

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

LMS Roles and Responsibilities		SOP #: AA.027.01
Effective Date	10/9/2019	
Last Revision/Review	8/4/2023	

1. Purpose

This procedure defines institutional uses of the Learning Management System, roles and responsibilities within the system, and

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

- **Curriculum Coordinators (pre-clinical) and Clerkship Coordinators (clinical education)** - manage the curricular calendar in the LMS, ensure all course materials are available and delivered (including learning materials, course descriptions, identified goals and objectives, assignments, and posting event videos). The coordinators work with **Course Directors and Office of Curriculum Effectiveness and Evaluation** to setup course gradebooks, upload grades, and post final course grades, as well as assisting in generating reports and analyzing report data, and any other required duties associated with the LMS. *See SOP #: AA.005.*
- **Director of Information Systems and Services** – responsible for coordinating the integration of the LMS and SIS platforms, the data exchanged between the two platforms, and the interconnectivity with ancillary platforms, such as Progress IQ, New Innovations, ExamSoft, etc.
- **Registrar** - responsible for supporting user registration, assuring accuracy of class rosters, and disenrollment of students as necessary and appropriate.
- **Office of Pre-Clinical Education** - responsible for designation of BCOM pre-clinical content within the LMS, including curricular goals and objectives, themes, instructional and assessment methodologies, proficiencies, and core competencies.
- **Office of Clinical Education** - responsible for designation of College clinical content within the LMS, including curricular goals and objectives, themes, instructional and assessment methodologies, proficiencies, themes, and core competencies.
- **Office for Curriculum Effectiveness and Evaluation** - cooperates with Offices of **Pre-clinical Education and Clinical Education, Course Directors and Curriculum Coordinators** to set up course gradebooks and post final course grades. *See SOP #: PCE.023.01.*
- **Course Directors** - responsible for organizing (session sequence, content suitability, course goals objectives, etc.), grading, and grade reporting within a course. *See SOP #: CC.005*
- **Faculty** - responsible for ensuring that all course materials are current, posted, and available to students no later than the Friday before a session is scheduled to occur.
- **Office of Student Affairs** – responsible for posting and maintaining extra-curricular student activities in LEO.

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4. Definitions/Abbreviations

LMS Learning Management System. Currently, the College uses Leo as its LMS.

SIS Student Information System. Currently, the College uses Thesis CAMS as its SIS.

5. Procedural Steps

1. Curriculum and Clerkship Coordinators, create courses and course calendars, in cooperation with the **Offices of Pre-Clinical Education** and **Clinical Education** according to the schedule outlined below.
2. Course/Clerkship Directors will provide course calendars to the appropriate Coordinator according to the schedules and deadlines outlined by the Curriculum Committee. Generally, fall and spring course calendars must be approved by the Curriculum Committee and the Executive Committee of the College by April 1 and September 1, respectively, of the preceding academic year.
3. Faculty are responsible for ensuring that all session objectives for learning events presented by that Faculty are mapped to BCOM's "Goals and Objectives" at the time the course schedule is published (beginning of each academic year). Faculty are also responsible for ensuring that all learning materials are posted and available to students no later than the Friday before the session is scheduled to occur.
4. Course Directors are responsible for ensuring that all Faculty teaching in the course have loaded session objectives and learning materials and that these learning materials are posted and available to students no later than the Friday before the session is scheduled to occur. The Curriculum Coordinators will work with Course Directors to monitor the completion of this process.
5. The Curriculum Coordinators will be responsible for posting the video recordings of each learning session to the appropriate event page in the LMS. Videos will be posted, whenever possible, by the end of the business day upon which the session was presented.
6. Course grades will be uploaded and released by the Curriculum or Clerkship Coordinator, under the direction of the Office of Curriculum Effectiveness and Evaluation, with prior approval of the respective Course Director, through the LMS. At course completion, the Course Director will notify the Office of the Registrar that Course grades have been finalized and are posted.
7. All new Faculty hires will be provided with LMS training -as appropriate for their role- within the first two weeks on the job by the Curriculum Coordinators.
8. The Office of the Registrar will work with the Curriculum Coordinators to enroll each new class of students. The Office of the Registrar is also responsible for disenrolling students no longer active in the curriculum (withdrawn, dismissed, on leave, etc.).

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Review of this SOP will occur at no greater than three (3) year intervals.

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8. Signature

Approved by	7.27.2023
Office of Academic Affairs	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	All	Move SOP from IT to AA, remove Faculty Support Manager		5/12/2023
7/27/2023	All	Remove Titles and edited for clarity		8.8.2023