

Blackboard Institutional Hierarchies

Workshop Worksheet • Design Your Digital Institution Structure

Name:

Institution:

Date:

Section 1 • Why Use Institutional Hierarchies?

Before mapping your structure, reflect on your primary goals for implementing hierarchies in Blackboard.

1.1 Select Your Key Use Cases

Check all that apply and add notes on how each goal applies to your institution:

Use?	Purpose	How it applies at your institution
☐	Delegated Management / Administration	
☐	Institutional Oversight / Assessment	
☐	Better Tool / Content Management (Learning Object Repository)	
☐	Other:	

Section 2 • Organizational Chart — Map Your Structure

Use the levels below to map your institution's organizational breakdown. Add as many rows as needed at each level.

 **Tip:** Start from the top (your whole institution) and work down. Each child node should belong to exactly one parent.

2.1 Level 1 — Institution (Top Node)

Field	Your Answer
Institution Name	e.g., University of St. Thomas
Blackboard Node ID / Code	e.g., INSTITUTION or UST
Primary Admin Contact	Name and email of the node owner

Field	Your Answer
Description / Purpose	Brief description for this top-level node

2.2 Level 2 — Units (Schools, Colleges, Divisions)

List each major organizational unit that reports directly to the Institution node:

#	Unit Name	Node Code / ID	Admin / Owner	Notes
1				
2				
3				
4				
5				
6				
7				
8				

2.3 Level 3 — Departments (within each Unit)

For each Unit listed above, list its departments. Use the 'Parent Unit' column to link them.

#	Department Name	Parent Unit	Node Code / ID	Admin / Owner	Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

 **Tip:** You can extend hierarchy depth further (e.g., Sub-departments) by adding additional child nodes under any Department. Note additional levels on the back of this sheet.

Section 3 · Accreditation and Degrees

Map the academic credential structures that your hierarchy needs to support. These often align with accreditation bodies and reporting requirements.

3.1 General Education

Define the General Education requirements or curriculum areas that span across units/departments:

#	Gen Ed Area / Category	Associated Node(s)	Notes / Accreditor
1			
2			
3			
4			
5			
6			

3.2 Degree Programs

List the degree types and programs your institution offers. Indicate which hierarchy node each belongs to:

#	Degree Level	Program / Major Name	Parent Department / Unit	Accreditor	Notes
1					
2					
3					
4					
5					
6					
7					
8					

 **Tip:** Degree types to consider: Certificate, Associate (A.A., A.S.), Bachelor's (B.A., B.S.), Master's (M.A., M.S., M.Ed., MBA), Doctoral (Ph.D., Ed.D.), Professional (J.D., M.D.).

Section 4 · Programs, Centers of Learning & Modalities

Identify the special programs, centers, and delivery modalities that may require their own hierarchy nodes or cross-cutting node assignments.

4.1 Programs or Centers of Learning

List any programs or centers that operate across departments or units (e.g., Honors Program, Center for Teaching Excellence, Continuing Education):

#	Program / Center Name	Node Type	Parent Node(s)	Notes
1				
2				
3				
4				
5				
6				
7				
8				

4.2 Modalities

Define the course delivery modalities used at your institution and how they map into the hierarchy:

Use?	Modality	Node Assignment / Location in Hierarchy	Notes / Special Considerations
☐	Face-to-Face (F2F)		
☐	Online / Fully Virtual		
☐	Hybrid / HyFlex		
☐	Continuing Education / Non-credit		
☐	Other:		

Section 5 · Notes, Questions & Next Steps

Use this space to capture open questions, decisions still needed, or action items from today's session:

Action Item / Question	Owner	Target Date

Action Item / Question	Owner	Target Date

Additional Notes: