

Provost's Guidelines for the administration of the Learning Management System (LMS)

The following guidelines are designed to assist in the management of Auburn University's LMS.

1. **Access:** Access is covered by the LMS policy. Non-AU faculty, staff, or student access will be granted with approval from the Provost's Office.
2. **Dates:** Start and end dates in the LMS are determined in one of two instances:
 - a. Courses in the LMS system associated with credit-towards-degree programs must be integrated with the Banner system as the terms are established in Banner. These dates must be coordinated with the University Registrar well in advance of student registration. Typically:
 - i. Faculty will have access to a term the first day of registration for that term
 - ii. Students will have access to courses one month in advance of the course start date, if the instructor has published the content
 - b. Courses that are not associated with credit-towards-degree programs allow great flexibility in starting and ending dates. For these courses the instructor will determine the dates for the courses.
3. **Legal Concerns:** Users of the LMS will adhere to all university policies, state, and federal regulations. The following are of particular importance to LMS users:
 - a. University policies: Appropriate Use of IT Systems, the Network Use Policy, Data Classification Policy, and accreditation standards.
 - b. Federal regulations: Copyright and Fair Use, FERPA, HIPAA.
4. **Sharing of Course Content:** One of the powerful features of the LMS is easy sharing of content across courses. Auburn University will take full advantage of these features, while still carefully branding its content.
5. **Procedure to request non-credit course in the LMS:** The content provider will write a brief proposal outlining the need and purpose of the proposed course. The Provost's Office reviews courses for approval. Consult Biggio Center/IMG for proposal details.
6. **Procedure to add content provider and students into non-credit courses in LMS:** The Canvas Administrator will create the course and add the teacher and students within 3 working days of receiving approval from the Provost's Office.
7. **Backup of course content:** Instructors are encouraged to download the gradebook and any student submissions before the term end date.
8. **Training:** LMS Users have access to various resources to make the use of the LMS easy. Such resources can include, but are not limited to, web-based instructions, workshops, webinars, email, and phone help.
9. **Analytics:** Instructors will have access to analytics for their course, and LMS administrators will have access to aggregate campus-wide analytics. These analytics can be system-based to report on the use of the system and components, intervention data to predict at-risk students, and learning data to measure effectiveness of modules and objects, if applicable.