LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs

AREA: Academic Courses, Programs, and Curriculum

Learning Management System (LMS)	MAPP 02.04.18

I.   POLICY

   A.   Lamar University has established this Learning Management System (LMS) Policy to ensure consistent and secure use of the official enterprise LMS, Anthology Blackboard Ultra, in support of teaching and learning. This policy governs access, course creation, content management, data retention, and integration of third-party applications within the LMS. The policy applies to all users, including administrators, faculty, students, and staff. This policy aims to facilitate innovative teaching practices, maintain data security, ensure compliance with legal requirements, and provide a consistent learning experience for students across all modalities of instruction at Lamar University.

II.   PURPOSE AND SCOPE

   A.   Lamar University recognizes the importance of a consistent and stable LMS in the facilitation and innovation of teaching and learning beyond the traditional classroom setting. This Learning

B.   Course Shell: A standard template automatically generated in Blackboard from Banner for

external email account. The program administrators should request user additions by emailing (encrypted) the LMS administrator a file that contains the LMS course ID, first name, last name, email address, and role of all users.

ii.   Not all software, tools, or services are licensed for non-LEA use and may not be available to non-

FERPA, the following classes/courses cannot be combined/merged in the SIS or in the LMS without the approved Request for Course Merge in Learning Management System form:

    i. Different sections of the same class that do not meet at the same time. Example: ENGL 1301 sections 01 and 02.

    ii. Classes with different instructional modes such as online and face-to-face or online synchronous and online asynchronous classes. Example: MATH 1314 section 001 and MATH 1314 section 48F.

    iii. Different lab sections that do not have overlapping enrollment with a lecture section. Example: GEOL 1403 lab sections 01-02, where students may be enrolled in either GEOL 1403 sections 01 or 02. Courses with identical enrollment cause technical issues in the LMS and cannot be merged. Example: Lecture section and corresponding lab.

    Note. If an instructor is co-teaching multiple sections of the same class with other instructors, the instructors should all be listed in the SIS as primary or secondary instructors.

    d. Syllabi in Merged Courses. Merging courses does not remove the State of Texas syllabus requirement. Each section in a merged course   its own unique syllabus. Students in a merged class will see the unique syllabus for their specific section, so it is important that every course with a CRN in Banner SIS has an associated syllabus.

D. Content Storage and Data Retention

1. To optimize the performance of the LMS, operate within product licensing limits, and align with University academic policies, data and content stored within the LMS will be limited.

    a. Course Retention. The LMS is not an official repository for permanent storage of course materials. All course materials should be preserved by the instructors or students at the end of each semester or in accordance with their college and department guidelines.

    Course materials within the LMS, including full course content, grades, and all student work, will be retained within the LMS for a period of at least four (4) years following the assignment of final grades for all coursework. This timeframe aligns with requirements for I

University for an additional period of two (2) years at minimum. Instructors and

5. The LMS has tools to help increase efficiency for instructors who are teaching multiple sections of the same course but who do not qualify for merging courses in the LMS. These tools allow instructors to

to students, users with the "Instructor"

be shared with others. This secondary account will require Multi-Factor Authentication (MFA) to ensure security protocols are followed.

B. Course Enrollment Additions and Manual Enrollment

1. Users will not be manually enrolled in a course role in the LMS that is managed by the SIS.

2. If there is an emergency and an instructor needs to be added or removed from a course as instructor of record, this should occur in the SIS. The enrollments in the SIS are updated in the LMS in real time.

3. Instructor Role

    a. All instructors of record in the course must be added in the SIS as primary or secondary instructors. This includes co-instructors.

    b.

5. Student Role

   a. All students taking a course for credit must be enrolled in the SIS.

   b. If a student requests to audit a course, they must be officially enrolled in the SIS in such a role.

   c. Participants in non-credit courses may be enrolled by the LMS administrator or by an instructor with User Management Privileges.

   d. If a student is working to complete an Incomplete in a course, the instructor must open any required content or assessments in the previous course. The student must complete all requirements in the course that they were originally registered for.

   e. An instructor may request that the LMS administrator enroll a student from a previous semester in the current semester course to complete an Incomplete if there is a legitimate need for the student to interact with other students currently enrolled in the course. This request must include Department Chair/Head approval and special permission from the Vice President of Digital Learning.

6. Other Roles

   a. Instructor with User Management. The LMS administrator will assign this role to users in non-credit courses at the request of the program coordinator or course requestor. Users with this role can add participants in non-credit courses. The LMS administrator may do bulk enrollments, but the primary course instructor can bulk and individually enroll users for their non-credit courses.

   b. Supplemental Instruction Leaders (SI Leaders). If users need to be added to courses as a Supplemental Instruction (SI) Leader or embedded tutor, a list of users including first name, last name, email address, and full LMS Course ID should be provided by the SI Program administrator. SI Leaders do not have access to upload, grade, or edit content and cannot view the grade center.

   c. Academic Accommodation Support. If users need to be added to courses to aid students or instructors with accommodations through the Accessibility Resource Center (ARC)

2. All users are responsible for complying with copyright laws and the Lamar University Intellectual Property and Copyright Policy. Users may not copy, sell, license, transfer, distribute, or otherwise use or exploit course materials within the LMS that they do not own or have permission to use.

3.