

DIRECTIVE TITLE	Access to the Learning Management System
DIRECTIVE NUMBER	D-1.5
APPROVAL DATE	April 23, 2020
APPROVAL BODY	College Executive Team
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	November 19, 2021
NEXT REVIEW DATE	April 2023
HOLDER	Provost and Vice President Education & Innovation
RESPONSIBLE OPERATIONAL LEADER	Director Learning Services
SUPPORTING DOCUMENTS	N/A

## ACCESS TO THE LEARNING MANAGEMENT SYSTEM

### PURPOSE AND/OR RATIONALE

This policy informed directive provides information on the management of access to the College's learning management system. It reflects current practices and processes related to access to the LMS, and upholds the following College policies and agreements:

- Academic Accommodations of Students with Disability
- Acceptable Use
- Copyright
- Freedom of Information and Protection of Privacy
- Standards of Conduct
- Sexual Violence
- Student Conduct
- CCFA, BCGEU and CUPE Collective Agreements

### DIRECTIVE SCOPE, AND/OR LIMITS

This policy informed directive applies to the College's management of the Desire to Learn (D2L) Brightspace Learning Management System (LMS). The LMS provides a virtual learning environment for instructors and students. The LMS provides a platform to present course specific curriculum and content, facilitate assessment, and provide for learning activities including discussions, polls, quizzes etc.

## PROCEDURES

Courses are provisioned within D2L through an automated integration with Colleague and Destiny One (Continuing Education). The instructor, course name, section, registered students etc. are automatically generated and maintained by the integrations.

The instructor assigned to the course by their school is automatically given access to the course 30 days before the commencement of classes. Enrolled students have access the first day of class.

Access to the course in D2L is for the length of course (excluding the exam period) plus 20 days. Extensions for access can be requested, and are approved on a case by case basis.

Extended access may be identified by the Centre for Accessible Learning as an accommodation for a student with a disability. Instructors can request extended access for these students

1. Instructors can request a development course by emailing [desupport@camosun.bc.ca](mailto:desupport@camosun.bc.ca) and can request anyone employed by Camosun have access to the development course.

When a development course is copied to the “live” course shell created by Colleague, none of the individuals associated with the development course have access other than the primary instructor as identified in Colleague.

2. The instructor assigned to a course through Colleague, can request access for other Camosun employees to their course by emailing their request to [desupport@camosun.bc.ca](mailto:desupport@camosun.bc.ca).

Access can be requested for:

- School colleagues who may support an aspect of the course including instructional assistants, program assistants, faculty colleague
- Guest access for a Camosun instructor in another school, or support role such as a Librarian
- Their chair or program leader

Access can be limited to viewing content or to the full course including student data. If full access is requested, the instructor is responsible for advising students.

3. The use of master courses is an established practice that facilitates sharing and consistent approaches to course delivery. An instructor may request that a master course be created by emailing [desupport@camosun.bc.ca](mailto:desupport@camosun.bc.ca). There is identified owner of the course, and other instructors can request to have view and copy access.
4. The South Island Partnership can request that high school teachers teaching dual credit course with a Camosun faculty be provided access to courses they are co-teaching. Culinary Arts e-prentice

instructor can request that cook sponsors be provided access to courses they are co-teaching. Request are made by email to [desupport@camosun.bc.ca](mailto:desupport@camosun.bc.ca)

5. Access may be requested for an individual outside of Camosun for limited access to a specific course, this may include guest lecturers or clinical preceptors. An instructor should email their request to [desupport@camosun.bc.ca](mailto:desupport@camosun.bc.ca), copying their chair, and outlining the purpose for the access. The Support Analyst may determine it necessary to seek the approval of the Director, Learning Services for requests for external access.

6. Students with a documented disability may require a transcriber or interpreter to have access to their D2L courses for purposes of support.

Centre for Accessible Learning staff will request this access by emailing [desupport@camosun.bc.ca](mailto:desupport@camosun.bc.ca) listing the courses where a particular student requires access, and by providing the name and necessary credentials of the transcriber or interpreter.

Transcribers and interpreters will be provided guest instructor access.

7. To support copyright compliance an audit of course content (no student data) may be performed. A course instructor will be informed of the audit and its results. The audit will be performed by the Copyright Advisor.
8. A course is archived after the completion date of the course. The assigned instructor has access to archived course until the course is deleted as part of regular maintenance by the Support Analyst. Students do not access to archived courses. Access to an archived course where the instructor is no longer at the college can be requested by a Dean to the Director, Learning Services.
9. Employees within the eLearning unit (CCFA Instructional Designers and CUPE Support Analyst and Multimedia Analyst) have access to all D2L courses for purposes of managing the D2L environment.
10. Third party access to the system for purposes of integrating tools and resources will be managed by the eLearning team. Requests for any integrations will be sent to Director, Learning Services, who will initiate necessary processes for vetting, approval and implementation.
11. Course level analytics are available to the course instructor. A Dean may request analytics upon request to the Director, Learning Services. The course instructor should be informed of this request.
12. There are rare occasions when access to a D2L content or activity may be necessary for college administrative purposes without the knowledge or permission of the course instructor. Requests of this nature can be made by a Dean, Executive Director or Vice President to the Director, Learning Services, and must include a description of the information requested, course name and delivery dates, and circumstances upon which request is made.

The Director, Learning Services will evaluate the request, if approval of the request is made the Director will direct the D2L Support Analyst provide a downloaded copy of information requested or if necessary to set up access to a course. The Director, Learning Services will seek the guidance of the VP, Admin on legal matters related to these requests.

Requests that are not approved will be responded to the requestor with full details, copying the Provost and Vice President Education & Innovation. Any appeals to the decision of the Director, Learning Services will be made to the VP, Administration.

Requests and approvals for access will be documented, with records maintained by the administrative office of Learning Services.

13. Freedom of Information requests should be sent to the Director, Learning Services.

#### **LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES**

- [O-6.1 Protection of Privacy](#)