SCHEDULE B: LEARNING MANAGEMENT SYSTEMS

Overview

This schedule supports the Coursework Academic Program Policy and should be read in conjunction with it. The schedule provides guidance on the use of Learning Management Systems for Courses at the University. The schedule may be amended at any time by the Deputy Vice-Chancellor and Vice-President (Academic).

Definitions

The definitions in this schedule are as contained in the Coursework Academic Programs Policy and the University's Glossary of Terms.

Learning Management Systems

1. **Considerations for Learning Management System Use**

   a) Every Course will use the designated LMS to create a Course site, unless exempted under clause 2a viii of the Coursework Academic programs Policy. The LMS will be that used by the University (MyUni) or the LMS used by partners in the delivery of co-created programs and/or courses.

   b) The consistent and good practice use of an LMS is considered integral to assuring a quality student experience at the University. The University will provide Resources to support staff in the development, implementation, and ongoing management of Course sites in the LMS.

   c) In addition to meeting the minimum requirements for LMS use, course coordinators should, wherever possible use good design principles in the development and maintenance of Course sites. These include but are not limited to:

      i. Creation of structure, logical progression and experience that also ensures inclusion, equity and accessibility.

      ii. Clear communication of the constructively aligned learning outcomes, activities and assessments that accurately reflects the Course Outline as per the Publication Standards.

      iii. Use of interactive learning opportunities and activities within the Course site utilising the wide range of applications available in the LMS. This may include opportunities for students to engage with material, and for other students and staff to ensure timely feedback regarding their learning (e.g. quizzes, discussion boards).

      iv. Creation of a consistent LMS Course site experience across all courses of study by utilising current course template elements, where provided, within the course.

      v. Clearly articulated linkages of any in-person teaching and learning activities with the materials provided within the LMS.

2. **Minimum requirements for LMS use**

   a) The Course site must contain the following up-to-date information:

      i. a link to the relevant Course Outline.

      ii. contact details of course coordinators and instructors.

      iii. details of the course learning outcomes and their alignment with assessment.

    iv.   information on assessment expectations, due dates, marking criteria and instructions for assignment submission.

    v.   Information on how feedback from previous SELTs has been used to make improvements to the Course as required by the [Student Experience of Learning and Teaching Policy.](#)

    vi.   Teaching Activity Recordings (as per Schedule C).

    vii.   relevant Course content that is copyright compliant meeting the requirements of the [Copyright Compliance Policy](#) and the associated [Procedures for Using Third Party Materials for Educational Purposes.](#)

b) Each Course will be published in the LMS at least one (1) week before the start of the teaching period with the following being made available as a minimum:

    i.   a completed course landing page (that is, homepage);

    ii.   a completed course information module including:

        a.   a welcome message or video

        b.   up-to-date information required as per Schedule B 2a i-v

        c.   identified communication mechanisms aligned with Schedule B 2c.

    iii.   all Course materials and online learning activities required for the first 2 weeks of the Course and thereafter for the following week of the Course (e.g. week 4 content is made available in week 3).

    iv.   where the Course is accessed via another platform or educational institution, a link to that Course website.

c) The Course site must be used as a communication tool for teaching staff and students within that Course. It will be used to:

    i.   inform students of Course events; including the provision of timely announcements that outline learning requirements and assessment due dates for the coming week in the Course.

    ii.   establish discussion forums, or similar mechanisms, for students to post questions or contribute to the Course. Posts are to be moderated by the relevant teaching staff. Posts within teacher-led forums are to be responded to normally within three working days.

    iii.   establish a mechanism for sharing frequently asked questions (FAQ) from students.

d) The designated LMS will be used to manage assessment by ensuring that:

    i.   it allows the submission of all assessment tasks within the designated LMS where the assessment is capable of being created in electronic format.

    ii.   all assessment items have been created in the appropriate 'Assignments' area with the correct 'due date' settings in the Course site, whether undertaken by students within the LMS or not.

    iii.   assessment marks are recorded and managed in the Grades area.