data Privacy Training

- This training only needs to be completed once during an individual's employment within the ND University System
- This training ***MUST*** be completed prior to submitting the access request forms below
- Use NDUS credentials when logging in
- [Instructions for Self-Enrolling in the Data Privacy Training Course](#)
- [Go to Blackboard](#)

2b. Complete NDSU FERPA Training

- This training needs to be completed each fiscal year (starting July 1st to June 30th of the following year)
- This training ***MUST*** be completed prior to submitting the access request forms below
- Use your BISON LOGIN credentials when logging in

- Instructions for completing trainings in Vector Solutions
- Go to Vector Solutions website
 - NOTE: Employees receive access to Vector Solutions one day after their official hire date
 - Under "My Assignments", look for "FERPA: Family Educational Rights and Privacy Act: Full Course"
 - Or, under "Extra Training", search for FERPA and select the course

3. Notify dualcredit@ndsu.edu when your accounts are claimed and two training requirements are complete.
4. Within 48-72 hours, you will receive an email confirming your status as an “Observer” in Blackboard for your learner. Information about the Observer role can be found at this link <https://help.blackboard.com/Learn/Instructor/Ultra/Performance/Observer>
5. If you have questions about the role, contact dualcredit@ndsu.edu
6. If you have issues accessing your accounts, contact the NDSU IT Helpdesk at ndsu.itservice@ndsu.edu or 701.231.8685, option 1.