LMS Transition to Canvas

Non-Instructional Use

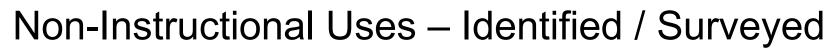# LMS Use Guidelines

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 students* (should be part of LMS)	As a part of course work, Students maintain a portfolio of experiences, documents, media, etc.	Content management Assessments		Portfolium
e-portfolio for faculty	Faculty portfolio of work			
Training/continuing education*				
Voting				Qualtrics
Organizational Management	Managing, administering and collaborating within a department or unit			TEAMS
IT Project Websites	Repository for IT Work efforts	Content management, collaboration, scheduling, communications		TEAMS, Sharepoint, Smartsheets

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Non-Instructional Uses – Identified / Surveyed

Use Case	Description	Functionality	Examples	Solutions
Chat/video conferencing (adobe connect)	Remote virtual meetings and collaboration	Screen share, conference calling, video conferrncing		WebEx, Skype, TEAMS
Placement Testing				Qualtrics
Electronic Annual Report				
SCORM Content				
Faculty reappointments & promotion				
Meditation Guidelines				
Performance/course evaluation				
Developing working prototypes for software application designs				

Non-Instructional Uses – Identified / Surveyed

Use Case	Description	Functionality	Examples	Solutions
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
Student Project Sites	Repository for individual student work efforts			
Research Sites	Repository for research related activities			
Syllabi Repository	Repository for quick access to syllabus information			
MOOC				
Compliance Training				
Tenure Tracking and promotion				
Faculty Forums				
RU Core Reporting				

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