UM LEARN

UM | The Centre for the Advancement of Teaching and Learning

Course Creation Policy

UM Learn, the Learning Management System (LMS) managed by the Centre for the Advancement of Teaching and Learning (The Centre), has a direct integration with Banner, the Student Information System. Banner is the system that records degree-related information including courses, students and enrollments.

The purpose of this document is to outline the required steps for creating courses that cannot follow the established Banner processes.

Please note: this document does not apply to courses that are requested solely for the purpose of development (i.e., sandbox courses) which will never have students or participants enrolled.

There are 4 steps required to create, develop and properly manage these courses:

COURSE REQUEST

Courses must go through the appropriate department head, director or dean for approval before the completed course request form is submitted to IST Service Desk (servicedesk@umanitoba.ca). Once the request has been made, it will be assigned to The Centre.

On this course request PDF form, complete the required fields:
• Course Name
• Course Description
• Course Start and End Dates
• Frequency of course offering (if not a single ongoing course)
• Expected student type: Current U of M students, Current U of M staff, or a Sponsored Account
• Course Administrator: Name of person consenting to manage all maintenance tasks (as described in section 4: Maintenance)
• Course Department
• Course Faculty
• Department Head/Dean/Director contact information and signature

When a course is no longer offered, proper consideration should be made to manage its destruction that follows the established Data Retention Policy (The Centre will provide advice on this topic).

When the course has been created, a confirmation email will be sent.

TRAINING AND COURSE DESIGN ASSISTANCE

The Centre will provide technical advice on the use of system tools through training sessions and the application of effective pedagogical strategies through a meeting with an instructional designer.

Attending training sessions are mandatory to ensure that all questions, concerns or issues regarding the use of the LMS are addressed.

It is important to make arrangements with The Centre to ensure adequate time for training, design inquiries and follow-up meetings.

SPONSORED ACCOUNTS

If your students do not have an active UMNetID, the instructor or department administrator must sponsor the appropriate number of accounts for use by students. Complete the ***Individual Sponsored Account*** application form (https://umanitoba.ca/ist/accounts/forms.html) and submit it to IST: servicedesk@umanitoba.ca. You will receive a confirmation email once the accounts have been created.

It is important to complete this step as soon as possible to ensure that the accounts will be ready for the students at the course start date.

Please note: The instructor or department administrator are solely responsible for enrolling the students into the course once the accounts are created in UM Learn.

MAINTENANCE

Maintenance of the course is the responsibility of the instructor or department administrator. The Centre will provide advice and guidance in all aspects of maintenance.

Maintenance includes all aspects of course management including, but not limited to:
• Enrollment management from course start to end (including late registrations)
• Course design and set-up
• Content management to ensure **Copyright** compliance
• Compliance with established **Access and Privacy** policies
• Compliance with established **Data Retention** policies including course destruction

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Request for New Course Form

COURSE REQUEST

Course Name: _____

Instructor's Name: _____

Course Description:

Start Date: _____ End Date: _____

Frequency of course offering: _____

Expected Student Type: ☐ Current U of M student ☐ Current U of M staff ☐ Sponsored Accounts

Course Administrator: _____
(Name of person consenting to manage all maintenance tasks, as described in section 4: Maintenance)

Course Department: _____ Course Faculty: _____

DEPARTMENT HEAD/DEAN/DIRECTOR CONTACT INFORMATION AND SIGNATURE

Department Head / Director / Dean: _____

Email: _____ Phone: _____

Date: _____ Signature: _____

THE CENTRE OFFICE USE ONLY

Completed By (Full Name): _____ Date Completed: _____

Course OU: _____ Course Code: _____

Self-Registration: ☐ Yes ☐ No

Notes: