

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Learning Management System (LMS) Usage Policy

EFFECTIVE DATE: September 9, 2020

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

1.2.1 This policy applies to the iLearn (Brightspace by D2L) Learning Management System (LMS) and its use within the Canadore College of Applied Arts and Technology (hereafter referred to as “Canadore” or “the College”).

1.2.2 This policy applies to all Canadore students and employees (and approved external stakeholders) using the Learning Management System (iLearn).

1.2.3 This policy applies to all courses administered through the College’s Learning Management System (iLearn) contributing to a Canadore issued credential.

2. PURPOSE AND PRINCIPLES

2.1 Purpose

2.1.1 To establish standards and set expectations for LMS usage and course offering content retention.

2.1.2 To ensure faculty are provided LMS support, training and resources.

2.1.3 To ensure students are provided consistent access to course materials, instructional resources, communication channels, and other educational resources through the College’s LMS.

2.2 Principles

2.2.1 To ensure a quality student experience.

2.2.2 To establish a consistent and organized approach that supports the student learning experience.

- 2.2.3 To support faculty with course administration tools and promote a quality teaching and learning experience.
- 2.2.4 To cultivate an environment that enables student engagement and life-long learning.

3. DEFINITIONS

3.1 Learning Management System (LMS)

A software application, used in the administration of educational courses and training, designed to deliver learning material and track learner progress.

3.2 iLearn

The primary Learning Management System used by the College to deliver and track course-related content is Brightspace by D2L. The College has branded this learning environment **iLearn**.

3.3 Course Outline

This document outlines course information that include: learning outcomes; teaching and learning activities; assessment and evaluation; policies and procedures; student services; and notes/disclaimers.

3.4 Section-Specific Information

This document expands upon the course outline and is developed by the course section faculty member. It illustrates how topics and assessments map to learning outcomes, and details the section-specific evaluation strategy, and the course expectations. It is provided to students through the College's LMS (iLearn) at the onset of each course section delivery.

3.5 Course Materials

Learning materials, which are deemed necessary for students to be successful and accompanying lessons including presentations, documents, assessment instructions, etc.

3.6 Faculty

For the purpose of this policy, Faculty refers to the individual who is responsible for evaluating student performance.

3.7 Dean

For the purpose of this policy, Dean refers to the Academic Administrator with program responsibilities.

4. POLICY

4.1 LMS (iLearn)

- 4.1.1 An orientation as well as supporting resources are made available to all faculty.
- 4.1.2 All faculty will participate in introductory LMS training upon initial hiring.
- 4.1.3 External stakeholders (partners) adopting use of iLearn, for the delivery of Canadore credentials, will have adequate resources in place to implement the LMS Usage Policy. The stakeholder will work with the appropriate Academic Lead and the Academic Centre of Excellence to develop a suitable process for implementation.
- 4.1.4 External stakeholders (partners) not adopting use of iLearn, for delivery of Canadore credentials, will have alternate means to provide students with the essential course information and content (as per 4.2.1).

4.2 Faculty

- 4.2.1 Faculty will use the LMS to track and deliver essential course information and content to students. These items include (but are not limited to) the following items:
 - Welcome message and news updates in the Announcements tool;
 - Link to currently approved course outline;
 - Upload of course section-specific information document;
 - Course content – lessons, engaging support materials (such as video/audio links, etc.), discussion boards, assessment activities, etc.;
 - Attendance register;
 - Grade book to record performance assessments and final grades.LMS essential course information items are detailed in the LMS Standards document.
- 4.2.2 Faculty will ensure course information (including elements of 4.2.1) are current at the time of delivery and maintained throughout the duration of the course.
- 4.2.3 Faculty will inform students of the tools required in the course and ensure students are familiar with the location of the course learning materials within the LMS.
- 4.2.4 Faculty will enter final adjusted letter grades, conforming to the Canadore Grading policy (A-24), in the course gradebook prior to the final grades deadline for the course.
- 4.2.5 Faculty will advise students of class cancellations via the LMS course “News”, as per the Class Cancellation policy (A-6).

4.2.6 There are various LMS roles for users. Those roles are defined under a separate document – “LMS Roles, Permissions, and Course Access”.

4.2.7 Canadore faculty, staff, and approved external users may request accounts, or access to individual courses. The procedure for requesting roles and access to courses is found in the LMS Roles, Permissions, and Course Access document.

4.3 Student

4.3.1 Student registration (in courses delivered via iLearn) is transferred to the LMS by an overnight data transfer. Students have access to courses in the LMS typically the day following registration.

4.3.2 Students are responsible for verifying their correct course enrollment via Self Service or the Office of the Registrar.

4.3.3 Students are expected to sign in to the LMS on an ongoing basis to participate in course activities, to review course material, grades, feedback, attendance and deadlines.

4.4 Course Archiving

4.4.1 Final grades are transferred to the Student Information System (and Self Service) upon course completion. Past course material, grades, and student documentation are not to be considered official records.

4.4.2 Semester course offerings will be retained in the LMS for three (3) years from the end of the academic year in which the course is delivered. At the end of three years, the course will be eligible to be deleted along with all course content, student submissions, quizzes and other tools. Faculty are responsible for retaining copies of any content prior to course deletion. Removal of courses older than three years will begin from the effective date of this policy:

- In spring 2021 we will delete 2011 – 2014 (4 years);
- In spring 2022 we will delete 2015 – 2017 (3 years);
- In spring 2023 we will delete 2018 – 2020 (3 years);
- Starting in spring 2024 only one year of data will be deleted each spring;
- (If policies are reviewed every three years then this section can be deleted in the 2024 revision).

5. **ROLES AND RESPONSIBILITIES**

5.1 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

5.2 Vice-President, Academic

The Vice President, Academic will be responsible for the effective implementation of this policy and resolve any disputes arising over policy interpretation.

5.3 Dean

Deans are responsible to ensure compliance with this policy in their respective program areas.

5.4 Academic Center of Excellence (ACE)

The Academic Centre of Excellence will manage the LMS and support evaluation of compliance.

6. EVALUATION

This policy will be evaluated every five years or earlier if required.

7. RELATED MATERIALS

Assessment and Evaluation of Student Learning Policy (A-23)

Class Attendance Policy (A-5)

Class Cancellation Policy (A6)

Course Outlines Policy (A-11)

Course Outlines Procedure (PA-11)

Grading Policy (A-24)

LMS Standards document (under construction)

LMS Roles, Permissions and Course Access, (under construction)