

**AA42****Learning Management System**

Classification:	Academic Affairs
Responsible Authority:	Dean, Algonquin College Online
Executive Sponsor:	Senior Vice President, Academic
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**PURPOSE**

In support of the College's vision to be a global leader in personalized, digitally connected, and experiential learning, this policy establishes expectations and guidelines for the use of the Learning Management System (LMS) for a consistent user experience by students and faculty.

**SCOPE**

This policy applies to all learning activities offered by Algonquin College.

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
AODA	Accessibility for Ontarians with Disabilities Act
Activity	Any task (assignments, discussions, quizzes, etc.), assessed or not, that students complete as part of course work
API	Application Program Interface is a set of routines, protocols, and software tools that control how applications interact with each other
Course Content	Curriculum materials and/or learning activities that are created, purchased, or licensed for use, and employed by Faculty in the performance of their duties as educators
Course Space	Specific space within the LMS designated to each section of every credit course at the College
CSI	Course Section Information, also known as the weekly schedule
Development Space	A space that Faculty can use to prepare content for a course that is not yet offered. Students are not assigned to Development Spaces
DLE	Digital Learning Environment, also DLEKB (Digital Learning Environment Knowledge Base)

Faculty	An individual who has been assigned duties associated with the creation and delivery of course materials to students on behalf of the College
ITS	Information Technology Services
LMS	A Learning Management System hosts the materials associated with courses and programs of study, fosters a community of learning through its two-way communication, activity and engagement tools, provides a platform to collect and grade assessments, and simplifies monitoring the progress of students by Faculty. The approved College LMS is Brightspace by Desire2Learn (D2L)
LTI	Learner Tools Interoperability is a standard developed by the IMS Global Learning Consortium that establishes a standard way of integrating rich learning applications and resources with learning platforms such as Brightspace
LTS	Learning and Teaching Services
Master Space	A space that is used to populate multiple future courses
Sandbox Space	A space to practice tools, organization of content, links to resources, and functionality of the LMS
Third-Party Provider	Refers to corporations or other entities (e.g., publishers, professional associations, school boards, etc.) who provide proprietary content and/or services to the College. Examples of Third-Party Providers include Pearson (MyMathLab), Turnitin.com, and Wiley (Wiley Plus). Also known as Application Service Providers (ASP)
URL	Universal Resource Locator. A website address (e.g., <a href="http://www.algonquincollege.com">www.algonquincollege.com</a> )

## POLICY

### 1. Single LMS for Algonquin College

Algonquin College operates and supports one Learning Management System (LMS) as a central part of the digital learning environment that hosts course content, promotes student engagement, fosters two-way communication, and provides tools to assess and provide feedback to students. The only approved LMS used and supported by Algonquin College is Brightspace by D2L.

### 2. Use of the LMS by Students

For students, this policy sets expectations regarding the use of the LMS that fosters a comfortable learning experience throughout their learning journey at the College. This includes a single point of entry for accessing all learning materials, monitoring progress in courses, and

providing a hub to communicate with peers and faculty.

- 2.1 The College is committed to providing all students with the training and just-in-time resources required to access, navigate, and effectively use the LMS.

- 2.1.1 The College is committed to providing all students with the support needed to rectify any technical problems they may encounter with the LMS.

- 2.1.2 Students are expected to visit the LMS throughout the term to access course materials, assessments, and review progress on a regular basis.

### **3. Use of the LMS by Faculty**

For faculty, this policy sets expectations regarding the use of the LMS to facilitate learning activities and provide a consistent experience for students. This includes the use of course material that adheres to Accessibility for Ontarians with Disabilities Act (AODA) standards, the posting of specific information and content related to the course in familiar locations, providing a means for students to schedule activities and to self-evaluate their progress in courses, as well as protect data residing on non-College systems accessed through the LMS.

- 3.1 The College will provide all faculty with the training and just-in-time resources necessary to access, navigate, and effectively use the LMS.
- 3.2 The College will provide faculty with advanced training, coaching, and necessary support to explore new and innovative ways to use the LMS and related technologies to advance teaching and learning at the College.
- 3.3 The College will provide all faculty with the support needed to rectify any technical problems they may encounter with the LMS.
- 3.4 The LMS is not to be used to store internal administrative documents, to share non-teaching information with colleagues, or keep minutes of meetings.
- 3.5 Faculty are expected to provide the minimum required elements in the Course Space, as described below, to promote a consistent and familiar navigational experience for Students.

### **4. Course Spaces – Required Elements**

- 4.1 All Course Spaces will be compliant with AODA standards.
- 4.2 Contact Information: All Course Spaces will include Faculty contact information in a module labelled “Contact Information” including details about the preferred method of communication and an intended response time consistent with Policy AA23 Faculty Consultation with Students.
- 4.3 Course Section Information (CSI) otherwise known as weekly schedule: All Course Spaces will include a CSI with due dates of each assessment in a module labelled “Course Information” to allow

students to manage their workload.

- 4.4 Activities: All materials required to complete an activity will be accessible within the activity. All activities will be accessible via the “Activities” menu item, or via a direct link in the LMS to an approved Third-Party Provider (such as Pearson MyLab).
- 4.5 Grades: All grades associated with students enrolled in a Course Section will be recorded in the Grades tool found in the LMS. The grades will be updated regularly throughout the term, consistent with Policy AA13 Evaluation of Student Learning, to allow students to monitor their progress.

## **5. Course Spaces – Student Access**

- 5.1 Faculty should provide students access to their Course Spaces by the first scheduled class.
- 5.2 Although the course section start and end dates are set by the College, faculty can alter these dates to make the Course Space available to their students at the most appropriate start and end dates for the course.
- 5.3 Faculty will be responsible for familiarizing students with the Course Space and outlining expectations for its use throughout the term.

## **6. Course Spaces – Copyright and Intellectual Property**

- 6.1 All content posted to the Course Space will abide by Policy AA34 Copyright and Policy RE05 Intellectual Property.

## **7. Third-Party Content Providers**

- 7.1 If faculty choose to adopt content from a Third-Party Provider, students will be provided with a means to access this content via the Course Space. This can be accomplished as a direct link to the content that has been uploaded on the Course Space (e.g., PowerPoint slides provided by a publisher), as a link to an external URL (e.g., Library, CBC Archives, etc.), or by embedding the content in the Course Space using the LMS tools (e.g., embedding a video from YouTube.com).
- 7.2 If faculty choose to adopt content from a Third-Party Provider, fees and purchase options must be in compliance with the Ministry's binding policies on third party adoptions. See Algonquin College policy AD04 Adoption and Ordering of Course Materials.
- 7.3 Should access to the adopted content require that the student share personal data with the Third-Party Provider (e.g., name, email address), it must be carried out in accordance with Policy AA35 Confidentiality of Student Records and abide by Policy AO03 AODA Integrated Accessibility Standards Regulation.
- 7.4 Should a Third-Party System be leveraged to monitor or track student performance (e.g., an assessment hosted on a publisher platform such as Pearson's MyLabs that counts for grades), this information must also be recorded on the approved College LMS (e.g., in the Gradebook).

## PROCEDURE

Action	Responsibility
<b>1. Access to Course Space</b>	
1.1 Associate each Course Space to enrolled students and associated student data.	DLE Support
1.2 Establish default start and end dates (when the Course Space is automatically made available to students) based on the term dates assigned to the course section.	DLE Support
1.3 Provide faculty access to the Course Space.	DLE Support
1.4 Modify the start and end dates to match the preferred dates that students will access the Course Space (cannot be later than the first scheduled class or end before the last scheduled class).	Faculty
1.5 Create Sandbox Spaces for all faculty.	DLE Support
1.6 Create Development and Master Spaces upon valid request.	DLE Support
1.7 Provide access to Course Spaces to Academic Administrators when necessary.	DLE Support
<b>2. Creation of Course Content</b>	
2.1 Post Contact Information and CSI to the Course Space by the first day of scheduled classes.	DLE Support
2.2 Prepare the Gradebook to reflect the grading scheme and update student performance in the Gradebook throughout the term.	DLE Support
2.3 Populate the Course Space with selected Course Materials.	Faculty
2.4 Monitor the use of the LMS and its tools to identify effective practices and opportunities for enhanced training and support.	LTS
<b>3. Technical Issues with LMS – Students</b>	
3.1 In the event of technical issues related to the LMS, contact the ITS Service Desk (Student Central) for assistance. Consult the “Contact ITS” website for details: ( <a href="http://www.algonquincollege.com/its/about-contact-its/">http://www.algonquincollege.com/its/about-contact-its/</a> ).	Students
3.2 Assist students with Tier 1 technical issues related to the LMS (e.g., password reset, default browser settings, etc.) or escalate to DLE Support as required.	ITS Support

- 3.3 Assist students with Tier 2 technical issues related to the LMS. DLE Support

#### **4. Technical Issues with the LMS – Faculty/Staff**

- 4.1 If Faculty/Staff encounter technical issues related to the LMS, contact DLE Support by email at [brightspace@algonquincollege.com](mailto:brightspace@algonquincollege.com), or by visiting the Employee Learning Exchange (ELX) located in the DARE District (C123). Faculty/Staff
- 4.2 Assist faculty with their technical issues related to the LMS and redirect pedagogical or training issues to LTS. DLE Support

#### **5. LMS Training – Students**

- 5.1 Students who require training on the use of the LMS are directed to the section of the Brightspace website dedicated to student LMS training: <http://www.algonquincollege.com/brightspace/students/>. ITS Support  
DLE Support
- 5.2 Support students by providing an overview to familiarize them with the Course Space. Faculty

#### **6. LMS Training – Faculty/Staff**

- 6.1 Organizing and providing LMS orientation training to new Faculty. LTS
- 6.2 Organizing and providing LMS training to returning Faculty seeking additional guidance to augment their skills (via <http://www.algonquincollege.com/brightspace/training/faculty/>). LTS

#### **7. Integration of LMS with Third-Party Systems**

- 7.1 Should students be required to provide personal information to access adopted content (e.g., to track their performance), ensure that an agreement is in place as per AA35 Confidentiality of Student Records. ITS
- 7.2 Ensure that the content posted in the Course Space abides by AA43 Copyright. For more information on Copyright at the College, visit <https://algonquincollege.libguides.com/faculty-staff/copyright>. ITS
- 7.3 Faculty submit a request to DLE Support to connect the LMS to a Third-Party Provider's system (an Integration). Faculty
- 7.4 DLE Support evaluates the request and works with the Third-Party Provider to leverage APIs or LTIs to connect the systems (i.e., to create a single sign-on experience, connect the data to the Gradebook, etc.). Faculty  
DLE Support

- 7.5 If a direct integration is not possible within a reasonable amount of time, grades are transcribed to the LMS Gradebook. Faculty

### SUPPORTING DOCUMENTATION

None

### RELATED POLICIES

AA13 Evaluation of Student Learning  
 AA23 Faculty Consultation with Students  
 AA26 Course Outlines and Course Section Information  
 AA34 Copyright  
 AA35 Confidentiality of Student Records  
 AA40 Academic Advising  
 AC03 AODA Integrated Accessibility Standards Regulation  
 AD02 Freedom of Information and Protection of Privacy  
 AD04 Adoption and Ordering of Course Materials  
 IT01 Information Security  
 RE05 Intellectual Property  
 SA07 Student Conduct

### RELATED MATERIALS

Algonquin Brightspace Information Website: <http://www.algonquincollege.com/brightspace/>  
 Algonquin Brightspace Portal: <http://brightspace.algonquincollege.com>  
 AODA: <https://www.aoda.ca/>  
 Brightspace Community: <http://community.brightspace.com>  
 Copyright Act: <https://laws-lois.justice.gc.ca/eng/acts/c-42/>  
 Digital Learning Environment Knowledge Base: <https://www.algonquincollege.com/dlekb/>  
 Information Technology Services knowledge base: <https://www.algonquincollege.com/itshelp/>  
 LTI : <https://www.imsglobal.org/activity/learning-tools-interoperability>