

Title: Learning Management System Policy

- Initial Action:**
 - Board Resolution: 12-018**
 - Last Revised**
 - **Policy: 5/2/12**
 - **Procedure: 12/2/2020**
 - Effective:**
 - Next Review: Fall 2023**
 - Responsibility: Academic Programs**
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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.