Learning Management System Standard Procedures and Guidelines

To define the Standard Procedures and Guidelines that governs and promotes the efficient use of the Learning Management System (LMS) and ensures compliance with University of Winnipeg policies.

The following definitions apply to terms as they are used in this document.

"   " means: A subscribed and licensed software platform, implemented and managed by the Library for the purposes of automating course reserves and facilitating copyright management. ARES^{TM} product is owned and trademarked by ATLAS Systems.

              means: University faculty, staff, contractors, and volunteers who are the author or have provisioned the source of materials for use in the Learning Management System.

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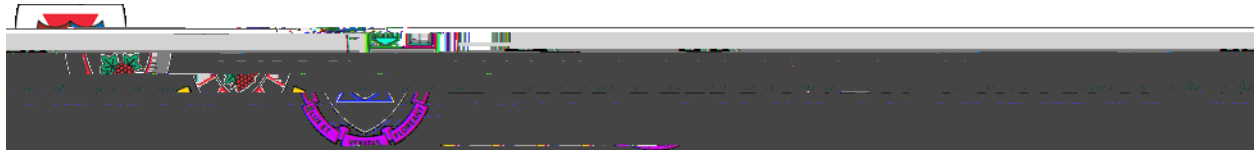
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1.   The Centre for Academic Technologies is responsible for the administration of the LMS.

2.   The LMS Administrator is responsible for the management and administration of all aspects of the LMS including but not limited to:

   a.   User interface components and design, navigation links, and tool configuration and availability.

   b.   Course components including site design and structure, course codes and term designations.

   c.   External Learning Tools and other services integration.

3.   Requests for changes to standard templates and configurations within the LMS shall be made to the LMS Administrator. Requests will be assessed by the LMS Administrator, and if approved will follow standard web design practices and principles for usability and accessibility.

1.   All Users must be authenticated with unique credentials, and use the LMS for University-affiliated purposes only.

2.   All Users must access the system through an assigned UW network account.

3.   In order to ensure privacy, protection of intellectual property and the integrity of materials, access to courses in the LMS is regulated.

4.   Employees may be granted access to courses when requested by the Course Creators for pedagogical and advisory purposes. These requests for access must be forwarded in writing to the LMS Administrator.
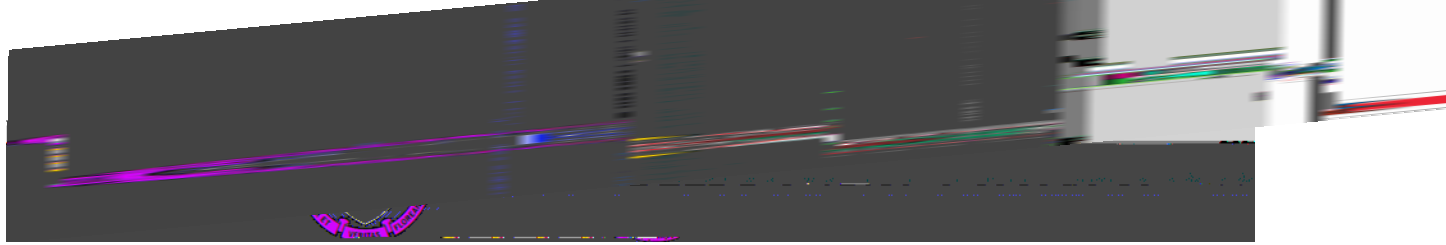
5.

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1. Course Creators may post copyrighted materials to the LMS only in compliance with the University's "Copyright Policy". This applies vpl   o   A   A   a   A
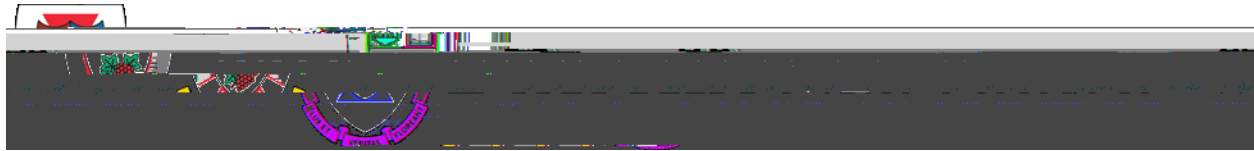
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Course Materials, including slides, notes, outlines, presentations, handouts, tests, exams, and other course and lecture Materials, shall not be copied to another course without the written consent of the Course Creator.

1.   Course Creators are responsible for creating and maintaining backups of their own LMS courses.

2.   The LMS Administrator will on request provide instruction to Course Creator regarding how to create backups of LMS course content.

3.   All courses stored in the LMS, will be deleted by the University twenty seven (272 reW*nBre5fT6a2 04( )]TET60.00

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1. Course Creators may request the integration of External Learning Tools into their LMS course in Nexus to augment the functionality and scope of their course content. All integration requests shall be sent to the LMS Administrator. The requests will be reviewed to ensure the ELT owner's or licensor's policies comply with applicable copyright and privacy legislation, specifically as it relates to the security and privacy of any student information, data, marks, student created content, etc. Requests for ELT integration must be re-submitted and re-reviewed on a yearly basis.

2. Upon approval of the request, the LMS Administrator will communicate with the ELT owner or licensor to receive the proper credentials for the integration of the tool. The LMS Administrator will then set up the Learning Tool Interoperability (LTI) for the third party tool in the LMS.

3. The LMS Administrator will add the ELT link to the selected course for access within the specific LMS course site.

4. In cases where the ELT requires a separate and/or distinct authentication/login to access the third party tool, the instructor shall notify students of the secondary authentication procedure.

5. The University does not offer support for ELTs that integrate with LMS. Any issues other than the proper integration with the University's LMS (e.g. access, use, functionality, etc.), are the responsibility of the ELT owner or licensor.

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Acceptable Use of IT Policy   "https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable