1. PURPOSE
The purpose of this policy is to outline the responsibilities of Fanshawe College with regard to eLearning Technology. The College recognizes the role of eLearning Technology to empower faculty in the creation of an innovative student environment that is accessible and secure for students and faculty.

2. DEFINITIONS

**eLearning Technology:** Any electronic medium used in the teaching and learning environment.

3. POLICY
Fanshawe College encourages the use of eLearning Technology for academic purposes within the guidelines of this policy.

3.1. **Scope**
This policy applies to the use of eLearning Technology for academic purposes which may result in the achievement of a Fanshawe College credential or letter of recognition.

3.2. **Principles**

3.2.1. Fanshawe College provides eLearning technologies to support the achievement of learning outcomes.

3.2.2. The College provides training and resources to faculty and students in support of the effective use of College supported eLearning technologies.

3.2.3. eLearning Technology will be compliant with guidelines set by the Accessibility for Ontarians with Disabilities Act.

3.2.4. The College will maintain and provide technical assistance with College supported eLearning technologies.

3.2.5. The use of eLearning Technology at the College complies with institutional requirements and best practices for security, confidentiality, and copyright.

3.3. **Administration**

3.3.1. In collaboration with the College’s technology partners; Learning Systems Services, Academic Technical Support Services, the IT Service Desk, Organizational Development and Learning, and the Centre for Academic Excellence will work together to provide training and resources for students and faculty on the use of College supported eLearning Technology.
3.3.2. Information Technology maintains security and confidentiality of College supported eLearning Technology in partnership with the College’s technology partners.

3.3.3. Associated addenda to this policy may be amended by authority of the Policy Sponsor.

4. REFERENCES

Legislation

   Accessibility for Ontarians with Disabilities Act
   Freedom of Information and Protection of Privacy Act

College Policy

   A103: Fanshawe College Credentials
   A204: Copyright
   C202: Acceptable Use of College Technology
   C304: Freedom of Information and Protection of Privacy

5. ADDENDA

Guideline A: eLearning Technology Foundations
Guideline B: Learning Management System
Standard 1: LMS Content Requirements

-0-0-0-
1. PURPOSE

The purpose of this Guideline is to establish foundational expectations for the use and support of eLearning Technology.

2. INNOVATION WITH ELEARNING TECHNOLOGY

2.1. The College acknowledges the dynamic nature of emerging eLearning technologies which may enhance and support the achievement of learning outcomes.

2.2. The College evaluates eLearning technologies beyond the Learning Management System (LMS) in the following five categories:
   - additional costs associated with technology for students and/or the College;
   - security and confidentiality of student information;
   - support required for the technology;
   - integration with the College’s LMS;

2.3. Faculty who use eLearning technologies beyond the LMS must comply with the criteria set out in Sections 3, 4, and 5 below.

3. ELEARNING TECHNOLOGY SUPPORT

3.1. With support of their relevant Academic Manager, Faculty who wish to use eLearning technologies which integrate into the LMS should contact Learning Systems Services to help determine whether that technology can be used in accordance with Section 2.2 above.

3.2. With support of their Academic Manager, Faculty who wish to use eLearning technologies beyond the LMS should contact their relevant Educational Support Technologist, who will work with the IT Service Desk to help determine whether that technology can be used in accordance with Section 2.2 above.

3.3. As noted in sections 3.1 and 3.2 above, in some cases, use of the technology may require a Service Level Agreement (SLA) between the College and the Technology provider.

3.4. eLearning Technology may not be used if it requires any costs to the student beyond those included in their tuition or Program Specific fees.

4. QUALITY MATTERS

4.1. The College relies on a quality assurance framework to support the use of eLearning Technology. This framework is intended to create a culture of continuous improvement in the use of eLearning Technologies that keeps students engaged in the teaching and learning process without being
impeded by the technology itself. The framework that Fanshawe College uses in this regard is provided by Quality Matters.

4.2. Training in the use of Quality Matters is provided by Organizational Development and Learning and more information may be found at https://www.qualitymatters.org/why-quality-matters.

5. **SECURITY, CONFIDENTIALITY, AND COPYRIGHT**

5.1. Fanshawe College is committed to protecting the privacy of people whose personal information is held by the College through responsible information management practices. Any personal information provided to the College through the use of eLearning Technology is collected, used and disclosed in accordance with Policy C304: Freedom of Information and Protection of Privacy, the Freedom of Information and Protection of Privacy Act, and other applicable legislation.

5.2. All content used within the LMS or any other eLearning Technology will comply with policy A204: Copyright.
1. PURPOSE

The purpose of this Guideline is to establish expectations for the effective use and support of the College’s Learning Management System.

2. DEFINITIONS

Learning Management System (LMS): A web-based system provided by and supported by the College that facilitates provision of organized, consistent and timely course-related communication between faculty and students; assists faculty with course administration; supports student engagement; promotes quality learning experiences; and provides a vehicle for ongoing formative student feedback. The Fanshawe College Learning Management System is provided by the D2L system and is branded as FanshaweOnline (FOL).

3. PROVISION OF THE LMS

3.1. The LMS will be utilized in all credit courses used at the College.

3.2. The LMS will be flexible in its use and application and will support the achievement of learning outcomes for students.

3.3. The LMS is the primary means by which the College meets institutional and provincial requirements for web-facilitated, blended and online course delivery.

3.4. When requested by a student, content hosted or created in the LMS will be made available in an accessible format, in compliance with the Accessibility for Ontarians with Disabilities Act.

4. UTILIZATION OF THE LMS

4.1. Faculty Responsibilities:

   4.1.1. Faculty ensure student communication through the LMS is effectively utilized.

   4.1.2. Faculty provide all student grades through the LMS.

   4.1.3. Faculty ensure that all of their course sites within the LMS contain the required elements in Standard 1: LMS Minimum Requirements.

   4.1.4. Faculty ensure that any use of copyrighted materials in the LMS comply with policy A204: Copyright.

4.2. Student Responsibilities:

   4.2.1. Students navigate standard LMS components.

   4.2.2. Students seek help from the IT Service Desk when encountering technical difficulties.
5. TRAINING FOR LMS USE

5.1. Organizational Development and Learning provides training for LMS use to Faculty.
   5.1.1. Academic Managers are responsible for determining LMS training needs for faculty.
   5.1.2. Faculty are responsible for identifying training needs with their Academic Manager and accessing LMS training as directed.

5.2. Learning Systems Services provides resources and supports for LMS use at www.fanshaweonline.ca.
   5.2.1. The College will provide information to students about how to access LMS resources.
   5.2.2. Students are responsible for accessing resources as needed.
1. **PURPOSE**

This Standard establishes the minimum content requirements of all course sites within the LMS.

2. **STANDARD**

The Fanshawe Online (FOL) course blueprint ([http://xxxxxxxx](http://xxxxxxxx)) is the College standard for course configuration. Faculty must ensure that all courses will include the following content by the first day of the class:

<table>
<thead>
<tr>
<th>Content</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Information</td>
<td>Full name, e-mail, work phone, office location, and office hours.</td>
</tr>
<tr>
<td>Announcements</td>
<td>General course updates, class cancellations, room changes, assessment dates and other relevant information.</td>
</tr>
<tr>
<td>Course Information</td>
<td>Current, approved COMMS documents (Course Outline and Course Plan).</td>
</tr>
<tr>
<td></td>
<td>Current, detailed class schedule posted on the Content page.</td>
</tr>
<tr>
<td></td>
<td>Course content for the first week, at minimum, must be available to students on the first day of class.</td>
</tr>
<tr>
<td></td>
<td>All course content must remain available to students for thirty working days following the last day of class.</td>
</tr>
<tr>
<td>College Information</td>
<td>Links to Health and Safety and Student Policy Information must be posted on Content page.</td>
</tr>
<tr>
<td>Communication Expectations</td>
<td>Include email response times as well as expectations around the use of the chat function and instant messaging.</td>
</tr>
<tr>
<td></td>
<td>The College standard is to provide response to student emails on a timely basis. Recommended response time is no more than three business days.</td>
</tr>
<tr>
<td></td>
<td>The College recognizes that consistent, fair, and timely evaluation is an important part of good teaching and contributes to student success. Recommended response time for evaluation is no more than ten business days.</td>
</tr>
<tr>
<td>Content</td>
<td>Details</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Assignment Information</td>
<td>Evaluation details (due dates, graded-by dates, type of assignment) posted on Content page.</td>
</tr>
<tr>
<td></td>
<td>Assignment due dates posted in multiple areas, including Content, Submissions, Calendar and Announcements.</td>
</tr>
<tr>
<td></td>
<td>Grading criteria, including rubrics and checklists for projects and assignments.</td>
</tr>
<tr>
<td></td>
<td>Assignment submission instructions, including acceptable file formats and place to submit.</td>
</tr>
<tr>
<td>Grading</td>
<td>Complete gradebook customized for the course must be available for students at the start of the semester with the appropriate grade items, categories, and weights.</td>
</tr>
<tr>
<td>Accessibility and Copyright</td>
<td>All links must be active and current; outdated or broken links are removed or hidden.</td>
</tr>
<tr>
<td></td>
<td>Course complies with current accessibility and copyright guidelines <a href="https://copyright.fanshawec.ca/">https://copyright.fanshawec.ca/</a>.</td>
</tr>
<tr>
<td></td>
<td>Text formatting is consistent and accessible throughout the site (file pathway: info; check for issues; check accessibility through Microsoft Office).</td>
</tr>
<tr>
<td></td>
<td>Quality Matters (QM) is the College’s quality assurance standard for online courses; for example, instructions must be formatted for clarity, with bolded headings, short paragraphs and bullets. For complete QM information: <a href="http://XXXXXXX">http://XXXXXXX</a></td>
</tr>
<tr>
<td></td>
<td>Course content must be accessible in the LMS using a computer or mobile device.</td>
</tr>
<tr>
<td>Quality Matters</td>
<td>All links must be active and current; outdated or broken links are removed or hidden.</td>
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<tr>
<td></td>
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