

AC502: LMS Administrative Standards

Policy Title:	LMS Administrative Standards
Policy Number:	AC502
Owner:	Sr. Vice President Academic
Approved by:	College Executive Team
Effective Date:	September, 2020
Reference:	“As of December 1, 2016, this policy meets the College Quality Assurance Audit Process (CQAAP) Standards found at: http://www.ocqas.org/resources/ ”
Links to Other Policy:	Intellectual Property, Acceptable Use Policy for Technology Services, Fair Dealing for Copyright-Protected Work Policy, Academic Appeals Policy, Academic Policy 14.3 Graduation Timelines

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

AODA – Accessibility for Ontarians with Disabilities Act (<https://www.aoda.ca/>)

Course Materials – the content and associated learning activities/assessments that are included within an active Course Shell. The “course material” includes: course outline, learning plan, required readings, module content, curriculum materials, and additional resources (e.g., case studies, simulations, videos, instructor notes, slide decks, rubrics, etc.). This also includes any learning materials that are created, purchased, or licensed for use and utilized by college employees in the performance of their duties.

Course Shell – the digital space within the college Learning Management System (LMS) that designates a specific course. Every course section at St. Lawrence College has a corresponding Course Shell that hosts content and student enrollment.

ITS – Information Technology Services

Master Course Shell – a type of Course Shell that includes all the learning materials for a specific course.

SCTL – School of Contemporary Teaching & Learning

SLC Course Template – this template is used to format a Course Shell using specific settings that match the requirements within the LMS Standards Policy. The SLC Course Template includes a preformatted course menu, design templates for specific areas (e.g., “Faculty Contact Information”), and links to student support services/resources. Implementing the SLC Course Template within each active course ensures that students receive a positive digital learning experience and supports Faculty in meeting the requirements of the aforementioned policy.

Grade Centre - the location within the Course Shell where students can review individual grades for each assessment.

Learning Management System (LMS) – the College supported software application that is used by students and faculty to access, plan, implement, supplement, monitor and/or assess learning or to communicate about learning. The current approved LMS is Blackboard Learn.

Minimum Presence - Outlines the minimum presence required to create a consistent digital learning experience.

OntarioLearn – A consortium of 24 Ontario colleges that provide shared online course offerings within the college sector. St. Lawrence College hosts a series of online courses within the OntarioLearn Blackboard Learn environment which is distinct from the one that is managed by the college.

Purpose:

St. Lawrence College is committed to supporting student success by providing meaningful digital learning experiences for all students. This experience is achieved by optimizing the tools within the college Learning Management System (LMS) and leveraging other digital learning tools to promote engagement among students and faculty.

The effective implementation of the LMS Standards represents a minimum standard in digital learning where students receive a consistent experience in course navigation, functionality, and language.

Scope:

This policy applies to all credit courses in programs except where exempted by the Senior Vice President Academic. This does not apply to external partners delivering St. Lawrence College credits, including OntarioLearn.

POLICY STATEMENTS

1. The LMS Standards outlines the minimum presence required in creating a consistent digital learning experience through the SLC's LMS.
 - **Use of the LMS by Students**

The LMS is the primary source of access to course learning materials for students. This includes course announcements, posted learning materials, group discussions/forum, Blogs, Wikis, and Journals. The LMS will be the primary method of communication with faculty using emails and for the submission of course work for assessment. The LMS will support on-line tests and links to videos, learning and research material and open education resources. It will also allow students to monitor course expectations and their own progress within the course.
 - **Use of LMS by Faculty**

The LMS will allow faculty to access guidelines, templates, open educational resources and best practices in order to create a consistently high learning experience for their students. The faculty will use the LMS to make course announcements, communicate learning materials, post office hours and monitor student course activity. In addition, faculty will maintain their grade centre data in the LMS. Faculty will promote sustainability by using digital documentation where possible and posting these resources to the LMS.
2. The LMS Standards aligns with all accessibility requirements outlined within the Accessibility Ontarians Disability Act (AODA).
3. All course materials featured within the LMS will comply with the Fair Dealing for Copyright-Protected Work Policy and copyright legislation.
4. The LMS Standards will be updated annually using evidence-based practices in digital teaching and learning.

THE LMS IS THE SYSTEM OF RECORD FOR THE STORAGE OF INFORMATION AND DATA THAT IS OWNED BY THE COLLEGE (E.G. INTELLECTUAL PROPERTY). THE LMS ALSO SERVES TO ARCHIVE COLLEGE INFORMATION AS IS LEGALLY REQUIRED AND SERVES TO PROTECT THE INTERESTS OF STUDENTS, AND FACULTY (E.G. COMMUNICATIONS BETWEEN FACULTY AND STUDENTS). AS A RESULT, THE DELETION OF ARCHIVAL INFORMATION IS NOT PERMITTED FOR TWO YEARS AT WHICH TIME, INFORMATION TECHNOLOGY SERVICES WILL PERMANENTLY DELETE ALL RECORDS. THIS PROCESS ALIGNS WITH COLLEGE POLICIES:

It is the responsibility of the Senior Vice President, Academic and the Associate Deans/Deans to ensure adherence to the policy and to interpret the policy.

NEXT POLICY REVISION DATE

September 2025

SPECIFIC LINKS

“SLC Blackboard Learn” can be accessed via a secure SLC login using [SLC.me](https://slc.me).

“OntarioLearn Blackboard Learn” is accessed via a secure SLC login using the OL portal (<https://olportal.ontariolearn.com/login.php>)

“School of Contemporary Teaching & Learning (SCTL)” resources on achieving the LMS Standards can be accessed via a public website (www.TeachAtSLC.ca)

APPENDIX A: PROCEDURES

P1. The SCTL is responsible for updating the SLC Course Template on an annual basis using best practices in digital learning and contemporary teaching strategies. This template will be deployed in all courses during the academic year and represents the main components of the LMS Standards.

P2. The ITS department is responsible for deploying the active Course Shells for all courses every term. Each Course Shell will include a copy of the SLC Course Template in exception of those instances identified by the Associate Dean/Dean.

P3. All credit-courses will have one associated Master Course Shell which contains specific course material that can be shared with faculty prior to the start of a semester.

P4. The SCTL is responsible for providing training and support to faculty in the use of all digital learning technologies.

P5. Faculty can refer to the to the SCTL website for more information on how to properly use the SLC Course Template to ensure their course meets the requirements outlined within the LMS Standards.

P6. All course materials must be provided to students via the College LMS. While other digital learning technologies may be utilized to enrich the student learning experience, students should be able to review all official content using links and documentation hosted within the LMS.

P7. Faculty are responsible for preparing, curating, and sharing learning materials that are compliant with AODA and copyright requirements.