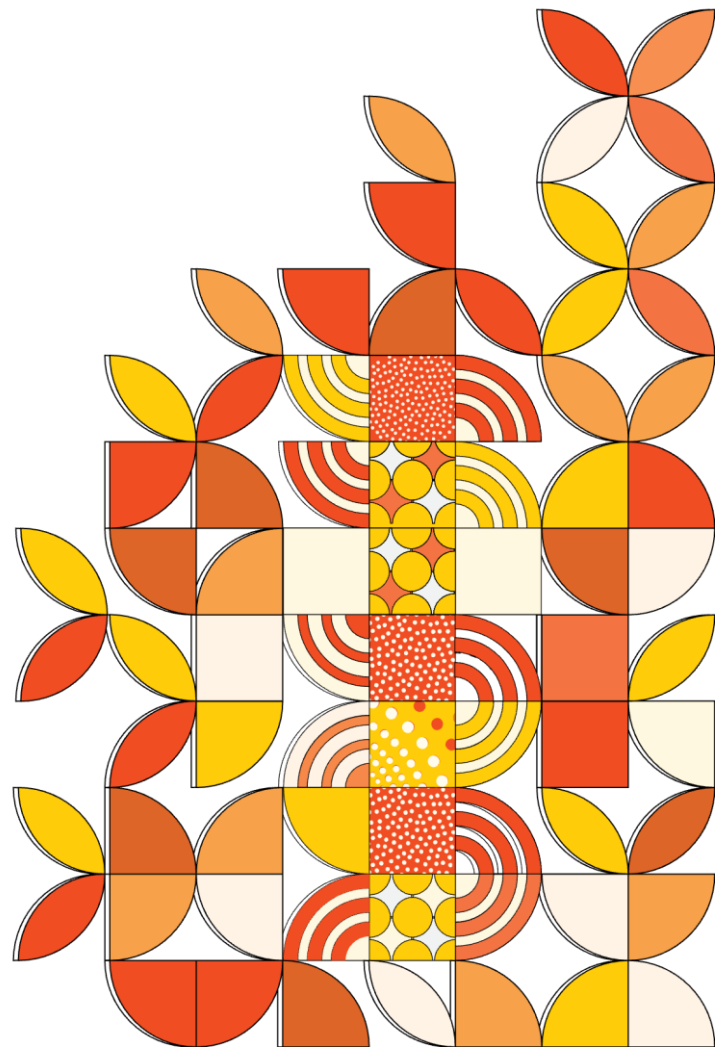


Learning Management System (LMS) Management Procedure



SECTION 1

Purpose

1. The purpose of the procedure delineates the requisites for setting up the course site for teaching activities and managing the availability and archiving of teaching materials and course content stored on centrally managed systems.
2. It includes guidelines for the conclusion of each semester/teaching period and specifies the minimum course components necessary to maintain active course sites

Scope

3. This procedure applies to all staff tasked with administering and utilising the Learning Management System (LMS), as well as to all sites created within the LMS.

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 Policy
 - b) See also the Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Principles

6. **Course content development in LMS**
 - 6.1 Each unit will be delivered via a unique shell generated using standardised templates.
 - 6.2 A LMS site is required for every unit offered in a teaching period (per intake) and must be available (published) to students by Monday of the week before the teaching period starts.
 - 6.3 The e-learning team is responsible for developing the LMS site in the approved templates for each course and units of study collaboratively with teaching staff from all modes and locations of offering.
 - 6.4 Changes to any LMS course/template will be approved through Course Development and Advisory Committee (CDAC) as review and development process or alternatively minor changes can be approved by Head of School or Academic Dean.
 - 6.5 When created, course sites are by default initially unavailable to all the staff except for Head of School and the Course Coordinator. It is the Course Coordinator's responsibility to make the course site available to the respective academic staff.

7. User management and access

- 7.1 Access to the LMS will be granted to authorised individuals, including lecturers, student administrators and relevant stakeholders by the eLearning team.
- 7.2 User accounts will be created based on designated roles and responsibilities.
- 7.3 Only Unit Coordinators, Course Coordinators and Head of School will have editing access to the unit contents on commencement of the unit.
- 7.4 Users are required to maintain the confidentiality of their login credentials and report any unauthorised access.
- 7.5 All Authorised users must verify their access using IHM's validated credentials and are permitted to utilise the LMS solely for institute-related purposes.
- 7.6 Access to course contents and resources in the LMS is regulated to uphold the confidentiality, integrity, Accessibility, and availability of materials, as well as to safeguard privacy and copyrighted material.
- 7.7 Administrative Staff may receive access to Courses in the LMS from the Course Coordinator for instructional, learning, or technical support purposes.
- 7.8 Employees not serving an LMS Administrator or Course Coordinator of a specific Course must secure written permission from the Course Coordinator to access that Course in the LMS. If the Course Coordinator is no longer employed by IHM, approval may be granted by the Head of School of the respective Faculty.
- 7.9 An Authorised User's LMS account is marked "inactive" if they have not logged into the LMS within a two-year period. Inactive accounts will be deleted annually. Additionally, if a staff member is on leave for more than three months, the relevant department must be notified to deactivate their account until their return.

8. Roles and responsibilities

- 8.1 eLearning team manages the technical functions and activities within LMS. Among other things, they handle LMS training, assists with Copyright compliance, reviews requests for External Learning Tool integration.
- 8.2 The Student Support Services releases student cohort managed by KH, while the e-learning team manages Course Shells via LMS.

9. Content guidelines

- 9.1 The unit guidelines provide a summary of the unit requirements, and the learning and teaching content. The learning management system provides the full learning and teaching content in adherence to the unit guidelines.
- 9.2 Course Coordinators must ensure that visible content meets IHM copyright requirements.
- 9.3 The minimum content requirements for a given unit of delivery in the LMS must consider the following elements:
 - a) **Announcements:** This section is used to post the course welcome message, updates, and announcements.

- b) **Course Profile:** Automatic link to the unit profile from the LMS dashboard.
- c) **Unit Modules:** All unit contents are organised into modules.
- d) **Discussion Board:** A link to the discussion board or a discussion forum must be provided within the module within the unit.
- e) **IHM Library Link:** Student reading list should use links to library resources via single sign-on links.
- f) **Learning Resources:** This content area is where course materials and lecture notes must be uploaded, or links to other sites if the content is held in different systems. Learning resources must be organised logically for students to find materials easily.
- g) **Recordings:** Must be published automatically within 24 hours after the timetable lecture where applicable.
- h) **Assessments:** Assessments are managed via assessment section of LMS. Assessment information instructions, submission requirements, grading criteria, submission of work and marking of the work are all linked to the assessment functionality. Assessments shall be submitted through the anti-plagiarism software (Turnitin) in-line with the applicable Academic Honesty and Integrity policy.
- i) **Outcomes:** Outcomes feature in your online unit helps you the track student learning mastery.

10. Support and training

10.1 All academic and student services staff will be provided with training on the use of LMS on request with the eLearning team or a team member will schedule training for all academic and student support staff.

10.2 LMS training modules will be provided for staff to complete at their own pace unless specified otherwise.

11. Evaluation and review

11.1 Course coordinators are responsible for monitoring that the learning and teaching content in the LMS remains compliant with the given curriculum.

11.2 The review processes at IHM aim to ensure pedagogical standards for learning and teaching design and delivery to compliance with library and resources regulations and laws.

11.3 All units provided in the LMS will contain strategies for collecting feedback from students and instructors to continuously improve eLearning offerings.

SECTION 3

Associated information

Related Internal Documents	Academic Integrity Policy Academic Integrity Procedure Copyright Policy Copyright Procedure LMS Management Policy Student Code of Conduct
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	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 Procedure