



## E-Learning Management System (E-LMS) Policy

<b>Policy Code:</b>	AA-260-1
<b>Policy Name:</b>	E-Learning Management System (E-LMS) Policy
<b>Handler:</b>	E-Learning Center
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### Overview

A learning management system (LMS) aids teaching and learning process at FBSU by enhancing its quality and effectiveness. The major goal of using LMS or any blended learning system is to expedite student learning experience by providing interactive access to course materials, learning resources, mode of assessment and any needful information.

### Purpose

This policy addresses the usage of Learning Management System (LMS) that provides online access of:

- course contents in the form of presentation, videos or handouts.
- course related activities such as discussion forums, chat boards, blogs.
- course assessments such as online quizzes, Turnitin assignments and other forms of assessments.
- announcement systems such as class announcements, calendar, notifications and bulk or multi email system.
- effective teaching and learning experience by supporting collaborative learning.

The policy is intended for authorized usage of LMS in terms of who can do what as well as what are the governing policies for running and maintaining such a system.

### Scope

The policy is applicable for any courses that are offered by FBSU and is applicable to all of its users the faculty, administrators, students and anyone related to LMS.

**Usage of Policy:**

It is mandatory that all faculty members utilize the E-LMS in their teaching and learning and to communicate with their students. The E-LMS is centrally supported through ITC and administered by the E-Learning Center. The latter helps to manage the E-LMS and make certain the faculty and students have easy access to the E-LMS and make effective use of its various features.

**Process:**

All faculty members are required to provide evidence of E-LMS usage inside the course portfolios. It is required that the Course Report contains a description of how E-LMS has been incorporated into the course along with proper documentation on E-LMS usage.

**Minimum Required Use for All Credit Courses**

All courses with E-LMS sites need to adhere to the following minimum requirements:

1. A welcome message with an overview about the expectation of the use of the site.
2. The current course syllabus.
3. Course materials: at least lecture slides, handouts, or notes.
4. At least one assessment such as a quiz, an assignment, or an exam.
5. Assessments calendar.

Minimum usage does not correspond to only usage, and it is highly recommended to use any other tools that can be integrated with E-LMS such as different publisher plugins for E-LMS. Moreover, usage of discussion forums, announcements, assignments, videos, glossaries, pages and links are highly recommended.

**Assessments**

- Assessments are advised to be conducted during FBSU official office hours.
- The E-learning Center (ELC) will not be responsible for any issues related to assessments conducted during official holidays, weekends or outside working hours.
- Information about any online assessment must be sent three (3) days before in order for ELC to test the E-LMS.

**User Management and Access**

- All users of E-LMS should use their IT account issued by ITC.
- Faculty and students enrolled in a course as listed in the E-register will have access to the course site in the E-LMS.
- Faculty and students must access E-LMS for any course related activity.

- Sharing illegal or pirated contents is strictly prohibited.
- E-LMS cannot be used for any purpose other than FBSU related activities strongly linked with academics.
- Software cannot be shared through E-LMS.
- FBSU will not be responsible for any content shared based on its accuracy, integrity, legality and it is the sole responsibility of the instructor to manage it.
- Access to the E-LMS shall be disabled for users who display inappropriate behavior, per FBSU's policy and other policies that define appropriate conduct for employees and students.

FBSU holds freedom to share and use for printing or publicity for any content present on E-LMS while hiding the identity of user.