LEARNING MANAGEMENT SYSTEM POLICY

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Related Documents

Higher Education Standards Framework

Regulation 9 *Code of Conduct*

Assessment Policy

Information Technology Access and User Policy

1. Rationale and Objectives

1.1 In 2014 the University established a single Learning Management System (LMS) available to all Colleges, staff and students, known as "ARK". This policy governs the development, management, use and administration of the LMS. The LMS is used in all courses and units of study as a means of supporting and enhancing student learning and facilitating access to learning materials.

1.2 The policy supports the University's compliance with the Higher Education Standards Framework, specifically:

2.1.3 The learning environment, whether physical, virtual or blended, and associated learning activities support academic interactions among students outside of formal teaching.

3.3.1 The learning resources … where supplied as part of a course of study, are accessible when needed by students.

3.3.2 Where learning resources are part of an electronic learning management system, all users have timely access to the system and training is available in use of the system.

3.3.3 Access to learning resources does not present unexpected barriers, costs or technology requirements for students, including for students with special needs and those who study off campus.

2. Principles

2.1 The LMS provides a high quality platform for staff and students that

a) supports learning and teaching

b) facilitates educational innovation

c) provides a single reference point for resources necessary to complete a unit of study at the University and demonstrate compliance with the Higher Education Standards Framework.

2.2 The direct financial costs of the LMS are met by the University Council at no extra charge to Colleges or students.

2.3 The design and development of the LMS is overseen by the Academic Board to ensure a consistent minimum standard of usage across the Colleges and to take advantage of contemporary developments in educational technology.

2.4 The Colleges use the LMS in all units of study accredited by the University in accordance with the provisions of this Policy and related educational policies of the University.

2.5 All students of the University have equitable access to the Learning Management System both during and after normal business hours.

3. Design and Development

3.1 The LMS is designed to provide a high quality learning platform based on sound pedagogical principles. In particular, the design of the LMS:

a) facilitates educational innovation

b) promotes effective interaction between students and between students and staff

c) provides timely access to resources, assessment tasks and examined work

d) ensures feedback may be provided easily and clearly to students and to staff.

3.2 Whereas the Council has committed to funding the LMS in its annual business plan, this Policy assists the Academic Board to make decisions about the design and development of the LMS within the Council's budget parameters.

3.3 Decisions about the design and development of the LMS are made by the Academic Board on the advice of its Learning and Teaching Committee, ensuring always that such decisions are based on evidence, including analysis of data and, where appropriate, consultation with users.

4. Management and Usage

4.1 Learning and Teaching Committee

The Learning and Teaching Committee of the Academic Board is responsible for:

a) management and development of the LMS

b) consideration of proposals from Colleges, staff, and students in relation to future development of or support for academic resources

c) ensuring that all new and updated systems are thoroughly tested before release for use

d) ensuring that central technical resources are available to ensure the operability and timely access for all users of the LMS

e) providing up to date reference materials for the LMS and incorporated software

f) ensuring that regular introductory sessions or materials for new users of the LMS are provided

g) provision of training for staff and students in the effective use of academic resources

h) ensuring that key College officers know the contact person and their contact details for various contingencies with the LMS

i) providing general training for key staff in use of the LMS

j) facilitating cooperation between Colleges to assist in use, management and development of the LMS

k) ensuring that the Council is requested to provide sufficient resources for ongoing support and development for the LMS and related educational technology

l) monitoring and reporting on controls to any risks to the LMS, including unplanned outages.

4.2 Colleges

Each College is responsible for:

a) using the LMS for all units accredited by the University

b) using the LMS to provide the following information to students on each unit delivery accredited by the University:

   i) unit information, including learning outcomes

   ii) contact information for the unit and the College

   iii) assessment information including task, required outputs and format, submission guidelines and the feedback process and timing

c) ensuring that assessment tasks are submitted online where required by the Assessment Policy

d) ensuring that integrated originality checking processes are used for assessment tasks submitted online where required by the Assessment Policy

e) providing access for students to resources through online means

f) providing at least one person as a key contact for LMS users at the College

g) providing student and staff support for access to and basic usage of the LMS

h) ensuring that students and staff know who to contact and how to contact them on matters related to the LMS

g) assisting in the testing of new and updated systems before release for use.

4.3 Users

Users of the LMS, including staff and students, are responsible for:

a) abiding by the Code of Conduct of the University at all times, including in online environments

b) abiding by the Code of Practice for the Use of Information Technology Assets in the University's Information and Cyber-Security Policy

c) adhering to copyright obligations

d) using training materials provided by the Learning and Teaching Committee or their College.

5. Review

5.1 Annual Review

5.1.1 The Learning and Teaching Committee undertakes an annual review of the LMS with regard to its fitness for purpose, value and suitability for current and future needs.

5.1.2 The annual review must include consultation with key contacts for LMS users at each College appointed under 4.2 f) of this Policy, and may include consultation with other staff, students, and suppliers.

5.1.3 The outcome of the annual review is a report to the Academic Board including recommendations, if any, for the design and development of the LMS. This must clearly identify any budget requests to be made through the Academic Board to the Council.

5.2 Major Review

5.2.1 The Learning and Teaching Committee undertakes a major review of the LMS at least once every five years with regard to its fitness for purpose, value and suitability for current and future needs, overall design, and contractual arrangements with suppliers.

5.2.2 The major review must include consultation with key contacts for the LMS, staff, students, and suppliers.

5.2.3 The outcome of the major review is a report to the Academic Board including recommendations, if any, for the design and development of the LMS. This must clearly identify any budget requests to be made through the Academic Board to the Council.

6. Date of Next Review

6.1 This policy is to be reviewed no later than 31 December 2027.