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LEARNING MANAGEMENT SYSTEM USAGE PROCEDURES

PURPOSE

1. These procedures set out the process for the consistent use of the Learning Management System (LMS) to ensure compliance with applicable policies, procedures, and legal requirements.

DEFINITIONS

2. For the purposes of these Procedures the following definitions apply:

“Access” means the ability to log onto the LMS and use the features of the LMS.

“Accessibility” means the design of products, devices, services, or physical spaces for people who experience disabilities.

“Authorized User” means any employee, student, staff member, or guest of the University who has been authenticated to access the LMS.

“Canvas” means Ontario Tech University’s Learning Management System.

“Course” means A single operational site within the LMS for learning-related materials, activities, and interactions.

“Course Shell” means the online portion of a course housed within the University’s LMS. The course shell is used to provide content and resources specific to a course.

“External Learning Tool” or “ELT” means an internet-based learning application that is not a part of the Learning Management System.

“Learning Management System (LMS) Administrator” means an assigned user role with approved permissions within the LMS.

“Learning Management System” or “LMS” means a flexible, web-based program for teaching and learning used to supplement courses requiring personal attendance or as the principal delivery mechanism for online courses.

“Learning Tool Interoperability” or “LTI”s means a standard protocol that enables the integration of an external learning tool or other services with the LMS.

“Non-Banner Content” means Courses in the LMS not linked to the Student Information System.

“Planned Outages” means periods of interruption for the purpose of maintenance or upgrading of the LMS.

“Student Information System” means the Student Information System module of the Banner Enterprise Resource planning system developed specifically for higher education institutions. Used to gather, store and present information.

“Teaching Staff” means an individual holding an appointment as a faculty member, teaching faculty member, or sessional/part-time instructor.

“University Member” means any individual who is:

- Employed by the University or holding an appointment with the University, including paid, unpaid and/or honorific appointments; (**“Employee”**);
- Registered as a student, in accordance with the academic regulations of the University (**“Student”**);
- Otherwise subject to University policies by virtue of the requirements of a specific policy (e.g. Booking and Use of University Space) and/or the terms of an agreement or contract.

SCOPE AND AUTHORITY

3. These Procedures apply to all University Members, including those who share responsibility for providing an accessible learning environment.
4. The Provost and Vice-President Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration, and interpretation of this Policy, and its related policies and procedures to ensure compliance with broader regulatory requirements.

PROCEDURES

5. LMS Course Shell Release Dates

- 5.1. Course Shell release dates will be established by the Office of the Registrar as follows:
 - a) Fall Term – first week of July for Teaching Staff and the third week of August for Students;
 - b) Winter Term – first week of November for Teaching Staff and the third week of December for Students;
 - c) Spring/Summer Term(s) – end of March for Teaching Staff and the first week of April for Students.

These timelines may vary slightly depending on the calendar year.

6. Integration of External Learning Tools (ELTs)

- 6.1. Requests for integration of ELTs into LMS course(s) will be submitted to the Teaching and Learning Centre via the [External Application \(LTI\) Request Form](#).
- 6.2. The Teaching and Learning Centre, upon receipt of the request, will conduct a compliance review, as per the steps outlined on the Teaching and Learning website.
- 6.3. Subsequent to this review, and only if all conditions are met, the LMS Administrator will authenticate the proposed external app’s compatibility with Canvas, including appropriate levels of permission, security compliance, Accessibility and error-free installation.
- 6.4. Teaching Staff are responsible for notifying Students the process where such integration requires a separate and/or distinct authentication/login.

- 6.5. The University may not offer support for ELTs integrated into the LMS. Any issues, other than proper integration with the LMS (e.g., access, use, security functionality, etc.) are the responsibility of the ELT vendor.

7. Technical Support

- 7.1. All requests for LMS support or assistance should be sent to the LMS support email address: lms@ontariotechu.ca
- 7.2. One on one LMS support, including for students, is offered by the Teaching and Learning Centre Canvas Support.
- 7.3. Training workshops and other resources are available on the Teaching and Learning Centre website at Teaching with Canvas.
- 7.4. Training for specific Faculties and/ other learner support units is available upon request.

MONITORING AND REVIEW

8. This Policy will be reviewed as necessary and at least every three years. The Manager, Teaching and Learning Centre, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

9. Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11
Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31
Copyright Act, R.S.C., 1985, c. C-42

RELATED POLICIES, PROCEDURES & DOCUMENTS

10. Access to Information and the Protection of Privacy Policy
Accessibility Policy
Accessible Customer Service Policy
Compliance Policy
Procurement of Goods & Services Policy
Technology Use Policy
Use of Digital Resources Directives
LMS Data Retention and Disposition Policy (Under Development)
Record Disposition Procedure
Information Security Policy
Copyright Guidelines
Fair Dealings Guidelines