



Purpose & Scope of LMS Implementation at Trocaire College

Purpose

The Moodle LMS is a digital learning environment that provides online resource and learning activity management capabilities to Trocaire's online and face-to-face course offerings.

I. Creation

A. Account Creation

Students

Student Moodle accounts are created through the normal IT onboarding process for new students. Letters containing the student's username and password are sent to their home mailing address within 5-10 business days of admittance. Students who misplace this information, or do not receive their letters can visit the IT Helpdesk with a copy of their photo ID to obtain their account information. No account information may be communicated to the student over the phone or without proper identification.

Instructional Faculty/ Academic Administrators

Instructional Faculty and Academic Administrators will be contacted within 5 business days of completing their intake paperwork with HR by an Educational Technology Specialist to set up an initial 1 hour training appointment. During this meeting, the employee will be set up with a user account in the Moodle (LMS) system and given instruction regarding basic use practices, policies, and procedures.

Staff

Staff members seeking access to the Moodle (LMS) system should coordinate their project through their departmental head/ lead. It will be determined by the Educational Technology department head in cooperation with the staff member's department head/lead if the scope of the project requires access to the Moodle (LMS) system. If it is determined that the project will be hosted in the Moodle (LMS) system a training appointment will be set up for the staff member with an Educational Technology Specialist. During this meeting, the staff member will be set up with a user account in the Moodle LMS and given instruction regarding basic use practices, policies, and procedures.

B. Course Page Creation

Catalog

All catalog course offerings will receive automatic course page generation in the Moodle LMS prior to the start of each semester, regardless of modality. Exact dates will be published to the Moodle site calendar.

Non-Catalog Courses

Workforce Development course pages, and other courses not associated with CAMS must be created and populated manually by a Moodle (LMS) administrator. Requests for the creation of these course pages, along with the associated enrollment rosters, must be submitted to Ed Tech in advance of the course start date.

Meta Courses

Meta Courses must be manually created by a Moodle (LMS) administrator. Requests for Meta Course creation, along with the associated courses, and justification/ reasoning behind the course's creation must be submitted to Ed Tech in advance of the launch date. Final decision of the creation of course pages will be determined by the primary Moodle site administrator.

II. User Role Definitions

Course Level

Editing Teacher

Teachers can do anything within a course, including changing the activities and grading students. This role is assigned to Instructional Faculty only.

Non-Editing Teacher

Non-editing teachers can teach in courses and grade students, but may not alter activities. This role is assigned only through Dean/ Program Director approval.

Student

Students generally have fewer privileges within a course. This role is assigned to registered students only.

Academic Support/ Embedded Librarian

Staff assigned to courses as academic support, they can add and alter activities/ resources. Cannot view or edit grades. This role is assigned through Instructional Faculty, Program Director, and/or Dean approval only.

Category Level

Manager

Managers can access course and modify them, they usually do not participate in courses. This role is primarily used by academic administration for accreditation and evaluation purposes.

Site Level

Administrator

Administrators have full site access and editing privileges. Site administration roles are limited to employees of the Education Technology office and external vendors providing temporary services exclusively.

III. Auto-enrollment Processing & Access Request Procedures

A. Course Level Access Request Procedure

Catalog course participants are automatically assigned to reflect course information from CAMS. All changes to Editing Teacher or Student role assignments in catalog courses must be processed through the registrar's office before they will be reflected in Moodle. Instructors wishing to grant catalog course access to individuals using other role assignments must contact the Education Technology Department at EdTech@Trocaire.edu to begin the process. Some roles may require permission from the division head/ Dean.

B. Category Level Access Request Procedure

Category level role assignments must be manually processed by a Moodle site administrator. Requests for access at this level must be made by emailing EdTech@Trocaire.edu and must come from an Academic Dean or Administrator.

C. Course Auto-Enrollment Procedure

Students & Faculty

Students and Faculty who are actively associated with any catalog course will be automatically enrolled in the Moodle course page via the CAMS to Conduit automation process once the Moodle course page has been generated. New enrollments will be processed hourly throughout the year.

IV. Course Page Access

Initial Faculty Access

Faculty are provided with automated 28 days of access to their assigned course pages prior to the semester start date to allow time for course development. Faculty who are assigned to courses after this 28 day period has begun will have automated access to the course page within 1 hour after their course assignment has been processed through the registrar's office.

Initial Student Access

Students are automatically given 7 days of access to their assigned course pages prior to the start of the semester. Students who enroll in courses after this date has passed will have automated access to their course pages within 24 hours of official registration changes.

V. Post Semester Access and Archiving

Assigned Faculty

Faculty will maintain access to assigned course pages for 15 months following the course creation date, except in instances where the college's association with the faculty member is terminated, or there is reasonable suspicion that the individual will damage the archive. The Education Technology Department assumes no responsibility for archived course materials

beyond maintaining the Moodle course pages. All archived Moodle course materials associated with previously taught courses are the property of Trocaire College, and as such may not be damaged or destroyed.

Students

Students are allowed 7 days of access to course pages following the semester end date. No student will have access to course pages from non-active semesters outside of the established 18 week period. Exclusions apply only to students who have received an incomplete, in which case they will receive 30 days extended access following the last day of the term.

Non-Assigned Faculty

For the purposes of academic continuity, Faculty members may provide written or electronic permission for incoming faculty to gain access to their archived course pages once the semester has concluded. If the previous faculty member is not available, the program director and/ or dean may establish permission for the new faculty member once a reasonable effort has been made to contact the previous instructor.



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