



POLICY TITLE: Learning Management System Policy

POLICY CATEGORY: ACADEMIC

POLICY NUMBER:

POLICY OWNER: Provost / Vice-President, Academic

POLICY APPROVER: Board of Governors

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REVISED: N/A Click or tap to enter a date.

1. Purpose

George Brown Polytechnic recognizes the value of using technology to support innovative and effective teaching and learning experiences. George Brown is committed to maintaining up-to-date learning tools and resources, ensuring clear standards, ongoing support, and the necessary infrastructure for students and faculty to succeed.

This policy articulates the appropriate use of George Brown Polytechnic's Learning Management System (LMS) to enable consistency in student experience, teaching excellence, and compliance with applicable policy, procedures, and legal requirements.

2. Scope

This applies to all relevant learning and course-based activities in credit and non-credit courses at George Brown Polytechnic.

3. Definition of Terms

Academic Administrator: Program Associate Dean, Course Associate Dean, Academic Director, Academic Manager, Manager of Academic Operations, or Dean. Also referred to as "senior academic officer" in the Academic Employees Collective Agreement.

AODA: Accessibility for Ontarians with Disabilities Act.

Course Shell: Specific location within the LMS designated to individual sections of each credit and non-credit course at George Brown.

Learning Resource: Learning resources are printed or digital texts, media, and other digital assets and tools used for teaching, learning and assessments. Resources are needed to meet learning outcomes and gain entry to practice knowledge and skills.

Learning Management System (LMS): An institution-approved Learning Management System associated with courses and programs of study (e.g. Brightspace by D2L).

Ministry of Colleges, Universities, Research Excellence and Security (MCURES/ the Ministry): The Ministry is responsible for the administration of laws relating to education and skills training. For more information go to the [Ministry Website](#).

Policy: A statement of basic principles, rules, regulations and/or guidelines, developed and enforced to direct and/or limit actions and activities.

Procedure: The operational processes required to implement policy, to be provided as a clear sequence of instructions to be followed.

Program: An approved combination of courses in a subject area(s) that fulfils the requirements for a degree, diploma, advanced diploma, or certificate.

4. Policy

4.1. George Brown Polytechnic Learning Management System

- 4.1.1. To foster a culture of innovation and excellence in support of student learning in multiple modalities ranging from in-class to hybrid to fully online learning, George Brown Polytechnic operates and supports one Learning Management System (LMS).
- 4.1.2. All George Brown Polytechnic users must be authenticated with unique credentials and use the LMS for George Brown-affiliated purposes only.
- 4.1.3. The GBP-approved LMS is used for all courses regardless of modality (In-person, Online—Synchronous and Asynchronous, Hybrid, and Multi-modal Flexible Delivery--Hyflex, etc.).
- 4.1.4. To ensure privacy, protection of intellectual property, and the integrity of materials, access to courses in the LMS is regulated.

4.2. Use of the Learning Management System by Faculty

- 4.2.1. Faculty must use the GBP-approved LMS to host materials used for courses and programs of study.
- 4.2.2. Faculty must use GBP-approved videoconferencing software for all online components of courses. In some instances, there may be exceptions for subject or sector specific software.
- 4.2.3. Faculty must provide the minimum required elements in the course shell, as described below (See Section 3.3 “Required Elements” below), to promote a consistent and familiar learning environment for students.
- 4.2.4. Faculty are responsible for familiarizing students with the course shells and outlining expectations for their use throughout the term.

4.3. Course Shell Requirements

- 4.3.1. Faculty shall use the GBP-approved template and provide the minimum required elements in the course shell to ensure a consistent learning experience throughout every student’s learning experience at George Brown including a single point of entry for accessing all learning materials, monitoring progress in courses, and providing a hub to communicate with peers and faculty.
- 4.3.2. All course shells shall be compliant with AODA standards. (For example, all videos embedded in a course shell must be captioned).
- 4.3.3. Course shells shall follow the George Brown guidelines to ensure students have sufficient information regarding course content and expectations.
- 4.3.4. Grades for students enrolled in a course section will be recorded in the LMS in accordance with the [Assessment of Student Learning Policy](#).

- 4.3.4.1. Grades will be updated regularly throughout the term, consistent with the Assessment of Student Learning Policy, to allow students to monitor their progress.
- 4.3.4.2. A midterm cumulative grade will be provided in the LMS in accordance with the Assessment of Student Learning Policy. Midterm grades do not appear on the student's official transcript. In cases where course design makes the timely calculation of a midterm grade impossible or impracticable (e.g. in the case of a three-week course), there may be exceptions to the requirement for a midterm grade to be provided in the LMS.
- 4.3.5. All content posted to the Course Shells will abide by Fair Dealing and Copyright Policy as well as Intellectual Property policies.

4.4. Student Engagement with the Learning Management System

- 4.4.1. The LMS includes a list of the course learning resources (including, where possible, links to relevant digital resources) and progress reporting (e.g., gradebooks) in courses.
- 4.4.2. Students are expected to visit the LMS regularly throughout the term to access course materials and assessments, and to review progress.
- 4.4.3. A list of learning resources will be included as well as the syllabus/bibliography. Embedded/uploaded learning resources materials will not be available in archived courses to ensure compliance with the fair dealing provision of the Copyright Act (see Section 30.01).
- 4.4.4. Links to other licenced materials may also be deleted according to requirements and contractual requirements.

4.5. Access to Learning Management System Course Shells

- 4.5.1. ITS shall establish course shells linked to appropriate course codes based on SIS records.
- 4.5.2. Access to course shells will be provided to faculty in accordance with academic areas assigning faculty to their relevant courses within the SIS.
- 4.5.3. When multiple faculty members are assigned to the same section of an individual course within the SIS, all assigned faculty members will have access to the course shell within the LMS.
- 4.5.4. When appropriate, additional faculty members may be added to a course shell (e.g., for the purposes of class coverage.) through existing RO/ITS processes.
- 4.5.5. Academic administrators or delegates may access course shells to support learning needs, for quality assurance processes, or for other operational or oversight duties. Academic administrators will attempt to

notify any faculty associated with a specific course shell before accessing the shell.

4.5.6. ITS will provide access to course shells to academic administrators when requested by academic administrators.

4.5.7. ITS will provide access for accessibility support personal to identified courses in accordance to existing process and procedures.

4.6. Institutional Regulations

4.6.1. This policy, sanctioned by George Brown Polytechnic, is an institutional regulation requiring compliance. Failure to comply with this policy may result in disciplinary measures up to and including dismissal commensurate with the offence in accordance with relevant academic and administrative codes of conduct and collective bargaining agreements.

5. Appendices

Appendix 1: Course Shell Inclusion Requirements

Appendix 2: Access to Course Shell Guidelines

Appendix 3: Active Student Access to Previous / Archived Courses in LMS

Appendix 4: LMS Support

6. Forms and Templates

[In Development] LMS Archive Student Request Form

7. Related Materials

[Copyright Act](#)

8. Related Policies

Acceptable Use (of Technology) Policy

Academic Integrity Policy

Accessible Media Policy

AODA Workplace Accommodation Policy

Assessment of Student Learning Policy

Cybersecurity Policy

Code of Non-Academic Student Behaviour

Course Outline Policy
Employee Code of Conduct Policies
Fair Dealing Policy
Human Rights Discrimination and Harassment Policy
Intellectual Property
ITS Learning Management System Archiving and Retention Policy
LMS Retention and Archiving Policy
Privacy Policy
Other Related ITS Policies
Web Governance Policy

Appendix 1 - Course Shell Inclusion Requirements

- A welcome message from the faculty member.
- Faculty contact information including details about the preferred method of communication and outside of class support (e.g., office hours, email) including expectations for typical response times from faculty member to student communications.
- A link to the course outline.
- An inclusion statement to inform and support students. A sample equity statement follows: “Your professor and the GBP Community are committed to wellbeing and inclusion – when everyone is respected and included, everyone’s learning experiences are better. It is unacceptable to discriminate on basis of age, ancestry, citizenship, colour, creed, disability, ethnic origin, family status, gender expression, gender identity, marital status, place of origin, race, sex, or sexual orientation.”).
- Weekly schedule of learning activities according to the GBP-approved template in George Brown’s approved Course Outline Management System including all components outlined in Section 4.2.2 of the Course Outline Policy. (Exceptions to this requirement include self-directed/ asynchronous courses. Exceptions must be approved by the Associate Dean).
- A list of all scheduled assessments in the course including associated due dates (where relevant), rubrics and relative weighting to the final course grade.
- Link to the George Brown Polytechnic academic policies page.
- A statement on the acceptable uses of Generative Artificial Intelligence in the course.

- When applicable, an accessibility statement indicating that the course was designed using UDL principles.

Appendix 2 – Access to Course Shell Guidelines

- ITS, in partnership with the Office of the Registrar, shall establish default start and end dates based on the term dates are defined within the Student Information System.
- Whenever possible faculty will be granted access to a course shell four weeks in advance of the course start date.
- Student registration must be complete in order for students to see their course shells.
- Students will be granted access to their course shell one week in advance of the term start date where possible.

Appendix 3 – Active Student Access to Previous / Archived Courses in LMS

- Students are encouraged to download materials from the LMS when they are taking the course.
Active George Brown students must request access from their faculty or academic department to previous course content in the LMS.
- Only select materials from an archived version of an active student's course will be available and only for a period of up to three years after the course is completed.
- Archived courses should have language that identifies the course as such, noting that the content is current as of the course end date, and that no further activity will occur within the course.
- The student's standing within the course will not change once the course has been archived.

Appendix 4 – LMS Support

- Students should seek support for LMS issues from the LMS webpage: [Brightspace Support | George Brown College](#)
- Faculty should seek support for LMS Issues from the TLX Brightspace webpage: [Faculty Brightspace Resources | George Brown College](#)
- In the event faculty and students experience technical issues related to logging in to the LMS, they should contact the ITS Service Desk for assistance.