

6.1.5 Required Use of LMS for all Courses

Policy Tracking	Date
Approved	February 6, 2019
Revised	
Reviewed	

All courses, regardless of course delivery method defined by the NCCCS Instructional Delivery Method Codes (CC 18-024), are required to utilize the Learning Management System (LMS) provided by Blue Ridge Community College. The following items are the required minimum to be included for each course delivery method.

- I. **Traditional (TR).** Traditional courses are primarily face-to-face instruction and may include the use of technology, including web-based content. Instructors teaching traditional courses MUST include and USE the following within BRCC's LMS:
 - A. Course Syllabus
 - B. Instructor Contact Information
 - C. Updated Gradebook

- II. **Blended (WB).** Blended courses, while primarily face-to-face instruction, will utilize the LMS for 1-49.99% of the course content (e.g., online file storage, supplemental web links, videos, video instruction, online tutorials, graded activities). At a minimum, instructors MUST include and USE:
 - A. Course Syllabus
 - B. Instructor Contact Information
 - C. Updated Gradebook
 - D. 1-49.99% of instruction (e.g., video instruction, online tutorials, graded activities)

- III. **Hybrid (HY).** Hybrid courses consist of both required face-to-face seated time AND 50-99.99% of the course content delivered online. At a minimum, instructors MUST include and USE the following in BRCC's LMS:
 - A. Course Syllabus
 - B. Instructor Contact Information
 - C. Updated Gradebook
 - D. Course content structured and organized into clearly identified modules or topics.
 - E. 50-99.99% of instruction (e.g. Flipped instruction, video instruction, tutorials, course activities)
 - F. **NOTE:** If utilizing a platform outside of BRCC's LMS, the instructor must:
 1. Provide a link to the site (e.g., myMathLab, Mindtap) from within BRCC's LMS, including clear instructions for accessing and using the third-party application.
 2. Inform students that BRCC does NOT provide support for external platforms.
 3. Include the publisher's technical support contact information for issues that may arise.
 4. **NOTE:** If a third-party platform is being used, Rules A-C and F must be present in the College's LMS. Rules D-F will still apply to the third-party platform.

- IV. **Internet/Online (IN).** Internet courses are delivered 100% online. Instructors MUST include and USE the following in BRCC's LMS:

- A. Course Syllabus
- B. Instructor Contact Information
- C. Updated Gradebook
- D. Required Census Activity
- E. Course content structured and organized into clearly identified modules or topics.
- F. All instructional material including additional resources to complete the course (e.g., presentations, lecture notes, external resources, videos)
- G. All assessments required to measure the students' performance.
- H. Communication Tools (e.g., text/video-based forums, chat, messaging, quickmail, BRCC student/instructor email, synchronous virtual meetings/classrooms)
- I. **NOTE:** If your course includes required proctored exams (face-to-face or online), students **MUST** be notified prior to the Registrar's add/drop date that such exams are required and provided with any general rules/requirements pertaining for procedures (e.g., locations, special equipment required).
- J. **NOTE:** If utilizing a platform outside of BRCC's LMS, the instructor must:
 - 1. Provide a link to the site (e.g., myMathLab, Mindtap) from within BRCC's LMS, including clear instructions for accessing and using the third-party application.
 - 2. Inform students that BRCC does **NOT** provide support for external platforms.
 - 3. Include the publisher's technical support contact information for issues that may arise.
 - 4. **NOTE:** If a third-party platform is being used. Rules A-D and J must be present in the College's LMS. Rules E-J will still apply to the third-party platform.