

Digital Learning Policy

Responsibility for Policy:	Registrar and Chief Operating Officer
Relevant to:	All LJMU Staff, Students and Academic Partnerships
Approved by:	Academic Board, 28 th June 2017 (precursor: Canvas Content Policy)
Responsibility for Document Review:	Director of the Teaching and Learning Academy
Date introduced:	September 2015
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RELEVANT DOCUMENTS

RELATED POLICIES & DOCUMENTS

- Network security and connection policy
- Anonymous marking policy
- e-submission of coursework policy
- Data protection policy
- LJMU Freedom of Information Act Policy
- Turnitin policy
- Social networking statement (students)
- Social media policy (staff)
- Disability Framework

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1. Introduction

- 1.1 Technology enhanced learning offers staff and students a range of ways to support learning. This document sets out minimum and advisory standards for particular institutional technologies, including the Virtual Learning Environment (Canvas).
- 1.2 Students experience technology across a programme. In order to ensure a level of coherence, programme teams should develop a 'programme approach' that is adopted consistently across all modules.

2. Minimum Canvas 'Course' [i.e. module] Requirements:

To help ensure a consistent Canvas experience for all students, a set of minimum requirements for each Canvas 'course' [i.e. module] has been set. Additionally, it is important that a common structure hierarchy is adopted for some aspects so as to ensure students can easily identify and find information.

The minimum requirements required for every Canvas course are:

- 2.1 **Key information:** The *Module Guide* must be uploaded to this designated course area in Canvas. The Module Guide template can be found [here](#).
- 2.2 **Referral/Deferral Information:** *referred* and *deferred* assessment information must be uploaded to this designated course area in Canvas.
- 2.2 **Reading List:** The *Reading List* must be created using the *KeyLinks Reading List Management System*. Each course in Canvas has a blank reading list, which must be populated and published. Reading lists can include links to online resources and show real-time availability of print books via *Library Discover*. More information can be found [here](#).
- 2.3 **Core Content Materials:** Learning materials that directly support scheduled teaching sessions must be uploaded to Canvas at least 24 hours before the scheduled sessions. All materials must be in an accessible format [e.g. pdf] and comply with copyright legislation. Elements of core content can be withheld for pedagogic reasons, for example, specimen questions, model answers, and text gaps within slides. In these cases, complete material must be uploaded within 24 hours after the session has finished. These need to be added to the Course 'modules' area or by using the Canvas 'pages' facility.
- 2.4 **External Examiner Access:** The relevant external examiner is automatically added to your Canvas course. Examiners can review teaching materials and any student online submissions.

Please note: you **must not** create an area for the external examiner on Canvas to share samples of student work. These should be uploaded into the appropriate SharePoint site.

2.5 **Timely Canvas Course Access:** The module leader must 'publish' their Canvas Course before the first day of teaching to allow students to access any learning materials.

3. **Additional recommendations for content. Every Canvas Course should also include:**

3.1 **Additional Content Materials:** Learning materials should be included that support the core content and extend learning. Key concepts could be presented in different ways to support different learning approaches. These additional materials should be accessible and linked to the core content. These need to be added to the Course 'modules' area or by using the Canvas 'pages' facility.

3.2 **Educational Video and Audio Resources:** Each Canvas course should include at least one video or audio resource. This could focus on supporting the comprehension of a key concept, technical skill, or assessment process. You can create your own using Panopto ([link here](#)) or use an external source, for example, *YouTube* or a recording of a UK TV radio resource ([link here](#)).

3.3 **An Active Learning Approach:** to encourage participation and promote engagement, every Canvas course should include an active online task such as contributing to a discussion board or completing a quiz.

3.4 **Lecture Capture:** Where possible Canvas courses should include teaching recordings for students to review. For more information see: [Educational Video and Audio Policy](#). Lecture recordings are particularly useful in supporting revision for modules with examinations ([link here](#)).

4. **Canvas Best Practice**

4.1 **Consistency:** There should be consistency in the Canvas course layout across a programme. The LJMU TEL team have automated a number of processes such as the ordering of the items in the Canvas course menu and the hiding of the Files area to provide a consistent course structure. Programme teams should share course designs and identify a standard programme format.

4.2 **Canvas Analytics:** Canvas analytics allow you to closely monitor student interactions with Canvas. This information must only be used to support

learning. It must not be used, for example, to chastise or reprimand individual students.

Any use of data inside Canvas, or downloaded from it, must comply with [data protection legislation](#).

5. Online Assessment

- 5.1 **Online Submission Policy:** this must be followed to allow students to submit appropriate assignments through canvas. Online marking should use the Canvas native feedback tools such as Speedgrader. Link to [E-submission policy](#)
- 5.2 **Turnitin Institutional Policy:** should be followed to allow students to improve their understanding of good academic writing, and to identify any possible collusion and plagiarism. Turnitin should not be used as a submission, marking, or feedback tool. Link to the [Turnitin policy](#)
- 5.3 **Example Assessment Submissions:** Canvas courses should contain graded examples of summative assessment tasks and/or examination model answers to aid students' understanding of the anticipated level of the work required and help them avoid making common mistakes.

6. Online Practice

- 6.1 **Back-up:** Staff should keep original copies of any files uploaded to Canvas. Whilst the server is routinely backed-up, it is the responsibility of users to ensure that they have kept copies of important data, including uploaded resources. Canvas course offerings are only available for three years from the course creation date, after which time they are permanently removed from the system. Students should keep local copies of any submissions, e.g. assessed work, as these will also be deleted.
- 6.2 **File Storage Capacity:** Canvas should not be used as a general storage area. The primary purpose of Canvas is to support student learning. Files not required for the delivery of a module / programme should be stored in a staff network area. Additional space for large files in Canvas can be provided on request. The maximum file size submitted by students for e-submission is 40 MB.
- 6.3 **External Publishers:** Requests to incorporate external publisher content into Canvas will be considered on a case-by-case basis. Staff should contact the Teaching and Learning Academy prior to purchase. Checks will then be made that third party content can be uploaded to the system and assess any requirement for integration with University Systems.
- 6.4 **Community and Programme Sites and other Non-Course Sites:** The LJMU TEL team can create Canvas courses for teaching and learning purposes, in addition to their course sites, on request. This is on condition

that they are used for learning, and do not contain any formal summative assignment submission or marking.

- 6.5 **Copyright and Accessibility** Staff are responsible for ensuring that their use of Canvas complies with University policies and legislation including: Copyright; Data Protection Act; Computer Misuse Act; and The Public Sector Bodies Accessibility Regulations 2018.
- 6.6 **Confidentiality, Copyright or Intellectual Property Rights:** Staff are responsible for ensuring that the learning materials added to their sites do not infringe confidentiality, copyright, or the intellectual property rights of others. Academic staff should not upload any materials that would breach the University's Computer Use protocols [for further information see Library Services Copyright and Who Owns it: <https://www.ljmu.ac.uk/microsites/library/help-and-guidance/copyright-advice/copyright-advice-for-academic-staff>].
- 6.7 **Training:** Induction and training for Canvas is provided throughout the year. Staff are expected to attend these sessions in order to ensure that the minimum requirements for both course and community sites are met and operate in accordance with all relevant policies. Individual and programme team level training can also be arranged on request via the helpdesk. Link to [helpdesk](#)