Procedure Title:	Learning Management System
Procedure ID:	#OP 2-224E
Manual Classification:	Academic Affairs
Linked to Policy:	2-224 Course and Curriculum Quality Assurance
Approved by Senior Management Team (SMT):	December 17, 2025
Effective Date:	December 19, 2025
Next Review Date:	December 2028
Contact for Procedure Interpretation:	Executive Vice President Academic Experience

1.0 – Purpose

The purpose of this procedure is to describe the use of the Learning Management System at Fleming College.

2.0 – Definitions and Acronyms

Course: A distinct and discrete teaching and learning framework, defined through course learning outcomes, and approved using a course outline.

Course Outline: An approved document outlining the course learning outcomes, title, course code, description, credits, hours, evaluation methodology and associated grading allocation, pre-requisites, co-requisites, and required resources and any associated fees for courses offered at Fleming College.

Course Shell: A repository or space within the LMS that faculty use to provide course information and to communicate with each group of students they are teaching. The course shell provides access to the course outline, course content, communication, assessment and other learning materials.

Course Team: Includes individuals, instructors, technician/technologist and faculty currently teaching or delivering the course.

Curriculum: is the plan for learning that is coordinated and articulated in a manner designed to result in student achievement of course learning outcomes. Curriculum encompasses the content, learning materials, delivery, and course resources, as well as the context and processes for evaluating the attainment of learning outcomes.

Learning Management System (LMS): The College supported software application that is used by faculty and students to access electronic course resources, support student achievement and assessment, and communicate about learning.

Learning Materials: Include all course content, curriculum materials, or learning activities that are created, purchased or licensed for use, and utilized within the course. Examples include lecture notes, presentation slides, assignment and assessment guidelines and rubrics, and course handouts

3.0 – Guiding Principles

Fleming College provides student access to course materials, resources, grades, and other relevant course information using an established Learning Management System (LMS).

4.0 – Scope

This Procedure applies to all post-secondary courses offered by Fleming College.

5.0 – Operating Procedure

5.1 – Access to the Learning Management System

Each semester, the LMS administrator creates and provides a course shell for all active courses and attaches the relevant faculty upon confirmation of staffing.

Course materials can be transferred from a previous semester's course shell upon request to the LMS Administrator or by the faculty users if they have previously taught the course.

During the new course development process, the LMS Administrator will create a course shell upon the request of the School Dean/Chair, and provide access to course developers.

Students will normally be given access to the course shell on the learning management system by the first day of class for that semester. Student access to the course shell will persist for the length of their registration at Fleming College.

5.2 – Faculty Learning Management System Use

Effective use of the LMS is intended to assist faculty with course administration while supporting student engagement, increasing flexible learning opportunities, enabling quality learning experiences, and providing an effective vehicle for feedback and communication of student grades.

Faculty are to ensure students are provided with the following in each course shell(s):
- Approved and current course outline
- Faculty contact information, consisting of their Fleming email and extension if applicable
- Regular announcements including general course updates, class cancellations, room changes, assessment dates, evaluation details, and other relevant information
- Current student progress results on the gradebook, consistent with the evaluation framework, and posted within two weeks of the established deadline on the course outline as described in OP 2-224D Evaluation and Assessment
- Learning materials, where appropriate

- Assignments, including rubrics, instructions, and submission requirements, where appropriate
- Online quizzes, tests, or exams, where appropriate

Faculty should leverage the LMS as appropriate to enrich the course experience and promote student engagement (e.g. discussion tools, online readings, online office hours, etc.). Resources pertaining to best practices in LMS usage are made available by the Learning Design and Support Team.

Faculty must transfer the unofficial achieved grade from the LMS into the Student Centre to be used as a final, official grade on the student record as described in 2-203 Grading and Academic Standing and its associated operating procedure.

Faculty are responsible for reviewing and updating learning materials and the course grade book provided to students on the learning management system for each term of course delivery to ensure currency, relevance and accuracy with the approved course outline.

5.3 – Student Learning Management System Use

Students are responsible for being engaged in the learning process, and monitoring the LMS for course announcements, deadlines, instructions and other information provided on the platform.

Students experiencing technical difficulties preventing them from completing or submitting work on the LMS are responsible for contacting the Information Technology Support Services desk.

Student data stored in the Learning Management System is not considered to be part of the permanent student record.

5.4 – Learning Management System Data Retention

The LMS is intended as a teaching and learning tool and for storage of course resources. It is not a record keeping repository of student data. Refer to 1-104 Record Retention, and its associated Operating Procedure for more information on data retention.

Student records must be held securely to ensure confidentiality and privacy.

Course shells must be maintained long enough to allow for faculty continuity and the transfer of learning materials and other information stored within the LMS course shells.

5.5 – Roles and Responsibilities

It is the responsibility of each faculty to use the Learning Management System to support students effectively in achieving course learning outcomes.

It is the responsibility of the school Dean/Chair to ensure faculty are meeting the minimum requirements defined in this procedure.

It is the responsibility of the Learning Design and Support team to provide faculty with training and education about best practices in Learning Management System usage.

It is the responsibility of the Learning Management Administrator to create course shells before the beginning of each term and approve requests for course access.

6.0 – Related Documents

- 2-224 Course and Curriculum Quality Assurance
- OP2-224A Course Outlines
- OP2-224D Evaluation and Assessment
- 2-203 Grading and Academic Standing Policy
- 1-104 Record Retention

7.0 – History of Amendments & Reviews

Date Approved	Approved By	List of Approved Amendments / Review
December 17, 2025	Senior Management Team	NEW