

**SUBJECT Using the College’s Learning Management System to Provide Students Access to Essential Digital Resources and Learning Activities**

Digital Technology Enhanced Learning Policy #A-28

**PROCEDURES**

**Use of the College’s Learning Management System (LMS)**

The College’s Learning Management System (LMS) is a platform that enables communication and sharing of resources between faculty and students. Courses designed for ease of use and driven by the Course Outline will enhance learner’s experiences, stimulate discussion, and promote creativity by enabling students to access essential learning materials in a flexible learning environment. Northern College through its Bring Your Own Device (BYOD) program requires all students to possess and utilize a laptop or suitable mobile device to ensure their success in their studies and where appropriate students should be provided access to essential learning materials for each of their courses on the College’s LMS and be able to submit assignments and other documents in a digital format where feasible to do so.

1. All post-secondary and credit courses offered to students enrolled in BYOD programs will, through courses available on the College’s LMS, contain:
  - a. professor and instructor contact information including information on the preferred method of electronic communication and intended response time to email or texts.
  - b. approved course outline and course section information (CSI) for the academic semester.
  - c. information regarding the textbook to be used and online websites or other resources that are available.
  - d. a “Getting Started” folder or module to inform students how the course LMS website will be used, and how to find technical or learning supports as necessary.
  - e. a digital copy of the student manual or any Northern College owned and produced course related learning materials that are intended to be provided to students.
  - f. student engagement tips (examples).
  
2. Where appropriate and allowable through Canada’s copyright legislation, faculty are expected to use the College’s LMS to provide student level access to PowerPoint presentations and other digital learning resources. More information related to copyright may be found at <http://libguides.northernc.on.ca/copyright/faculty>

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3. The College's LMS will be used, where applicable and practical, to accept student assignments and project submissions.
4. Faculty are encouraged to use the College's LMS, where applicable and practical, to provide students access to online quizzes, tests, or exams linked to the LMS's Grade Centre
5. The Grade Centre, within each course on the College's LMS, will be used to provide students information on course progress and grades associated with assignments, quizzes, test and projects.
6. Digital course materials provided to students must be accessible via the College maintained LMS unless the use of an alternate service provider or external website has received approval from the Program Dean. When approved, a link to the site must be provided through the College LMS.
7. Courses made available for contract training, distance education or for use in international programming must adhere to the above listed format and should contain a document detailing methods to engage students on certain topics, d