



LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs

AREA: Academic Courses, Programs, and Curriculum

Learning Management System (LMS)	MAPP 02.04.18
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I. POLICY

- A. Lamar University has established this Learning Management System (LMS) Policy to ensure consistent and secure use of the official enterprise LMS, Anthology Blackboard Ultra, in support of teaching and learning. This policy governs access, course creation, content management, data retention, and integration of third-party applications within the LMS. The policy applies to all users, including administrators, faculty, students, and staff. This policy aims to facilitate innovative teaching practices, maintain data security, ensure compliance with legal requirements, and provide a consistent learning experience for students across all modalities of instruction at Lamar University.

II. PURPOSE AND SCOPE

- A. Lamar University recognizes the importance of a consistent and stable LMS in the facilitation and innovation of teaching and learning beyond the traditional classroom setting. This Learning Management System Policy outlines Lamar University's requirements for use of the current official enterprise LMS, Student Information System (SIS), and related academic technology applications. The SIS is the official system used by the Registrar's Office to store, track, and maintain records of for-credit courses, instructors of record, student enrollments, grades, and student data. The LMS is the official system used by instructors to deliver content, assignments, and other course materials to students. All enrollments and course information for every for-credit course is created in the SIS and sent to the LMS.
- B. This policy applies to all users of the University's LMS, SIS, and related applications, including administrators, instructors, teaching assistants, graders, Supplemental Instruction (SI) leaders or embedded tutors, instructional designers, instructors with user management, students, and all members of the Lamar University community who have a Lamar email account (LEA). The policy covers access to the LMS for participating in, developing, implementing, administering, and/or supporting on-campus and online learning experiences. Use of the LMS, SIS, and related technology applications is subject to all applicable University policies, in addition to this LMS policy. Anthology Blackboard Ultra is the official University-supported LMS.

III. DEFINITIONS AND ACRONYMS

ARC: Accessibility Resource Center.

Course Shell: A standard template automatically generated in Blackboard from Banner for official courses listed in the Registrar's course schedule.

Cross-listing: Pertains only to the physical location of the class in the SIS.

FERPA: Family Educational Rights and Privacy Act.

GDPR: General Data Protection Regulation (not defined in the document, but mentioned).

HECVAT: Higher Education Community Vendor Assessment Toolkit.

LEA: Lamar Email Account.

LMS: Learning Management System. The official system used by instructors to deliver content, assignments, and other course materials to students.

LTI: Learning Tools Interoperability (not explicitly defined, but context suggests it refers to third-party tool integration).

Merging: The process of taking two or more independent sections and putting them together into a single section in the LMS.

MFA: Multi-Factor Authentication.

Secondary account: An alternative login, often a "service" account for application administration or departmental/organizational uses.

SI Leaders: Supplemental Instruction Leaders.

SIS: Student Information System. The official system used by the Registrar's Office to store, track, and maintain records of for-credit courses, instructors of record, student enrollments, grades, and student data.

SSO: Single Sign-On.

TX-RAMP: Texas Risk and Authorization Management Program.

VPAT: Voluntary Product Accessibility Template (not explicitly defined, but context suggests it is related to accessibility requirements).

IV. PROCEDURES

A. Access to the LMS

1. LEA Users

- a. All members of the University who have a Lamar email account, including faculty, staff, and students, have access to the LMS if needed for official University purposes. Users can log into the LMS by visiting luonline.blackboard.com. (Note. URLs subject to change.) To secure the learning environment, all accounts and external instructor accounts require single sign-on (SSO) and [multi-factor authentication](#) (MFA) to log into the LMS.

2. Users without LEA Accounts

a. Non-Credit Courses

- i. Users without LEA accounts who are taking, teaching, or assisting with non-credit courses through LU Plus or one of the colleges may be added to the LMS with an external email account. The program administrators should request user additions by emailing (encrypted) the LMS administrator a file that contains the LMS course ID, first name, last name, email address, and role of all users.

- ii. Not all software, tools, or services are licensed for non-LEA use and may not be available to non-LEA users. Examples include 365, some library services, web conferencing, and other third-party tools.

b. For-Credit Courses

- i. No users should be added to for-credit courses without an LEA account and Lamar email address.
- ii. The exceptions are temporary access for officially contracted graders, external auditors, and vendor support accounts.

B. Course Creation in the LMS

1. **SIS For-Credit Classes.** All active for-credit classes in the SIS have courses automatically created in the LMS before the start of the semester, or once the class is created in the SIS. All instructors of record and teaching assistants listed in the SIS automatically have access to their courses. Students listed in the SIS are automatically enrolled in the LMS, but they do not have full access to the course until two days before the semester begins.
2. **Non-Credit Courses.** Non-credit course templates can be requested by contacting the LMS administrator. These will be hosted in the Organizations section of the LMS. Inactive non-credit courses are subject to the course retention requirements listed in this policy.
3. **Training or Internal Non-Credit Courses.** Departments and groups within the University may host University-related training courses in the Organizations section of the LMS. To request a training course, contact the LMS administrator. Inactive training and internal non-credit courses are subject to the course retention requirements listed in this policy.
4. **Community Courses: Departments & Registered Student Organizations.** Lamar departments and registered student organizations may request community courses in the Organizations section of the LMS to communicate and share content with department and Registered Student Organization members. To request a community course, contact the LMS administrator. Community courses are subject to the course retention policy listed in this policy.
5. **Course Shells.** A standard Course Shell is automatically generated in Blackboard from Banner for official courses listed in the Registrar's course schedule. Course Shells are linked to the account of the individual named as the instructor of record within Banner. Each Course Shell contains basic course information, including the official course roster and the placement of the Concourse Syllabus and Vita, which are the official documents for Lamar University and are required for all courses, including merged courses that have multiple sections. The required use of the shell includes all teaching modalities (e.g., face-to-face, hybrid, online). At minimum, all Course Shells should include a syllabus and some form of substantive interaction (e.g., attendance verification quiz).

- a. Required nature of usage:
 - i. Content distribution. Disseminate digital/electronic course content (including the course syllabus).
 - ii. Notifications. Send notifications and group messages to students in the course.
 - iii. Grades. Store and share student course grades.
6. **Course Templates.** Users may be assigned a development template to use during new course development or revision. If you are assigned to develop or revise a course, the Instructional Design Team will contact you when your template is made available. Template courses will periodically be reviewed for archive from the system. The LMS administrator will make reasonable efforts to contact course owners to ensure that they can retrieve important materials before archiving.
7. **Sandbox Courses.** Users may request sandbox courses to use for training purposes, experimenting, or staging materials for upcoming semesters. To request a sandbox, contact gm@lamar.edu with relevant details. Sandbox courses will be reviewed for deletion from the system on a yearly basis. The LMS administrator will make reasonable efforts to contact course owners to ensure that courses can be deleted.
8. **Organizations.** Users may request organization Course Shells to support non-academic initiatives within the shell such as student, staff or faculty organizations, departmental resources, trainings, and other scenarios that require a centralized digital space for collaborating. Organization Course Shells have all the same features as standard Course Shells, but they are not part of the academic record.

C. Merging Sections/Cross-listing

1. This section discusses the process of taking two or more independent sections and putting them together into a single section. In the SIS, these are referred to as “merged” and are not to be confused with cross-listing, which only pertains to the physical location of the class.
 - a. **Allowances and Restrictions.** Classes that meet at the same time and in the same location or with no set date/time are eligible for combination in the SIS. Departments should combine eligible classes in the SIS before priority registration begins, or at the time that the classes are created in the SIS. Classes combined in the SIS are not automatically merged in the LMS. Courses will only be merged in the LMS when properly submitted through the schedule building process.

It is important to recognize that if classes are combined in the SIS after content and student submissions have been added to the course in the LMS, all such content and submissions will be permanently deleted in the LMS.

If classes are not able to be combined in the SIS or are not pre-approved for merging in the LMS and an instructor or Department Chair/Head seeks an exception to merge, the request for an exception must be approved in writing by the Department Chair/Head, the College Dean’s Office, and the Provost’s Office. The approved Request for Course Merge

in Learning Management System form must then be submitted to the Registrar as soon as possible but no later than one week prior to the start of the semester or session.

- b. **Eligible SIS Combined Section Classes.** Classes that are eligible for combining in the SIS may be combined automatically when the department submits the necessary information during the course build process. No further approval is required.

To protect the privacy of student education records (including, but not limited to, class video recordings, assignment information, and enrollment data) in accordance with the federal Family Educational Rights and Privacy Act (FERPA), only those classes that meet at the same time and in the same location, courses with no set meeting pattern, or a combination of these are commonly eligible for combining in the SIS.

The following are examples of eligible classes that may be combined in the SIS:

- i. Cross-listed classes that meet at the same time in the same location.
- ii. Honors and non-honors sections that meet at the same time and in the same location.
- iii. Multiple like-sections with no set meeting pattern.
- iv. 3000- and 4000-level and graduate-level classes that meet at the same time and in the same location.
- v. Internships, practicums, clinicals, or equivalent with no set meeting pattern.
- vi. Study Abroad with no set meeting pattern.
- vii. Courses with multiple like-sections that are team taught by multiple instructors.

- c. **Courses that Require Approval for Merging in the LMS.** If there is a specific pedagogical need to merge courses that do not meet the requirements listed above, instructors must receive approval from the Department Chair/Head, the College Dean's Office, and the Provost's Office. If the request is approved, it must be submitted to the Registrar and LMS administrator as soon as possible but no later than one week prior to the start of the semester. All course content and student submissions in the LMS prior to courses being merged will be permanently deleted.

Administrative ease (such as the desire to be able to add course content in the LMS only once, instead of in multiple courses) may not be a sufficient justification for merging courses. However, the LMS offers other tools to enhance administrative convenience. See the appropriate section of this policy for more information.

To protect the privacy of student education records (including, but not limited to, class video recordings, assignment information, and enrollment data) in accordance with FERPA, the following classes/courses cannot be combined/merged in the SIS or in the LMS without the approved Request for Course Merge in Learning Management System form:

- i. Different sections of the same class that do not meet at the same time. Example: ENGL 1301 sections 01 and 02.

- ii. Classes with different instructional modes such as online and face-to-face or online synchronous and online asynchronous classes. Example: MATH 1314 section 001 and MATH 1314 section 48F.
- iii. Different lab sections that do not have overlapping enrollment with a lecture section. Example: GEOL 1403 lab sections 01-02, where students may be enrolled in either GEOL 1403 sections 01 or 02. Courses with identical enrollment cause technical issues in the LMS and cannot be merged. Example: Lecture section and corresponding lab.

Note. If an instructor is co-teaching multiple sections of the same class with other instructors, the instructors should all be listed in the SIS as primary or secondary instructors.

- d. **Syllabi in Merged Courses.** Merging courses does not remove the State of Texas syllabus requirement. Each section in a merged course **requires** its own unique syllabus. Students in a merged class will see the unique syllabus for their specific section, so it is important that every course with a CRN in Banner SIS has an associated syllabus.

D. Content Storage and Data Retention

- 1. To optimize the performance of the LMS, operate within product licensing limits, and align with University academic policies, data and content stored within the LMS will be limited.
 - a. **Course Retention.** The LMS is not an official repository for permanent storage of course materials. All course materials should be preserved by the instructors or students at the end of each semester or in accordance with their college and department guidelines.

Course materials within the LMS, including full course content, grades, and all student work, will be retained within the LMS for a period of at least five (5) years following the assignment of final grades for all coursework. This timeframe aligns with requirements for Incompletes, which state that all course requirements must be completed within six (6) months after the end of the term in which an 'I' was assigned, as well as with requirements for grade disputes, which require that all grievances concerning course grades must be filed within one (1) calendar year of the end of the term in which the grade that is being appealed was assigned. This process also complies with State of Texas mandates on data management, use, and protection.

Courses older than five (5) years will be permanently deleted from the LMS. Courses that are removed from the LMS are then archived to a local NAS shared drive at Lamar University for an additional period of two (2) years at minimum. Instructors and departments will be notified each year, prior to removal of the courses that are scheduled for deletion from the LMS. Instructors and/or departments are responsible for [exporting or archiving course materials and student work](#) that must be kept for accreditation purposes beyond the five (5) years.

- b. **Course Data Quotas.** A course data quota of 2GB will be placed on all courses in the LMS. Users are responsible for reducing the size of content within their courses and should follow the [guidelines for reducing content in the LMS](#). For questions, users can contact the LMS administrator. In rare circumstances, users can request an increase to the quota. Instructors can make such requests to the LMS administrator. Before a quota is increased, a review of content usage will be required to determine whether a quota increase is needed or content can be compressed, deleted, or presented in different formats.

E. LMS Online Gradebook

1. Lamar University requires that all faculty post student grades in the LMS Online Gradebook. The LMS gradebook offers faculty a convenient, secure system for posting grades while providing students with a confidential yet easily accessible way to track their progress in a course. As such, the LMS gradebook is a powerful tool that can increase student success and provide much needed transparency in the grading process. However, faculty should be aware that the LMS Online Gradebook is not the University's official record of student course grades. While it is mandatory for faculty to submit grades within Blackboard, Banner is the sole repository of official course grades and rosters. Faculty should follow guidance from the Division of Digital Learning to submit final course grades to Banner from Blackboard directly ([see current guidance](#)).

F. Synchronous Lecture Platforms

1. To improve the student experience, ensure platform consistency, and strengthen compliance with FERPA and HIPAA, Lamar University requires the exclusive use of the currently approved academic video conferencing solution for all coursework-related webinars and synchronous instruction. This initiative eliminates access barriers by leveraging direct integration with Blackboard, which automatically enrolls students in sessions. Instructors should not use other solutions for instructional purposes unless explicitly approved. If there are contractual changes to current approved platform(s), the Division of Digital Learning will update this policy as they occur.
 - a. Currently Class for Teams serves as the sole platform for all coursework-related webinars and synchronous instruction.
 - b. Microsoft Teams may only be used for administrative purposes and not for instructional delivery.
 - c. Other platforms (Zoom, Google Meet, Webex, etc.) are prohibited for coursework delivery unless prior approval is granted.
 - d. This requirement applies to all faculty and instructional staff delivering hybrid or online courses, as well as any synchronous virtual instruction involving students.
2. Appropriate use of synchronous instruction must align with institutional guidelines to ensure accessibility and equity for all students:

- a. Any synchronous online teaching must be approved through the Division of Digital Learning.
- b. Lecture content for asynchronous courses should be professionally recorded through the Instructional Media Studio (studio@lamar.edu).
- c. In fully online courses, any synchronous activity must be fully optional and recorded so that all students can participate on their own schedule.
- d. Synchronous sessions should primarily be reserved for office hours (in accordance with the Office Hours Policy) or to address student demand for clarification of difficult concepts.

Compliance Note. Failure to comply with these requirements may result in review by the Division of Digital Learning and could lead to corrective actions, including adjustments to course delivery methods to ensure adherence to institutional policy and federal guidelines.

G. LTI Integrations

1. The instructor of record, course creator, or academic support staff may request the installation of an LTI. The following lead times are required so that a proper evaluation can take place.
 - a. For the fall semester use case, the LTI proposal is required to be submitted to compliance on or before April 1 prior to the fall semester required (e.g., on or before April 20XX for Fall 20XX).
 - b. For the spring semester use case, the LTI proposal is required to be submitted on or before October 1 prior to the spring semester required (e.g., on or before October 20XX for Spring 20XX+1).
 - c. For the summer session use case, the LTI proposal is required to be submitted on or before January 1 (e.g., on or before January 1 20XX for summer session beginning May 20XX). Once the request is made, it will go through a process of review and, if approved, implementation testing prior to being available. The LMS administrator reserves the right to reject any request for an LTI that does not comply with the system standards.
2. The review process will include the following **topics for consideration**. Any LTI request that has an unacceptable rating in any of the areas below will be rejected for the concern listed.
 - a. **Security.** Is the login to the LTI secure; is sensitive data passed over an insecure connection between the systems; are there appropriate data backup policies; does the vendor have appropriate security measures in place?
 - b. **Privacy.** Does the add-on comply with FERPA, GDPR, and Lamar University policies?

- c. **Legal.** Does the user agreement for instructors and students meet with State of Texas policies and requirements?
- d. **Data Sharing, Ownership, and Management.** Does the app data sharing, ownership, and management procedures and policies, and access retention/deletion and third-party access meet requirements?
- e. **Economic.** Is there a licensing fee/cost to use the tools? If so, what are the costs—annual or one-time—and who will be responsible for these costs? What types of purchase options are available (institutional, instructor, and students)?
- f. **Pedagogical Impacts.** What is the teaching and learning value of the tool? Is there any research value from the tool? Is it duplicating an existing tool?
- g. **Technical Considerations.** What are the demands on the technical staff and resources to support this tool?
- h. **Development and Support.** Is there ongoing development and support by the vendor? What about version updates and bug fixes? Is there client support available? Is this vendor a Blackboard partner?
- i. **Accessibility.** Is this product accessible? Does this application meet the requirements for the current VPAT Higher Education Community Vendor Assessment Toolkit (HECVAT)? Texas Risk and Authorization Management Program (TX-RAMP) certification? Does it demonstrate best practices for universal design?

H. Importing Courses

1. Course imports that have been developed on other LMS's will not be imported due to issues with compatibility and user experience. Courses from vendors and providers may be imported by the LMS administrator on a case-by-case basis.

I. Adding Content to Courses

1. Instructors can copy and are encouraged to [copy their previous semester instructional content into their current courses](#).
2. With the content owner's permission, the LMS administrator or an instructional designer can copy the content or add the content of another instructor's course to a course or sandbox course.
3. The University is not responsible for content linked from the LMS to external websites.
4. All users must comply with University and Legal Compliance policies.
5. The LMS has tools to help increase efficiency for instructors who are teaching multiple sections of the same course but who do not qualify for merging courses in the LMS. These tools allow instructors to [post content and materials to multiple sections at the same time](#). Questions about these tools can be directed to blackboard@lamar.edu.

6. [The University provides helpful guidelines for reducing the size of course content.](#)

V. SPECIAL ROLES AND PERMISSIONS

- A. Access to personally identifiable information contained in educational records may be given to appropriate University administrators, faculty members, or staff members who require this access to perform their legitimate educational duties, consistent with FERPA. All user roles in the LMS must adhere to the University's annual FERPA notice regarding privacy protections for student educational records. The following is a list of LMS roles as well as their definitions and descriptions of the permissions each role has been granted.

1. LMS Support Staff with Enrollment Privileges

- a. **Definition.** Support staff with enrollment privileges can enroll in courses as an instructor to facilitate troubleshooting and support. This privilege allows staff members to view full course content, including information protected by FERPA.
- b. **Permissions.** By request and with approval of the Department Chair/Head or supervisor, support staff who assist instructors with course creation (such as instructional designers) and who support instructors and students with technical issues (such as instructional support specialists) may have access to enroll in courses as instructors to provide instructional design and escalated levels of technical support. Approved support staff must agree to the parameters set by FERPA and security, attend training sessions as requested, and sign acknowledgement forms to maintain access to these elevated privileges. Because enrollment privileges provide access to FERPA-protected information and enroll the user in the course at the instructor level, these privileges are limited and may be revoked by the LMS administrator at any time in the case of a security issue or other violation. The supervisor will be alerted when permissions are revoked, and a review will be conducted. Enrollment should be temporary, and if support staff need extended access, they must inform the LMS administrator. All support staff should unenroll from courses promptly after support is provided to prevent reporting and auditing issues. Support staff with this privilege should [familiarize themselves with University resources regarding the requirements of FERPA](#) and must complete the HR-assigned training annually. At the end of the term, all support staff are required to unenroll from all SIS for-credit courses.

2. Faculty and Instructors

- a. **Definition.** Instructors have full access to course content, roster, and grades. This role is generally assigned to the person teaching or facilitating the class. If a course is unavailable to students, users with the "Instructor" role may still access it. The instructor is included in the course details.
- b. **Permissions.** All instructional staff listed in the SIS as primary or secondary instructor will automatically be added in the "Instructor" role and receive access to courses in the LMS

each semester. Instructors must have official LEA accounts to access the LMS and, if assigned to a graduate course, have the appropriate graduate faculty status.

3. Teaching Assistant Access to Courses

- a. **Definition.** Users with the “Teaching Assistant” role have access to edit course content, view roster, and assign grades. If the course is unavailable to students, Teaching Assistants may still access the course. The Teaching Assistant is not included in the course details. Teaching Assistants have full access to the gradebook and grading.
- b. **Permissions.** If a Teaching Assistant is assigned in the SIS, they will automatically be added in the “Teaching Assistant” role and receive access to courses in the LMS each semester. If the course is a graduate-level course, the instructor must certify that the Teaching Assistant shall have no independent grading authority over graduate students in the course and must receive permission from the Provost’s Office to have the Teaching Assistant added manually in the LMS. In this case, these users should not be added via the SIS.

4. Instructor with User Management Privileges

- a. **Definition.** This custom course role is only used in non-credit courses housed in the Organizations area of the LMS. Users with this role are known as “Leader” and will not be used in courses originating in the SIS.
- b. **Permissions.** This role is like the “Instructor” role, but the user has the ability to add and remove users from the course and change user roles. The LMS administrator will only assign this role to users in non-credit courses at the request of the program coordinator or course requestor.

5. Secondary Accounts

- a. **Definition.** A secondary account is an alternative login. Secondary accounts are often “service” accounts for application administration, or departmental/organizational uses. While the accounts are “owned” by an individual, some are shared between multiple users, which can pose security and privacy issues.
- b. **Support Staff Permissions.** Support staff who are also students at the University will be required to use a secondary account to perform all work duties within the LMS, and they will not be permitted to use their primary (student) LEA account for any work-related duties. This helps prevent security, enrollment, and other logistical issues when logging into the LMS. The secondary account can only be used by the staff member and may not be shared with others. This secondary account will require Multi-Factor Authentication (MFA) to ensure security protocols are followed.

B. Course Enrollment Additions and Manual Enrollment

1. Users will not be manually enrolled in a course role in the LMS that is managed by the SIS.
2. If there is an emergency and an instructor needs to be added or removed from a course as instructor of record, this should occur in the SIS. The enrollments in the SIS are updated in the LMS in real time.

3. Instructor Role

- a. All instructors of record in the course must be added in the SIS as primary or secondary instructors. This includes co-instructors.
- b. If a graduate student is the instructor for a course or lab, they must be added in the SIS as instructor of record.
- c. No instructors in for-credit courses will be manually added by the LMS administrator without special permission from the Provost's Office.
- d. If an instructor or department wants instructors to be added to a course to assist new instructors in a course or to provide feedback on a course, they can request approval from the Provost's Office. Once the request is approved, the LMS administrator will add the individual as a "Course Builder" or "Viewer." This individual will not have access to the gradebook.
- e. If a department wants instructors to be added to multiple sections of the same course as course coordinator, the Department Chair/Head can request approval from the Provost's Office. The coordinator will have the "Instructor" role and will have access to the grade center.
- f. Staff members with enrollment privileges are permitted to enroll in courses with the "Instructor" role for the sole purpose of providing instructional design or technical support to the instructor. This access should be temporary, and if support staff need extended access to the course, they should inform the LMS administrator. All support staff should unenroll from courses promptly after the support has been provided.

4. Teaching Assistant Role

- a. All Teaching Assistants must be approved by the Provost's Office. The "Teaching Assistant" role in the LMS has access to the grade center and grading and can manage course content.

5. Student Role

- a. All students taking a course for credit must be enrolled in the SIS.

- b. If a student requests to audit a course, they must be officially enrolled in the SIS in such a role.
- c. Participants in non-credit courses may be enrolled by the LMS administrator or by an instructor with User Management Privileges.
- d. If a student is working to complete an Incomplete in a course, the instructor must open any required content or assessments in the previous course. The student must complete all requirements in the course that they were originally registered for.
- e. An instructor may request that the LMS administrator enroll a student from a previous semester in the current semester course to complete an Incomplete if there is a legitimate need for the student to interact with other students currently enrolled in the course. This request must include Department Chair/Head approval and special permission from the Vice President of Digital Learning.

6. Other Roles

- a. **Instructor with User Management.** The LMS administrator will assign this role to users in non-credit courses at the request of the program coordinator or course requestor. Users with this role can add participants in non-credit courses. The LMS administrator may do bulk enrollments, but the primary course instructor can bulk and individually enroll users for their non-credit courses.
- b. **Supplemental Instruction Leaders (SI Leaders).** If users need to be added to courses as a Supplemental Instruction (SI) Leader or embedded tutor, a list of users including first name, last name, email address, and full LMS Course ID should be provided by the SI Program administrator. SI Leaders do not have access to upload, grade, or edit content and cannot view the grade center.
- c. **Academic Accommodation Support.** If users need to be added to courses to aid students or instructors with accommodations through the Accessibility Resource Center (ARC), then all requests must be entered in Smartsheet to be processed by the LMS administrator.
- d. **Course Viewer.** If users need to be added as “Course Viewers,” instructors or the Department Chair/Head can send a request to the LMS administrator. This role allows access to view content but will not be able to edit, post, or grade content or view the grade center. An acknowledgment must be sent to the instructor of record at least three (3) days before granting “Course Viewer” access. Each access period lasts for one (1) week and may be extended for an additional week with a valid reason, provided the instructor of record is notified by the fourth day of the initial access week.
- e. **Moderator.** If a student has been assigned to be a chat moderator for web conferencing, they should be provided with a link to the web session. This role does not require access to the LMS and will not be enrolled in the course.

VI. SECURITY AND COMPLIANCE

A. Class Recordings

1. Class recordings that contain student names, faces, or other potentially identifying information may be considered a student record under FERPA. Because of this, instructors should not share class recordings that contain student names and faces or other identifying information with other sections of the class, or more widely, without explicit permission from everyone included in the recording. Class recordings should only be shared with the students enrolled in the section in which the class was recorded unless explicit permission is obtained from everyone included in the recording.

B. Third-Party Application Integration

1. To ensure the security of data within the LMS, all third-party applications that exchange protected data with the LMS must be submitted to the LMS administrator for technical evaluation, security review, accessibility review, and approval prior to purchase. This request should occur at least three (3) months prior to expected implementation. The LMS administrator and the IT Services Security Office reserve the right to refuse integration of tools that would compromise the security of University data and systems.

C. University and Legal Compliance

1. All users are responsible for adhering to federal and State of Texas statutes and regulations as well as to University policies, including but not limited to the following:
 - a. [Appropriate Use Policy](#)
 - b. [Security of Student Records/FERPA](#)
 - c. [Information Technology Policies and Standards](#)
 - d. [Data Classification Standard](#)
 - e. [Faculty Handbook Guidelines](#)
 - f. [TSUS Office of General Council Policies and Procedures](#)
 - g. [University Academic Policies and Procedures](#)
 - h. [Student Handbook Guidelines](#)
 - i. [Records Retention Schedule](#)

D. Content Ownership and Intellectual Property

1. Instructors should refer to the [Lamar University Intellectual Property and Copyright Policy](#) regarding intellectual property rights over course materials in the LMS.
2. All users are responsible for complying with copyright laws and the [Lamar University Intellectual Property and Copyright Policy](#). Users may not copy, sell, license, transfer, distribute, or otherwise use or exploit course materials within the LMS that they do not own or have permission to use.

3. Content owners/users are responsible for updating content; archiving and saving course materials in a secure location external to the LMS, such as to a [University file storage solution](#); and retaining records for accreditation purposes.

VII. REVIEW AND RESPONSIBILITY

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

Responsible Party: Academic Policy Advisory Council; Digital Learning Committee

VIII. APPROVAL

Dr. Brett Welch	05/29/2025
Provost and Vice President for Academic Affairs	Date
Dr. Jaime R. Taylor	06/01/2025
Lamar University President	Date

POLICY LOG

Version	Date	Description of Changes
1	10/15/2024	Policy draft completed.
	10/16/2024 - 11/30/2024	Reviews by constituency groups completed.
	12/06/2024	Applied revisions requested by Faculty Senate and Data Governance.
	01/13/2025 - 02/13/2025	Review by campus community completed.
	02/17/2025	Policy approved by President.
2	04/16/2025	At request of Digital Learning & College of Education, in Section IV.D.1.a. Course Retention, changed retention timeframe from four years to five years to accommodate five-year accreditation cycle.
	05/28/2025	Section IV.E.1. LMS Online Gradebook, edit policy to require that all faculty post student grades in the LMS Online Gradebook.
	06/01/2025	Revised policy approved by President.
	12/15/2025	Under Section IV, added new subsection "Synchronous Lecture Platforms."