



RUTGERS

LMS Transition to Canvas

Non-Instructional Use

LMS Use Guidelines

Objective

- Identify Non-Instructional use of current LMSs to determine alternative solutions to support

Deliverable

- Matrix of Non-Instructional Uses of current LMS and available alternative solutions
- Common Glossary of Terms and Definitions

Problem Statement

- As a matter of convenience, experience and lack of solutions, the LMS morphed to support business practices and non-instructional uses. The LMS, however, may not be the best use or most appropriate technology to achieve the need.

Non-Instructional Uses – Identified / Surveyed

| Use Case | Description | Functionality | Examples | Solutions |
|---|---|--|---------------------------------|---------------------------|
| Repository | Storage space for shared files or archives | File storage, organization, sharing, version control | Departmental shares Archives | OneDrive, BOX, Sharepoint |
| Personal projects/research | Individual research or projects undertaking, requiring some collaboration | File storage, organization and sharing Timelines, “syllabus”, tasks | | |
| e-portfolios for faculty & students* | | | | |
| Training/continuing education* | | | | |
| Voting | | | | |
| Organizational Management | | | | |
| IT Project Websites | | | | |
| Chat/video conferencing (adobe connect) | | | | |

Non-Instructional Uses – Identified / Surveyed

| Use Case | Description | Functionality | Examples | Solutions |
|--|--|--------------------------------------|---|--------------------------|
| Placement Testing | | | | |
| Electronic Annual Report | | | | |
| SCORM Content | | | | |
| Faculty reappointments & promotion | | | | |
| Meditation Guidelines | | | | |
| Performance/course evaluation | | | | |
| Developing working prototypes for software application designs | | | | |
| Compliance and Ethics Training | Yearly training on compliance and ethics mandates and policies | Certification, Tracking, Expirations | Harassment Training PHI / HIPAA Title IX Code of Conduct | External vendor programs |

Non Traditional Use - Considerations / Discussion Points

- ✓ How does a requestor decide on a solution for their need?
 - Through the efforts of this committee, the intent is to develop a matrix of common use cases and recommended solutions. IT staff can / should be consulted to understand requirements and to identify the most appropriate solution available.
- ✓ Is training available for the alternate solutions?
 - Available training will depend on the solution selected. Many of the existing solutions at the University will have some form of self-paced training or by request, customized training for a larger audience
 - In agreeing to a possible solution, the solution provider will need to evaluate the impact on resources and staff
- ✓ What migration resources will be made available or required?
 - Each solution that will be utilized will provide the technical resources and direction necessary to help migrate content if possible
 - In agreeing to a possible solution, the solution provider will need to evaluate the impact on resources and staff
- ✓ How will support be provided for the solutions?
 - Each solution will need to determine the Service Level Objectives and scope of support that can be provided in conjunction with end-users or departments

Non Traditional Use - Considerations / Discussion Points

- Are there specific compliance or security concerns?
- ✓ What are the audiences or users of the site (internal, students, guests, visitors)?
 - The audiences will vary by use case and could include both internal and external. Considerations should be made for:
 - Obtaining valid login credentials
 - Security and compliance concerns
- How wide spread is the use of a particular site / functionality?

Guidelines for Non-Instructional Use Cases

- LMS (Canvas) is designed as “best of breed” in delivery of instructional content. For non-instructional use cases there will be solutions better suited to provide the functionality and features required
- In agreeing to a possible solution, the solution provider will need to evaluate the impact on resources and staff in order to provide suitable service
- IT staff can / should be consulted to understand requirements and to identify the most appropriate solution available

Next Steps

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