

TITLE: LEARNING MANAGEMENT SYSTEM

POLICY STATEMENT: Red Deer College (RDC) uses a learning management system (LMS) to support the delivery of course content to students.

PURPOSE: To provide students with timely, consistent and secure access to course content including, at a minimum, the course outline or schedule of learning, marks earned from assessments, and communication with the instructor.

SCOPE: Applies to all credit, apprenticeship and non-credit courses.

PRINCIPLES:

1. Policies at RDC:
 - 1.1. Treat all persons fairly and respectfully.
 - 1.2. Are non-discriminatory and non-intrusive.
 - 1.3. Incorporate open, honest and timely communication.
 - 1.4. Are made in a timely manner.
 - 1.5. Provide appropriate confidentiality and privacy.
 - 1.6. Provide appropriate access to the College and education.
 - 1.7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
 - 1.8. Operate with clear written expectations for conduct and handling of complaints.
 - 1.9. Meet all regulatory standards.
 - 1.10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
 - 1.11. Are communicated in alternate forms to those who require such accommodation.

DEFINITIONS:

Learning Management System (LMS): A software application for the administration, documentation, tracking, reporting, and delivery of educational courses or training programs.

LMS Gradebook: The gradebook within the LMS is a secure, student specific tool that is accessible only by students enrolled in a course(s). This tool allows the instructor to record data, calculate grades, and monitor progress.

Course: A series of learning opportunities within a specific subject area to which marks and a final letter, credit/no credit, percentage, successful/unsuccessful, attended/not attended grade is assigned. A course may include flexible delivery using one or more of the following formats:

Applied Practicum	Practicum
Clinical	Theory
Context Based Learning	Tutorial
Field Work	Seminar
Lab	Shop
Lecture	Work Experience

GUIDELINES:

1. The LMS is used for all credit and apprenticeship.
2. Where applicable, use the LMS for non-credit courses.
3. Failure to comply with this policy may result in disciplinary action.

PROCEDURE:

Instructors will:

1. Post the final approved course outline document, or approved schedule of learning activities, within the LMS course site.
2. Communicate changes to scheduled meeting times, class cancellations, room location, or assignment due dates using the LMS notification tool (announcements, email, etc.)
3. Set up the LMS gradebook to correspond with the assessments as described in the course outline or approved schedule of learning (assignments, midterm exams, projects, etc.)
4. Post and display each student's mark for all major assessments using the LMS..
5. Post the cumulative mark of each student prior to submitting the final grade to the Registrar through TheLoop (Faculty Services, Final Grades).

OFFICER RESPONSIBLE: Vice President Academic

POLICY CATEGORY: Non-Academic

RECOMMENDING AUTHORITY: Deans' Council

CONSULTATION FOR REVIEW: Associate Vice President Academic, Academic Policy Committee, Deans' Council, School Councils, Service Council, Students' Association, Faculty, and Centre for Teaching and Learning.

POLICY REVIEW DATE: July 1, 2023

EFFECTIVE DATE: July 1, 2018

REVISION HISTORY: New

RELATED POLICIES:

- [Academic Freedom](#)
- [Academic Schedule](#)
- [Academic Standing](#)
- [Assessment and Grading](#)
- [Communication and Information Systems Acceptable Use](#)
- [Copyright Materials Acceptable Use](#)
- [Course Outline](#)
- [Final Examinations](#)
- [Freedom of Information and Protection of Privacy](#)
- [Information and Technology Management](#)
- [Information Technology Security](#)
- [Non-Credit Programming](#)
- [Student Rights and Responsibilities](#)
- [Records and Information Management](#)
- [Universal Design](#)

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.