**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) by students and faculty.

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

**DEFINITIONS**

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>AODA</td>
<td>Accessibility for Ontarians with Disabilities Act</td>
</tr>
<tr>
<td>API</td>
<td>Application Program Interface is a set of routines, protocols, and software tools that control how applications interact with each other.</td>
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<tr>
<td>COL</td>
<td>Centre for Organizational Learning</td>
</tr>
<tr>
<td>Course Content</td>
<td>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.</td>
</tr>
<tr>
<td>Course Site</td>
<td>Specific space within the LMS designated to all sections of every credit course at the College.</td>
</tr>
<tr>
<td>CSI</td>
<td>Course Section Information</td>
</tr>
<tr>
<td>Development Site</td>
<td>A Development Site (i.e., course shell, Sandbox) is an inactive Course Site that Faculty can use to prepare course content, test new tools, and create assessments. Students are not assigned to Development Sites.</td>
</tr>
<tr>
<td>Faculty</td>
<td>An individual who has been assigned duties associated to the delivery of course materials to students on behalf of the College.</td>
</tr>
<tr>
<td>ITS</td>
<td>Information Technology Services</td>
</tr>
<tr>
<td>LMS</td>
<td>A Learning Management System hosts the digital materials associated with courses and programs of study, fosters a community of learning through its communication and activity/engagement tools, provides a platform to perform assessments, and allows faculty and academic administrators to assess the progress of students. The approved College LMS is Brightspace by D2L.</td>
</tr>
</tbody>
</table>
LTI Learner Tools Interoperability is a standard developed by the IMS Global Learning Consortium that establishes a standard way integrating rich learning applications and resources to learning platforms such as Brightspace.

LTS Learning and Teaching Services

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 (MyMath Lab), Turnitin.com, and Wiley (Wiley Plus). Also known as Application Service Providers (ASP).

Template A preset and reusable format for a Course Shell that uses a designed layout, navigation tools, and a naming convention that promotes a consistent end-user experience.

URL Universal Resource Locator. A website address (e.g., www.algonquincollege.com).

POLICY

1. **Single LMS for Algonquin College**

   Algonquin College operates and supports one Learning Management System as a central part of the digital learning ecosystem that hosts course content, promotes student engagement, fosters 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 to foster a seamless digital learning experience throughout their learning journey at the College. This includes a single point of entry for accessing all digital learning materials, monitoring progress in courses, as well as provision of a hub to communicate with peers and faculty.

   a. The College is committed to providing all students with the training and just-in-time resources required in order to access, navigate, and use the LMS in an effective manner.

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

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

   For faculty, this policy sets expectations and best practices regarding the use of the LMS to support learning activities, as well as to provide a consistent experience for students. This includes the use of templates that adhere 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 self-evaluate their progress in courses, as well as protect data residing on non-College systems accessed through the LMS.

   a. The College is committed to providing all faculty with the training and just-in-time resources necessary in order to access, navigate, and use the LMS in an effective manner.

   b. The College is committed to providing faculty with advanced training, coaching, and necessary support to explore new and innovative ways to use the LMS and related
4. **Course Sites – Required Elements**

All Course Sites will make use of an approved LMS template in order to ensure compliance with AODA standards, as well as to promote a consistent and familiar navigational experience for Students.

It is the faculty’s responsibility to include the following required elements in the Course Site:

a. **Contact Information**: All Course Sites will include Faculty contact information in the tab labelled “Contact Information”. It is also good practice to include details about the preferred method of communication and an intended response time consistent with Policy AA23 Faculty Consultation with Students;

b. **Course Outline**: All Course Sites will include an approved Course Outline in the tab labelled “Course Outline”;

c. **Course Section Information (CSI)**: All Course Sites will include the CSI in the tab labelled “Course Information”;

d. **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 to allow students to monitor their progress.

5. **Course Sites – Effective Practices**

Faculty are encouraged to leverage additional tools and features offered by the LMS on their Course Sites to further support and personalize the student learning experience. These include making regular announcements, populating the calendar tool with course-related deadlines, and using the discussion board to foster discussions amongst students. Refer to Appendix 1 for more information on effective practices with the Learning Management System tools.

6. **Course Sites – Student Access**

Faculty provide students access to their Course Sites by the first scheduled class.

a. Although the course section start and end dates are set by the College, faculty can alter these dates for the purpose of making the Course Site available to their students at the most appropriate start and end dates of the course. It is suggested to allow students to access the Course Site prior to the first class, if only to access the required information about the course (e.g. Course Outline, CSI, Faculty contact information, required resources for the course, etc.).

b. Faculty will be responsible to familiarize students with the Course Site and outline expectations for its use throughout the term.

7. **Course Sites – Copyright and Intellectual Property**
All content posted to the Course Site will abide by Policy AA34 Copyright and Policy RE05 Intellectual Property.

8. **Third-Party Content Providers**

a. In the event that faculty choose to adopt digital content from a Third-Party Provider, students will be provided with a means to access this content via the Course Site. This can be accomplished as a direct link to the content that has been uploaded on the Course Site (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 Site using the LMS native tools (e.g., embedding a video from YouTube.com).

b. 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.

c. 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

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Access to Course Site - Student</strong></td>
<td></td>
</tr>
<tr>
<td>1.1. Associate each Course Site to enrolled students and associated student data.</td>
<td>LMS Support</td>
</tr>
<tr>
<td>1.2. Establish default start and end dates (when the Course Site is automatically made available to Students) based on the term dates assigned to the course section.</td>
<td>LMS Support</td>
</tr>
<tr>
<td>1.3. Modify the start and end dates to match the preferred dates that Students will access the Course Site (cannot be later than the first scheduled class or end prior to the last scheduled class).</td>
<td>Faculty</td>
</tr>
<tr>
<td>1.4. Toggle between the default “Published” setting to “Draft” setting to show/hide certain content pages from Students.</td>
<td>Faculty</td>
</tr>
<tr>
<td><strong>2. Creation of Development Site</strong></td>
<td></td>
</tr>
<tr>
<td>2.1. Faculty or Staff request the creation of a Development Site by contacting LMS Support using <a href="mailto:brightspace@algonquincollege.com">brightspace@algonquincollege.com</a> or by calling 2501.</td>
<td>Faculty/Staff</td>
</tr>
<tr>
<td>2.2. LMS Support creates the Development Site within five business days of receiving the request and notifies the requestor when the Development Site is ready.</td>
<td>LMS Support</td>
</tr>
<tr>
<td><strong>3. Creation of Course Content</strong></td>
<td></td>
</tr>
<tr>
<td>3.1. Post Contact Information, approved Course Outline, and CSI to the Course Site by the first day of scheduled classes.</td>
<td>Faculty</td>
</tr>
<tr>
<td>3.2. Prepare the Gradebook to reflect the grading scheme and update student performance in the Gradebook throughout the term.</td>
<td>Faculty</td>
</tr>
<tr>
<td>3.3. Enhance the Course Site with selected Course Material, either created using the built-in LMS content creation tools, imported from other sources, or linked to external sites (See Appendix 1).</td>
<td>Faculty</td>
</tr>
<tr>
<td>3.4. Monitor the use of the LMS and its tools to identify effective practices and opportunities for enhanced training and support.</td>
<td>LTS</td>
</tr>
</tbody>
</table>
4. **Technical Issues with LMS – Students**

   4.1. 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 ([http://www.algonquincollege.com/its/about-contact-its/](http://www.algonquincollege.com/its/about-contact-its/)).

   4.2. Assist students with Tier 1 technical issues related to the LMS (e.g., password reset, default browser settings, etc.) or escalate to LMS Support as required.

   4.3. Assist students with Tier 2 technical issues related to the LMS.

5. **Technical Issues with the LMS – Faculty/Staff**

   5.1. In the event that Faculty/Staff encounter technical issues related to the LMS, contact LMS Support by phone (613-727-4723 x2501), by email [brightspace@algonquincollege.com](mailto:brightspace@algonquincollege.com), or by visiting the Employee Learning Exchange (ELX) located in the DARE District (C123).

   5.2. Assist faculty with their technical issues related to the LMS and redirect pedagogical or training issues to LTS.

6. **LMS Training – Students**

   6.1. 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/](http://www.algonquincollege.com/brightspace/students/).

7. **LMS Training – Faculty/Staff**

   7.1. Organizing and providing LMS orientation training to new Faculty.

   7.2. Organizing and providing LMS training to returning Faculty seeking additional guidance to augment their skills ([http://www.algonquincollege.com/brightspace/training/faculty/](http://www.algonquincollege.com/brightspace/training/faculty/)).

8. **Integration of LMS with Third-Party Systems**

   8.1. 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.

   8.2. Ensure that the content posted in the Course Site abides by AA43 Copyright. For more information on Copyright at the College, visit [https://algonquincollege.libguides.com/faculty-staff/copyright](https://algonquincollege.libguides.com/faculty-staff/copyright).

   8.3. Faculty submits a request to LMS Support to connect the LMS to a Third-Party Provider’s system (an Integration).

   8.4. LMS 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).

   8.5. If a direct integration is not possible within a reasonable amount of time, performance data is transcribed to the LMS Gradebook.
SUPPORTING DOCUMENTATION

Appendix 1: Learning Management System Tools: Effective Practices

RELATED POLICIES

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
IT01  Acceptable Use of Algonquin Computer Networks and Accounts
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/
Information Technology Services knowledge base: https://www.algonquincollege.com/itshelp/
LTI - https://www.imsglobal.org/activity/learning-tools-interoperability
1. Announcements: The announcement tool provides a means to communicate general course updates, class cancellations, room changes, assessment dates and other relevant information to students. By signing up for certain notifications, students can have these announcements pushed directly to their email or mobile devices.

2. Course content: Faculty are encouraged to create and/or upload content onto the Course Site to support the learning activities. This could include text, images, presentation files, video, audio, embedded content from external sites, open educational resources, tutorials, reference manuals, common links (e.g., e-textbooks associated with the course), or other resources required by students to be successful in the course.

3. Calendar: The calendar tool is typically used to communicate important dates (e.g., due dates, scheduled classes, etc.) to students. Using this tool also provides both faculty and students a method to consolidate their course calendars, as well as to send notifications/reminders as important dates approach.

4. Assignments: The assignment tool provides a common area where assignment instructions and expectations can be communicated to students. This tool can also be used to submit assignments directly into the LMS. Doing so would enable faculty to leverage customized rubrics, automated feedback, and other tools to assist with grading. Assignments can also be linked directly to the Gradebook to avoid the manual entry of grades.

5. Rubrics: The rubric tool provides a means to establish set criteria for grading assignments. In addition to fostering consistent grading behaviour, this tool also simplifies the provision of feedback to the students.

6. Quizzes: The quizzing tool allows for the creation of a multitude of assessments in a digital environment. By employing this tool, faculty can offer assessments to students at anytime, anywhere. The Quiz tool can be linked directly to the Gradebook to avoid the manual inputting of grades.

7. Discussion: The discussion tool provides a platform for students to collaborate on group projects, to carry out discussions (that can be graded in the LMS), to host frequently asked questions in a common area.

8. Virtual Classroom: The virtual classroom provides a platform for faculty to communicate with real-time streaming video and audio, while also allowing students to collaborate in a live environment. The tool includes additional features to promote collaboration (e.g., whiteboard) and communication (e.g., chatrooms, built-in recording).

See [http://www.algonquincollege.com/brightspace](http://www.algonquincollege.com/brightspace) for more information on best practices and training opportunities with the LMS.