



THE UNIVERSITY OF WINNIPEG

Learning Management System Standard Procedures and Guidelines

PURPOSE

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.

DEFINITIONS

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

“ARES” 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™ product is owned and trademarked by ATLAS Systems.

“Course Creator” 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.

“Employee” means: University faculty or staff employed by the University of Winnipeg.

“External Learning Tool (ELT)” means: an internet-based learning application that is not a part of the Learning Management System.

“Guest Account” means: an account created by the LMS Administrator in order to grant an external user affiliated with the University access to the LMS.

“Inactivity Date” means: in regard to a course offered through the LMS, the date on which a course is made inaccessible to students enrolled in the course.

“Learning Management System (LMS)” means: a flexible, web-based program for teaching and learning used to supplement courses requiring personal attendance or as the principal delivery mechanism for online courses including Nexus (D2L Brightspace) and other programs that the University may adopt from time to time.

“Learning Tool Interoperability (LTI)” means: a standard protocol that enables the integration of an External Learning Tool or other services with the LMS.



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“**Material**” means: a work, a performer’s performance, a sound recording, or a communication signal, or any substantial portion thereof, as defined in the Copyright Act.

“**NEXUS**” means: The University of Winnipeg’s Learning Management System.

“**User**” means: Any employee, student, staff member, or guest of the University accessing the LMS.

LMS STANDARD PROCEDURES AND GUIDELINES

The University recognizes the LMS facilitates and enhances the process of teaching and learning but as with all educational resources seeks to promote their efficient use in a manner that supports the University’s academic mission and is in accordance with legislation and University policy.

Accordingly, access to LMS courses shall only be by authenticated, approved Users who require access to specific courses according to the role and responsibility of each User and only for a reasonable period of time. All requests for course creation and integration of external applications shall comply with prescribed forms and processes. Additionally, all use of the LMS shall be in compliance with applicable legislation and University policy regarding, but not limited to, Copyright, Acceptable Use of Information Technology, and Privacy.

Applicability

These Standard Processes and Guidelines apply to all Users of the LMS.



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LMS Management and Administration

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.

User Management and Access

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.



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5. In certain circumstances a person, group, or organization, other than Users or Employees, who are affiliated with the University may request access to the LMS for approved University purposes. When deemed appropriate, and within the licensing limitations of the LMS, a Guest Account with a defined LMS user role may be created. All requests for a Guest Account must be received and approved by the LMS Administrator.
6. Employees other than the LMS Administrator are responsible for obtaining written permission from the course creator of record in order to receive access to another Course Creator's LMS course.
7. A User's account is deemed "inactive" if they have not logged into the LMS at least once over a period of two years. Inactive accounts will be deleted on a yearly basis.
8. All Users are required to comply with the University's "[Acceptable Use of IT Policy](#)".

Confidentiality and Privacy of Information

1. Confidentiality and privacy of information within the LMS are maintained via authentication using an assigned or authorized UW network account.
2. All Users are required to comply with the University's "[Privacy Policy](#)".

Course Creation Process

1. Course sites must be requested by the course creator of record using the online Nexus Course Request Form (<https://www.uwinnipeg.ca/faculty-staff/nexus-course-request.html>).
2. Course sites are created by the LMS Administrator in the order that they are received and are processed within 3-5 business days of receipt.
3. A high volume of requests are received at the beginning of each term. During these times courses may take longer than five days to process.



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Use of Copyrighted Materials in the Learning Management System

1. Course Creators may post copyrighted materials to the LMS only in compliance with the University's "Copyright Policy". This applies to all copyrighted materials, link to materials, including materials used in the University of Winnipeg 1L10 studio. Posting copyrighted materials within the LMS course should be done through the ReserveReadings link located on the LMS course navigation bar.
2. Copyrighted materials posted directly to Ares can be posted within the LMS course through the Content tool using a URL link supplied via Ares for said item.
3. A link may be provided to the material through the University Library catalogue.
4. Access to Ares is provided within your course under the ReserveReadings tab in order to facilitate the upload of copyrighted materials. Further information about ARES can be found at this URL, <http://libguides.uwinnipeg.ca/c.php?g=647325&p=4538579>.
5. The Copyright Office may periodically review copyrighted materials posted to the LMS.

User Course Content, Backup and Download Responsibilities

1. All Course Creators are responsible for their own course content, assignments, and any other related materials.
2. Course Creators are strongly encouraged to follow standard file management practice and are responsible to maintain backup copies of all materials outside of the LMS.



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Copying Course Content from Learning Management System Courses

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.

Backup and Deletion of Learning Management System Courses

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 (27) months after the course Inactivity Date.
4. Course Creators may request their own course deletions provided the request date is at least one year after the course Inactivity Date and all appeal deadlines have passed.
5. All requests for course deletions must be sent to the LMS Administrator in writing.
6. Once courses and course content have been deleted, retrieval of course materials will not be possible.



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Integration of External Learning Tools (ELT)

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.

System Maintenance, Outages and Upgrades

1. The LMS Administrator will notify all Users in advance of any LMS outages for regularly scheduled maintenance or upgrades. Outages will be scheduled during specific time periods such that the impact (or inconvenience) on Users is kept to a minimum.
2. It is the responsibility of Users to read all notifications posted by the LMS Administrator.
3. Faculty should consider planned outages when scheduling assignments and tests.



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Support and Troubleshooting

All requests for Nexus support or assistance should be sent to the Nexus support email address: nexus@uwinnipeg.ca

One on one Nexus support for users, including students is offered by the LMS Support Specialist on a weekly basis in the Uplink computer lab.

Student support is offered through a dedicated Student support URL website (<https://www.uwinnipeg.ca/student-learning-technologies/index.html>).

Training workshops for Course creators are offered throughout the Academic term. Training for specific departments is also available upon request.

Online Nexus training for Course creators is offered via the Nexus course: “Nexus tutorials for Instructors”. New Course Creators are automatically enrolled in the training course.

Accessibility

The University is committed to providing staff and students with equal access to courses online. The LMS meets Accessibility Standards Compliance and, where possible, the University follows web [accessibility guidelines](#) for online content as set out by the World Wide Web Consortium.

An accessibility training module is available in the online “Nexus tutorials for Instructors” course.



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Related University of Winnipeg Policies

Acceptable Use of IT Policy	"https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf"
Copyright Policy	"https://copyright.uwinnipeg.ca/basics/copyright-policy.html"
Privacy Policy	"https://www.uwinnipeg.ca/privacy/privacy/privacy-policy.html"