Learning Management System Guidelines

1.0 Purpose

The purpose of this document is to provide guidelines for access to and the use of the official Learning Management System (LMS) – Moodle at the Fiji National University (FNU) for the purpose of developing and delivering learning and teaching experiences at FNU. It applies to all current students and teaching staff members, as well as approved external parties entered into contractual agreements with FNU that require use of its LMS.

2.0 Principles

The LMS at FNU provides a high quality platform for students and staff that:

2.1   Supports learning and teaching:

    2.1.1   Promotes effective interaction between students and between students and staff;

    2.1.2   Provides timely access to resources, assessment tasks and graded work; and

    2.1.3   Ensures feedback may be provided easily and clearly to students and to staff.

2.2   Facilitates innovation in learning and teaching; and

2.3   Provides a singular reference point for online educational resources and collaboration necessary to complete a course as a component of a programme at FNU.

3.0 Responsibilities

3.1   The LMS is overseen by the Centre for Flexible & E-Learning (CFEL) and the Division of ICT to ensure an appropriate standard of usage across the Colleges in line with contemporary developments in educational technology in Higher Education.

    3.1.1   CFEL and ICT report to the University Learning & Teaching Committee (ULTC) about the development and review of the LMS, ensuring that any decisions regarding the LMS are based on evidence, including analysis of data and, where appropriate, consultation with users.

3.2   The Centre for Flexible & E-Learning (CFEL) will manage the pedagogical functions of the LMS for the University which supports the design and delivery of blended and online courses, and the dissemination of good practice principles related to proper LMS use.

3.3   The Division of ICT will oversee the technical functions of the LMS for the University which includes the installation and maintenance of servers, related equipment, network issues and upgrades.

3.4   The Colleges use the LMS in all courses accredited by the University and guided by the Learning, Teaching & Training Policy, and the ICT Policy.

3.5   All students and staff of the University have equitable access to the LMS whenever and wherever they may be located. The LMS must be available continuously unless essential downtimes and maintenance are required by ICT and CFEL.

    3.5.1   Notification of expected LMS downtimes must be communicated to all stakeholders in a timely manner, unless unexpected downtimes occur.

    3.5.2   CFEL will provide up to date notifications through email, PR notices and the FNU website of downtime periods to stakeholders based on accurate troubleshooting and reporting from ICT. This only applies to the LMS.

3.6   All students and staff of the University that use the LMS must conduct themselves appropriately online and follow the netiquette guidelines contained with the standard Moodle template.

4.0 Course lifecycle management

4.1 All courses approved by Senate at FNU are required to have LMS presence. One course per Moodle site is recommended, unless where a special cohort or mode of delivery may require more than one Moodle site.

4.2 All Moodle requests must be submitted through the online Moodle request portal by officially assigned coordinators for the respective course(s). A Moodle request takes up to 48 hours to be activated.

4.3 Moodle course sites must be requested for, activated and set up at least one month prior to the commencement of a semester. Enrolled students must have access to their Moodle course site from the start of semester.

4.4 Access to and retrieval of previous Moodle course sites by course coordinators that did not teach the course prior must be approved by the HOD or HOS.

4.5 FNU uses standard Moodle templates for good practice. Teaching staff are encouraged to use these templates in order to enhance the learning and teaching experience in all modes of delivery: Blended, Face to Face and Online.

4.6 Uploading of students to Moodle will be automated[1] from the point of official enrolment into the student management system.

4.7 The LMS may be used for other purposes beyond course delivery, provided approval is given by the HOD, HOS, ADLT or Dean. Use of and access to the LMS must be within the core activities of FNU.

4.8 The officially assigned coordinator for a course is responsible for the delivery of their content and additional access they provide other teaching staff, students or external parties to their course.

4.9 Students will have access to Moodle and relevant course sites at FNU as long as their log in and enrolment details are current.

4.10 Teaching staff will have access to Moodle and relevant course sites at FNU as long as their log in and employment details are current. Temporary access may be granted on the approval of the Dean or the Associate Dean Learning & Teaching of the College, where a contract is still in process.

4.11 Any form of grading or assessment marks reported through the LMS must only be accessible to the individual student.

5.0 Copyright and intellectual property

5.1 Provision of content by a course coordinator must be in accordance with Fiji's copyright law. The course coordinator will be responsible for any uploading of content not in accordance with copyright law. At a basic level, use 10% of a textbook or 1 chapter or whichever is lesser. Proper referencing must be applied to all content where appropriate, within the referencing style of the College.

5.2 Original or repurposed content created by FNU teaching staff contained in Moodle course sites remain the property of FNU.

5.3 Teaching staff are encouraged to reuse, redistribute, revise and remix Open Educational Resources (OER) within the Creative Commons guidelines in their Moodle course sites.

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[1] Once the UIMS (Banner) project implementation is completed by 2020-21. Pre-2020, ICT manages student loading from Premium while CFEL manages student loading from Student Soft.

5.4 All content, communication and collaboration within a Moodle course site must remain within the site, unless written consent is provided by the respective participant(s) in the Moodle site to use their content for external purposes.

6.0 Backup, restoration, storage management and data use

6.1 ICT maintains backups of all Moodle sites and data associated with those sites. Backups are run once every 24 hours offsite.

6.2 Restoration of Moodle sites due to unexpected data loss must be logged with the ICT helpdesk for further action by the ICT and CFEL Moodle team.

   6.2.1 A Moodle course site can be restored to the previous day as needed. Any Moodle course site requiring restoration due to extensive data loss or severe technical or physical damage may take up to 2 weeks.

   6.2.2 Teaching staff are encouraged to maintain regular backups of their Moodle course sites.

6.3 The maximum file upload size to Moodle is set at 50MB. Consideration for additional[2] file size allowances may be made on a case by case basis, and subject to:

   i. the nature of file/content being requested,
   ii. consideration of students' access to the content, and
   iii. capability of the LMS infrastructure to support the file/content.

6.4 Requests for data related to or stored on the LMS for research or other purposes must be logged through the ICT helpdesk for further action by the Offices of the PVC Learning & Teaching or PVC Research. Requests must be supported by the HOD, HOS, ADLT, ADR, Dean or section head.

7.0 Ancillary learning systems

7.1 Ancillary learning systems used in conjunction with the LMS such as Turnitin (Plagiarism assessment tool) and Mahara (ePortfolio tool) and future learning systems including substantial plug-ins will be subject to their individual guidelines where appropriate. They should be properly evaluated beforehand to be used in harmony with the LMS to enhance learning and teaching experiences.

   7.1.1 Turnitin and other commercial based tools used in conjunction with the LMS have their own set of terms and conditions which students and staff of FNU are required to comply with.

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[2] Use of secure external storage options such as Google drive are recommended for larger multimedia files (>50MB).