POLICY:

A Learning Management System (LMS) uses technology to facilitate quality instruction for Cecil College students beyond the physical campus. Every class offered at Cecil College is required to have a presence on an LMS for consistency and enhanced student communication, as identified in the Cecil College Continuity of Operations Plan.

PROCEDURE:

1. Academic Senate and the both the Instructional Technology Committee and Academic Affairs Committee will review and provide feedback on this policy/procedure every three years or as needed.

2. Instructors must populate the following menu items:
   - Announcements
   - Faculty Information – contains faculty contact information as well as office hours.
   - Course Syllabi – See Faculty Handbook for Course Syllabi Procedures.
     - Policies that are preloaded must be kept in the menu item
   - Assignments – A list of course assignments and exams, including due dates. Faculty may also link to another system for the assignment information.

3. Instructors must keep and utilize the following menu items:
   - MyGrades – Student grades must be posted in a timely manner throughout the semester.*
   - College Resources – Contains information about the College’s information technology, academic support services, accessibility, ADA, and privacy statements, and campus safety.
   - Email

4. Recommended optional tabs may include the following:
   - Start Here!
   - Course Orientation
   - Discussions
   - Calendar – including due dates for assignments and exams

5. Courses must meet the ADA standards.

* Faculty utilizing a course-specific platform for posting grades must obtain Academic Dean approval.