CAMOSUN DIRECTIVE

ACCESS TO THE LEARNING MANAGEMENT SYSTEM

PURPOSE AND/OR R

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PROCEDURES

Courses are provisioned within D2L through an automated integration with Colleague and Destiny One (Continuing Education). The instructor, course name, section, registered students etc. are automatically generated and maintained by the integrations.

The instructor assigned to the course by their school is automatically given access to the course 30 days before the commencement of classes. Enrolled students have access the first day of class.

Access to the course in D2L is for the length of course (excluding the exam period) plus 20 days. Extensions for access can be requested, and are approved on a case by case basis.

Extended access may identified by the Centre for Accessible Learning as an accommodation for a student with a disability. Instructors can request extended access for these students

1. Instructors can request a development course by emailing desupport@camosun.bc.ca and can request anyone employed by Camosun have access to the development course.

    When a development course is copied to the "live" course shell created by Colleague, none of the individuals associated with the development course have access other than the primary instructor as identified in Colleague.

2. The instructor assigned to a course through Colleague, can request access for other Camosun employees to their course by emailing their request to desupport@camosun.bc.ca.

    Access can be requested for:

    > School colleagues who may support an aspect of the course including instructional assistants, program assistants, faculty colleague
    > Guest access for a Camosun instructor in another school, or support role such as a Librarian

instructor can request that cook sponsors be provided access to courses they are co-teaching. Request are made by email to desupport@camosun.bc.ca

5. Access may be requested for an individual outside of Camosun for limited access to a specific course, this may include guest lecturers or clinical preceptors.   An instructor should email their request to desupport@camosun.bc.ca, copying their chair, and outlining the purpose for the access. The Support Analyst may determine it necessary to seek the approval of the Director, Learning Services for requests for external access.

6. Students with a documented disability may require a transcriber or interpreter to have access to their D2L courses for purposes of support.

   Centre for Accessible Learning staff will request this access by emailing desupport@camosun.bc.ca listing the courses where a particular student requires access, and by providing the name and necessary credentials of the transcriber or interpreter.

   Transcribers and interpreters will be provided guest instructor access.

7. To support copyright compliance an audit of course content (no student data) may be performed. A course instructor will be informed of the audit and its results. The audit will be performed by the Copyright Advisor.

8. A course is archived after the completion date of the course. The assigned instructor has access to archived course until the course is deleted as part of regular maintenance by the Support Analyst. Students do not access to archived courses. Access to an archived course where the instructor is no longer at the college can be requested by a Dean to the Director, Learning Services.

The Director, Learning Services will evaluate the request, if approval of the request is made the Director will direct the D2L Support Analyst provide a downloaded copy of information requested or if necessary to set up access to a course. The Director, Learning Services will seek the guidance of the VP, Admin on legal matters related to these requests.

Requests that are not approved will be responded to the requestor with full details, copying the Provost and Vice President Education & Innovation. Any appeals to the decision of the Director, Learning Services will be made to the VP, Administration.