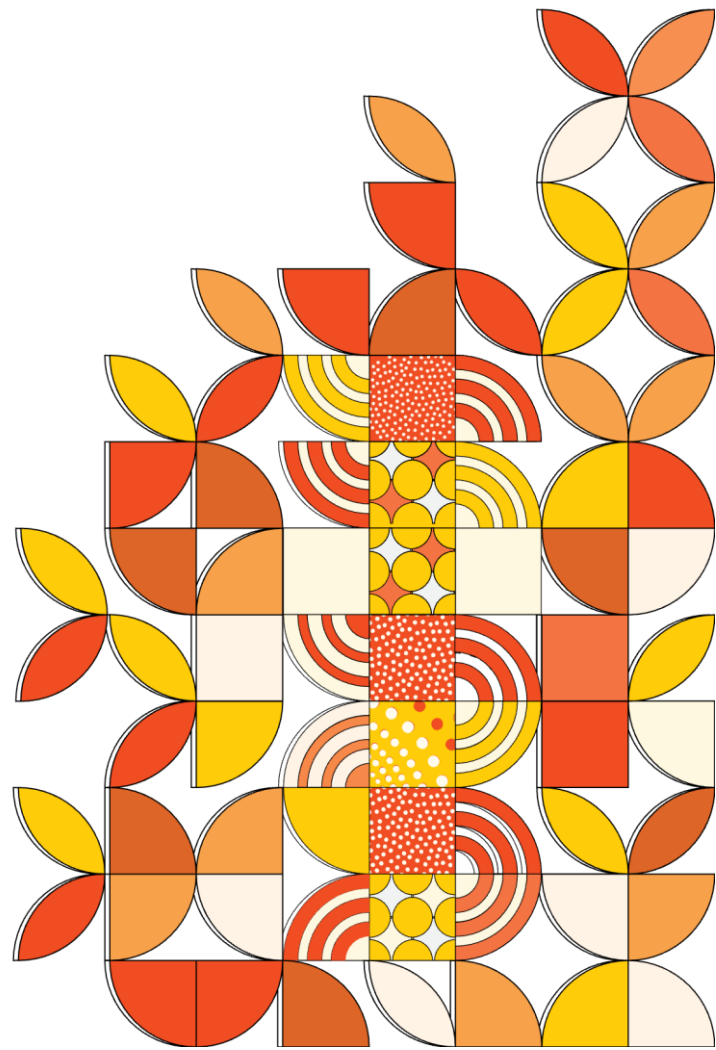


Learning Management System (LMS) Management Policy



SECTION 1

Purpose

1. This policy establishes the framework for the utilisation and oversight of the Learning Management System (LMS) at IHM, with Canvas being the designated platform.
2. The LMS serves as a digital tool to facilitate the creation, distribution, and management of online learning content. Its primary function is to augment student learning across all courses and study units by providing access to educational materials level.

Scope

3. This policy applies to all staff and students using the Learning Management Systems.

Definitions

4. Definitions for key terms are presented in the [Glossary of Terms](#).

Suite documents

5. This Policy is linked to the following documents:
 - a) LMS Management Procedure
 - b) See also the Associated Information listed in the 'Related Internal Documents' in Section 4 below.

SECTION 2

Principles

6. **Design and development**
 - 6.1 IHM utilises the Canvas online Learning Management System (LMS) to deliver course content and grant students access to online resources.
 - 6.2 The LMS is crafted to offer a top tier learning platform grounded in solid pedagogical principles. Specifically, the LMS:
 - a) Encourages educational innovation.
 - b) Fosters effective interaction among students and between students and staff.
 - c) Grants prompt access to resources, assessment tasks, and reviewed work.
 - d) Facilitates easy and clear feedback for both students and staff.
 - 6.3 The E-learning team, guided by Subject Matter Experts, makes decisions regarding the LMS design and development. These decisions are consistently evidence-based, incorporating data analysis and, when necessary, consultation with users.
 - 6.4 Only authorised personnel or E-learning team are allowed to develop and manage courses within the LMS.

- 6.5 Courses should adhere to established quality standards, including clear learning objectives, organised content structure, and engaging instructional design.
- 6.6 Unit coordinators are responsible for regularly updating and maintaining their courses to ensure accuracy and relevancy.

7. Content guidelines

- 7.1 The units offered in any given teaching period must have been approved by the CDAC and published in the Unit guidelines for the year of offering.
- 7.2 The unit guidelines provide a summary of the unit requirements, and the learning management system provides more detailed information for students.
- 7.3 A learning management system (LMS) site is required for every unit offered in a teaching period (per intake) and must be available to students by Monday of the week before the teaching period starts.
- 7.4 The LMS site is accessible to teaching staff and students enrolled in all offerings of the unit. Faculties may also provide access as required to other staff and students.

8. Data privacy and security

- 8.1 IHM provides guidance to students with regard to online safety and security, including:
 - a) Users are required to adhere to data privacy and security guidelines outlined by our organisation.
 - b) Protecting personal information and appropriate disclosures in online environments
 - c) Maintain privacy and confidentiality of all parties.
 - d) An understanding of the IHM's Code of Conduct that promotes mutual respect, tolerance, and respectful communication.

9. Training and support

- 9.1 IHM will clearly communicate its expectations and provide a program of support for students with regards to:
 - a) Compliance with the Copyright Act 1968.
 - b) Compliance with the IHM policies and procedures such as Student Code of Conduct, Student Code of Conduct Implementation Guidelines, Academic Integrity Policy and Procedure, and Student Support Services Policy, Procedure and Framework.
- 9.2 E-learning team to be contacted for any LMS support services.

10. Compliance

- 10.1 Ensure all the contents in the LMS follow IHM's Copyright Policy.
- 10.2 The institute will follow accessibility guidelines to ensure that E-learning materials are accessible to students with visual, auditory, or other disabilities.

11. System maintenance, outages, and upgrades

- 11.1 The LMS Administrator will notify all Authorised Users in advance of any regularly scheduled outages related to maintenance and/or upgrades.
- 11.2 Outages will be scheduled during specific time periods to minimise the impact or inconvenience on Authorised Users.
- 11.3 It is the responsibility of Authorised Users to read all notifications posted by the LMS Administrators.
- 11.4 Teaching Staff should consider planned access outages when scheduling assessments.

SECTION 3

Responsibilities

12. User responsibilities

- 12.1 Users are expected to exhibit appropriate behaviour while utilising the LMS. This includes respectful and professional interactions with fellow users, instructors, and course materials.
- 12.2 Guidelines for content creation and sharing are integral. Users should curate educational content to be accurate, relevant, and in accordance with Academic Integrity Policy and Procedures.
- 12.3 The E-learning team is responsible for developing the LMS site collaboratively with teaching staff from all modes and locations of offering.
- 12.4 Course Coordinators are responsible for:
 - a) Compliance with Copyright law and IHM's policy
 - b) Clearly posting course-related information and content
 - c) Enabling students to track their course progress.
 - d) Ensuring tools integrated into the LMS comply with standards.

SECTION 4

Associated information

Related Internal Documents	Academic Integrity Policy Academic Integrity Procedure Copyright Policy Copyright Procedure LMS Management Procedure Student Code of Conduct Student Code of Conduct Implementation Guidelines Student Support Services Policy Student Support Services Procedure
Related Legislation, Standards, and Codes	Australian Qualifications Framework (2013) Tertiary Education and Quality Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2021

	Technology Enhanced Learning Accreditation Standards framework
Date Approved	07.08.2024
Date of Effect	08.08.2024
Date of Next Review	30.07.2027
Approval Authority	Academic Board
Responsibility for implementation	E-learning Department
Document Custodian	Head, E-Learning Department
IHM Doc ID	IHM-LMSMP1-1.0

Change History

Version Control		
Change Summary	Date	Short description of change, incl version number, changes, who considered, approved etc.
Version 1.0	10/07/2024	New Policy