

Auburn University at Montgomery

Policies and Procedures

Title: Official Learning Management System Policy

Responsible Office: Office of the Provost

I. PURPOSE

To ensure the appropriate use of the official university Learning Management System (LMS).

II. POLICY

1. The Learning Management System (LMS) is a mission-critical technology that is central to accomplishing the strategic goals of the University and its teaching and learning activities.
2. Blackboard Learn is the official LMS supported by Auburn University at Montgomery (AUM) until further official notification from the university.
3. This LMS is intended to support the teaching and learning needs of AUM by providing virtual space for:
 - a. Teaching courses
 - b. Tracking grades
 - c. Faculty-to-student
 - d. Student-to-student interaction
 - e. Delivering course content
4. All for credit hybrid and online courses offered at AUM shall use the official LMS or other AUM sanctioned LMS for course content, student assignments and grades.
5. All users of the LMS must login with unique AUM user credentials. Login information should be in adherence with AUM's standards for separate and secure login and password data. Information Technology Services provides AUM account information.
6. All users of the LMS must adhere to the [University's Appropriate Computer Use Policy](#) and [Computer Access to Student Records Policy](#).
7. Delivery and access to copyright materials in the LMS must adhere to guidelines set forth with Copyright Law. In addition, copyright use must comply with [University Policy](#).
8. AUM is not responsible for the accuracy, integrity and/or legality of the content uploaded to the LMS by its students, staff or faculty. The University is not responsible for content linked from the LMS to external web sites.
9. All employees who have access to student information in the LMS are required to adhere to [FERPA Regulations](#) to prevent the unauthorized disclosure of protected student information.
10. All LMS and third-party applications must adhere to the [University's Computer Appropriate Use Policy](#).
11. Faculty should ensure that all content meets ADA requirements for accessibility. [Center for Disability Services information](#).
12. Currently, Banner, AUM's Student Information System, is the repository for official rosters and course grades. While individual course assignments can be tracked and reported in the LMS, midterm and final grades are reported in Banner. The

designated instructor of the course is responsible for the course and electronic data available in the course.

13. As with other University records, faculty members must closely guard [FERPA-protected student information](#) (including grades, test scores, user names, ID numbers, etc.). In keeping with FERPA guidelines, grades cannot be posted on an external web site.
14. The LMS provides the capacity to link to the University's library e-reserves, external web sites, and other online resources. Where possible, faculty members must link to other sites (including University-licensed content through the library's e-reserve system) or use the "Share" or "Embed" code provided for many online multimedia resources, rather than upload copies of online materials directly into the LMS course shells.
15. It is the responsibility of the faculty member to confirm the links from the LMS to external sites or resources are valid. Links to outside sources can be used for course delivery, but not for grades unless done so in an unidentifiable manner.

III. EFFECTIVE DATE

October 2016

IV. APPLICABILITY

This policy applies to all faculty, staff, students, and others who use AUM's official LMS.

V. RESPONSIBILITY

Office of the Provost

VI. DEFINITIONS

1. LMS: Learning Management System (Currently, Blackboard is the official LMS for AUM.)
2. FERPA: Family Educational Rights and Privacy Act of 1974

VII. PROCEDURES

See policies section

VIII. SANCTIONS

In keeping with FERPA regulations and Federal Laws, if student grades are housed outside the official LMS, the designated instructor will be required to remove the grades and house them in the official University LMS.

IX. EXCLUSIONS

None

X. INTERPRETATION

The Provost will interpret the policy if needed.

APPROVAL TO PROCEED: _____



DATE: _____

12-12-16