University of Management and Technology
Office of the Rector

INTER OFFICE MEMORANDUM

To:	All Faculty and Staff	Date:	25/07/2019
From:	Rector - UMT	Ref No:	ORC-001-1/19/022
Subject: UMT – LMS Usage Policy		**C.C:** - President UMT - Director General UMT - Registrar - Director PnD - Director QEC - Head OTS - Chairman Secretariat - Rector Secretariat	

Use of Information Technology and Online platforms for the purpose of teaching and learning has become central to progressive higher education institutions. Academic institutions are using various softwares to facilitate the designing of online courses with flexible content and collaborative activities for the students. Accordingly, University of Management and Technology (UMT) has also implemented a Learning Management System (LMS) Known as Moodle for making teaching and learning more engaging for its participants.

UMT's LMS provides a flexible and efficient platform to its users for remotely accessing the course materials, quizzes, assignments, grades, and other learning resources in a transparent, timely, and effective manner. Office of Technology Support (OTS) has developed a policy to support the efficient and judicious use of LMS.

All stakeholders are therefore directed to adhere to the attached policy for their interaction and use of UMT's LMS.

University of Management & Technology

Policy Document

Document Title: UMT-LMS Usage Policy

DOCUMENT OWNER
Office of Technology Support (OTS)

STAKEHOLDER DEPARTMENT(S)
This policy applies to all UMT faculty and concerned staff members.

PURPOSE OF DOCUMENT

This policy applies to all members of the University community who need to actively maintain UMT-LMS environment and to all members of the community who relate to university academia.

Compliance with this policy helps the University to:

1. Increase the learning of UMT participants through increasing the impact of the offered courses.
2. Deploy an online, 360-degree, e-learning mechanism in addition to classroom setting.
3. Make all course outlines and digital learning resources available on UMT-LMS.
4. Equip each faculty member and relevant staff with productive usage of UMT-LMS.
5. Use UMT-LMS as primary digital learning content sharing tool between faculty and participants.
6. Enforce continual improvement process in UMT-LMS environment.

INTRODUCTION

Moodle is recognized in University of Management and Technology (UMT) as UMT-LMS, i.e. UMT Learning Management System. Moodle is an open-source learning management system (LMS) which is used for blended learning, distance education, flipped classroom and other e-learning projects in schools, universities, workplaces and other sectors. Moodle environment offers online courses for educators and trainers to achieve learning goals.

When using UMT-LMS (Moodle) and connecting services, users must:

i. Respect the rights of others.

ii. Remember to logout at the end of each session.

iii. Each user (lecturer, supervisor, learner or guest) is responsible for ensuring that their use of UMT-LMS (Moodle) complies with University policies and this document. By using our LMS services, users agree to be bound by these terms, which shall take effect immediately on their first use. If users do not agree to be bound by all of the following terms, they should stop using LMS and notify OTS.

iv. The use of UMT-LMS must be for the purpose of teaching, training, research, coursework, associated administration or other authorized uses.

1. **Definition**

   i. **Course**: It refers to the online UMT-LMS course available in UMT-LMS. An open course refers to a course in which the "teacher" has not set "enrolment key" (*a pass key to enter in a course*). A course access can be restricted if the teacher sets an enrolment key in course enrolment settings.

   ii. **Student**: It refers to participants, who are enrolled in the available course. Users with a "student" role in a course:

      a. Can view available site "Resources" (e.g. files, books, web links, web page, etc.).
      b. Can participate in site "Activities" (e.g. assignments, chats, forum, glossary, quiz, survey, wiki, etc.) as allowed by "Teacher".
      c. Can view their own grades and feedback.
      d. Cannot create or edit site "Resources" or "Activities".
      e. Cannot view grades of other students in UMT-LMS activities.

   iii. **Teacher**: Users with a "Teacher" role in a course:

      a. Can create site "Resources" (e.g. files, books, web links, web page, etc.) and set up course "Activities" (e.g. assignments, chats, forum, glossary, quiz, survey, wiki, etc.).
      b. Can create groups within a site and assign users to them.
      c. Can view, grade, and give feedback on submitted activities.
      d. Can view all site-specific learning and usage data collected about users enrolled in the site.
      e. Cannot view content or data that registered students post to other UMT-LMS course sites (unless the user also has a "Teacher" role in those sites).

   iv. **Course Creators**: Nominated staff members or faculty members with specified rights/access to create an online course in UMT-LMS. They can also assign relevant faculty member as teacher in the respective course.

POLICY

1. **100% Courses, Outlines and Digital Content on UMT-LMS**

   i. All courses will be created by course creators of respective departments prior to the start of the semester.
   ii. Teachers will upload course outlines prior to the semester start.
   iii. Teachers will upload course packs/digital learning content in their assigned UMT-LMS courses regularly.
   iv. OTS will provide the rights to Codes, Directors and Deans to view the LMS activity of their concerned faculty members.

2. **Mandatory Training of Newly Hired Faculty**

   i. The LMS training will be made mandatory for all the new faculty members and this will also be incorporated in their contract letters.

ii. LMS training and usage shall be a part of assessment at the time of evaluation for confirmation of service, after completion of probation period, and this information will be made a part of the probation completion form.

iii. How-To documents on UMT-LMS usage will be shared during the training session by OTS.

3. **Primary Digital Learning Environment is UMT-LMS for Faculty and Students**

   i. There will be no compensation of printing/photocopying expenses.

   ii. All faculty members will share learning materials via softcopy in UMT-LMS courses respectively.

   iii. Learning materials available in hard copy will be scanned and shared by faculty members as a soft copy in UMT-LMS courses respectively.

   iv. Announcements of quizzes, assignments, midterm, final examinations will be communicated on UMT-LMS to achieve maximum interaction of students on UMT-LMS.

   v. Chat rooms or discussion forums on UMT-LMS can be used for academic discussions which can be graded for online class participation.

4. **UMT-LMS Usage Monitoring of Faculty and Participants**

   i. OTS will share a monthly report on UMT-LMS usage with QEC.

   ii. QEC will prepare an executive report and submit to Rector Secretariat and concerned deans and directors.

   iii. Deans and directors will take necessary actions to motivate those faculty members who are not using UMT-LMS.

   iv. QEC will include sections on UMT-LMS usage in faculty feedback form w.r.t course outline, course files and assignments to gauge active usability of the system.

   v. OHR will include the usage of LMS in the appraisal form of faculty.

5. **UMT-LMS Usage Enforcement**

   i. Faculty is enforced to follow this policy document for 100% compliance on uploading all digital learning content (digital course packs) in their courses respectively.

   ii. Course Creators (nominated faculty/officer academics) are enforced to follow this policy document for 100% compliance on uploading all courses with assigned teachers before start of each semester.

   iii. Students will be enforced to use UMT-LMS by faculty members through their active usage of course "Activities" and "Resources" of each course respectively.

6. **UMT-LMS System Controls:** Access to course information and resources on UMT-LMS are controlled by user permissions. Users should log into UMT-LMS with their own user account and never allow another user to access UMT-LMS under their network account. If an area on UMT-LMS is protected by an Enrolment Key (a password required to gain course access) that is set by the teachers and they should never disclose the enrolment key to allow access to un-authorized user.

7. **Activities on UMT-LMS (Moodle) are Fully Audited:** Records are kept of when users access courses and resources along with a log of all communications such as forum posts, assignment submissions, etc. These records are available to teachers for course evidence but may also be used as a point of reference for any matter arising, such as accounts of

harassment, bullying or the transmitting inappropriate material. The statistics are also used to provide information on course usage and as part of our student assessment.

8. **Content:** Course teachers are responsible for ensuring that the learning materials added to their areas does not trespass confidentiality, copyright or the intellectual property rights of others (including colleagues). Course teachers should not upload any materials which would breach the University's acceptable usage policies (such as illegal or obscene content) or add links to any web pages that host such material.

9. **Course teachers are responsible** for supervising their UMT-LMS course areas and ensuring that any violations of University policies are dealt with. Any violations of policies identified by participants should be reported to their teacher in the first instance.

10. **UMT-LMS (Moodle) course areas may be removed without warning if:**
    i. The teacher has not accessed the area since last six months.
    ii. No resources and/or activities have been added to the area
    iii. The area has no access by participants since four semesters.
    iv. The area is inappropriately visible in the hierarchy.

11. **Users of UMT-LMS must agree for Data Protection to:**
    i. Look after their own username and password. They must not share their password with anyone else.
    ii. Keep physical access to UMT-LMS secure. For example, they must not login to UMT-LMS and then leave their computer unattended.
    iii. Not attempt to gain unauthorized access to any part of UMT-LMS.
    iv. Not post material which contains viruses or other programs which may disrupt the University's systems.
    v. Not upload private, confidential or sensitive material unless this is authorized.
    vi. Understand that the University will not take responsibility for any loss of information, which has been posted on UMT-LMS (Moodle) course. Once users cease to be formally associated with the University.

12. **Data Storage Limitations:**
    i. UMT-LMS is a platform for making files and resources available to learners throughout their course. It should not be used as a general storage area.
    ii. Teachers should always keep original copies of work they upload onto UMT-LMS. The University accepts no liability for lost or corrupt data that has been stored on UMT-LMS by teacher or participants.
    iii. If the total size of a course becomes large enough to cause problems, the UMT-LMS support team will contact the course owner and work with him/her to find ways to reduce the size of the course.
    iv. Since system has limited storage capacity, it is strongly suggested that media files (e.g. audio and video recordings) and other files (documents, pdf, etc.) being served to students be stored or linked to UMT-LMS course from One Drive/Google Drive/etc.
    v. UMT-LMS site administrator is authorized to remove any file from the site that is a potential threat to the system.

    vi.   Whilst the server is routinely backed up for the purposes of disaster recovery, it is the responsibility of users to ensure that they have copies of any important data, including uploaded resources, submitted assignments, etc.

    vii.   Teachers should not use UMT-LMS as a tool to distribute software applications to learners (except where it has been created as part of a programming course).

13. Course Naming

    i.   UMT-LMS course name nomenclature/terminology will only read as the following: (**Course Full Name**) (*Hyphen-as-separator*) (**Teacher's Name**) (*Hyphen-as-separator*) (**SectionName**).
The sample is as following:
Introduction to LMS – Muhammad Ali – Section A

    ii.   If a faculty member is teaching multiple sections of same course, then there can be a single course with multiple sections named as:
Introduction to LMS – Muhammad Ali – Section A, B, C

14. Course Enrolment

    i.   Course enrolment task for teachers is the responsibility of course creator at the time of course creation

    ii.   Course enrolment task for students is performed by students themselves by acquiring an enrolment key (if applicable) from the respective course teacher.

15. UMT-LMS (Moodle) Support: For any query, a request can be forwarded via email at lms.support@umt.edu.pk.

16. Course Backups: All courses currently in UMT-LMS (Moodle) are being regularly backed up. Teachers can also backup, download, and restore their own course backups.
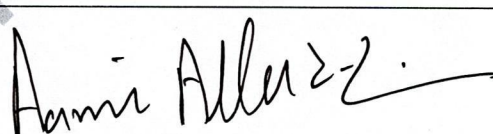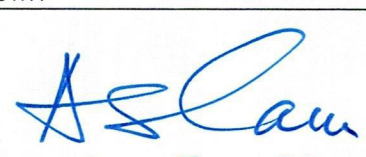
PROCESS FLOW
-NONE-

PROCESS DESCRIPTION
-NONE-

KEY PERFORMANCE INDICATOR	EXCLUSIONS/EXCEPTIONS/ASSUMPTIONS
1. 100% Courses on UMT-LMS (Moodle) 2. 100% Course Outlines uploaded on UMT-LMS (Moodle) 3. 100% Faculty compliance with UMT-LMS (Moodle)	-NONE-

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[signature]	*[signature]* 24-07-19