



RUTGERS

LMS Transition to Canvas

LMS Use Guidelines

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Objective

- Determine and propose the appropriate and allowable use of the Canvas LMS for Rutgers University

Deliverable

- Proposal on the guidelines for the use of LMS
 - Primary purpose of a Learning Management System for Rutgers University
 - Allowable course types and/or use cases
 - Governance or oversight process
 - Exception process
- Common Glossary of Terms and Definitions
- Recommendations on alternative solutions

Problem Statement

- Lack of defined and enforced guidelines for the use of LMS systems have allowed the proliferation of non-traditional and non-academic implementations.

Learning Technology Glossary

- A collaborative document has been created and can be accessed at the following link for team members:
[Learning Technology Glossary.docx](#)

Proposed Guidelines

- Primary purpose of the Learning Management System is to enhance the student's learning experience
- A primary consideration for a request to use the LMS will be whether students are the audience
- An exception process will be in place for determination and approval of the LMS for use cases outside of the "official list"
- Besides the instructional use of the LMS, course and template development, and testing of content and materials in support of future courses is (encouraged) allowed

Use Guidelines - Considerations / Discussion Points

- ✓ Who is / are the target audience(s)?
 - Chancellors, deans, directors and department chairs
 - Faculty members
 - Academic administrators
 - LMS Technology support
- What types of courses are being delivered? (Brainstorm)
- Should courses delivered in Canvas be restricted to credit based instructional use only?
- Can Canvas courses be used for internal use only purposes?
- One-off courses?
- ✓ Should there be an exception process to gain approval on use?
 - Yes, to be developed. Should be consistent but handled at the school, departmental or program level.
- ✓ Should there be a governance or oversight process?
 - ✓ Yes, to be developed.

Unit Name

Types of Courses

- Staff and Faculty training
- Student training/tutorial
- Onboarding / orientation
- Community Groups
- Demographically based sites for students (i.e. graduation)
- Continuous Education (credit and non-credit)
- Professional development Services/Courses
- Certificate programs
- MOOC (Massively Open Online Course)
- Active/ Instructional learning courses (community sites)
- Compliance Training (RA training - student staff)
- Clinical rotation
- Assessments
- Student project sites
- Research sites
- Tenure tracking and promotion
- Accreditation
- Syllabi Repository
- Faculty forums
- Student governance
- RU Core reporting

Next Steps

- Meeting cadence / communication
- Collaborative document editing
- Setting target dates for completion
- Steering Committee review