Sheridan	THE SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING

TITLE: TEACHING AND LEARNING TECHNOLOGY PROCEDURE

Date of Approval: August 14, 2014 Effective Date: November 1, 2017 (Revised Oct 12, 2017)	Mandatory Review Date: November 1, 2020	Approved By: Provost and Vice President Academic

1.   Purpose

Sheridan acknowledges the value of using technology to enhance the student and faculty teaching and learning experience. The procedures outlined within this document support Sheridan's commitment to implement and support the effective use of online learning and teaching.

2.   Scope

The procedure applies to all Sheridan students, faculty, staff and administration.

3.   Definitions

Online: refers to being connected to, served by, or available through a computer system such as the Internet

SLATE: is an acronym for Sheridan Learning and Teaching Environment, which is supported by a learning management system

Minimal Presence: refers to the required components for courses appearing on the Learning Management System in accordance with Recommendation 17 of Sheridan's The Creative Campus document (September, 2010)[1].

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[1] The Creative Campus document (September, 2010) states:

Most students in the 21st century will be at ease with technology and will easily adapt and integrate new functionality as introduced. Students have the right to expect to leverage technology in their learning environment as they do in their personal lives. Sheridan will deliver on our commitment to meet the scheduling, learning and service flexibility needs of our students with the introduction of Sheridan Open Learning, the repository for our hybrid (combination face-to-face and on-line) and full on-line programming.

Recommendations 17: All Sheridan courses will be on Sheridan's Learning Management System to enable communication with students, posting assignments with instructions and expectations, posting due dates for assignments and tests, uploading of course content, linking to existing course outlines in PeopleSoft, addressing frequently asked questions or posting enquiries, posting student grades for tests and assignments, and distributing mailings between classmates and faculty.

4.   Procedure

4.1 Online Courses Access via SLATE Guidelines

Faculty members are automatically provided with course section offerings on SLATE for
each course to which they have been assigned.

4.1.1   Courses are available on SLATE to faculty approximately 4 weeks prior to
the start of a semester.

4.1.2   All student enrolments are handled automatically between SLATE and the
student information system. Changes in student enrolments are refreshed every
24 hours. All enrolments by the student information system require the
changes to be made in the student information system to be reflected in
SLATE. Faculty members may not enroll students independently.

4.1.3   Faculty members assigned as the course instructor (Primary Instructor)
may enroll other individuals within the student information system as
"Secondary Instructors" for whatever purpose the Primary Instructor sees fit
(as a guest, additional instructor, course reviewer, giving them the same
rights as the Primary Instructor. "Secondary Instructors" added by the
Primary Instructor may be removed by the Primary Instructor.

4.1.4   If the faculty member cannot locate a course on the SLATE system, they
should contact the Sheridan Help Desk for assistance or to log a help
desk   ticket. Additional   resources   will   also   be available   via   the
Teaching with   Technology Portal (http://ltsa.sheridancollege.ca/learning-technology-portal/)

4.1.4   Students are automatically enrolled in course section offerings on SLATE
for each course as identified in the student information system.

a. Course section offerings for students are available by default on the
first day of the scheduled course.

b. Course section access ends by default for students the final day of
the scheduled course plus seven calendar days.

c. The course start and end dates may be modified by the Primary
Instructor to allow for both early access and extended access.

d. The procedure to modify Start and End Dates is available via the
Teaching With Technology portal (http://ltsa.sheridancollege.ca)
under the search term – Start and End Dates

4.1.5 Past Courses

    a. Currently all past course offerings are available to faculty members

    b. Faculty members can search for past courseware by including the appropriate semester code in the search field. All section content including student information will be retrieved.

4.2 Minimal Presence Guidelines

"Minimal Presence" is intended to support the online learning environment to provide our students with an opportunity to benefit from the features of SLATE, our online teaching and learning environment. The intent is to make access to the faculty member and course information easy, centralized, and consistent.

The components[2] of "Minimal Presence" are:

4.2.1 Enable communications with students; Address frequently asked questions or posting enquiries. This refers to utilizing one of the tools included in SLATE to directly communicate with students. This includes SLATE email, notifications, and/or news features. Faculty should select those tools they feel are most appropriate to their course and method of delivery.

4.2.2 Post assignments and expectations. Faculty members are expected to post course assignment material, which includes expectations for student performance, to students on the SLATE system. This is viewed as an alternative to providing such materials either on paper in class or verbally in class. This is intended as a convenience for both students and faculty members. Notably, the drop box function is intended to assist in this activity.

4.2.3 Post due dates for assignments and tests. There are a number of ways to post dates for assignments and tests. This information may be included in the posted assignment and/or faculty members may use the drop box, calendar and news/announcement functions.

4.2.4 Upload course content. Course content can include PowerPoint presentations, case studies, links to relevant content material, videos, graphics, sound files, general course documentation, and any other digital assets considered course content. Faculty members will select the course materials they feel are best accessed by students from the SLATE environment. Faculty members are expected to use the Sheridan mail system to communicate with students.

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[2] Sheridan: The Creative Campus, September 2010, p.10.

4.2.5 Link to existing course outlines in PeopleSoft (Course Outline System). SLATE must be linked to the existing course outline system to ensure consistent availability of the approved Sheridan course outline for students.

4.2.6 Posting student grades for tests and assignments. To help students gauge their course progression, faculty members are expected to use the SLATE grade book to post assignment/test scores. Although the grade book has advanced functionality, there are no expectations for faculty to use all available features.

4.3 Training & Support Guidelines

4.3.1 <u>Faculty, Staff and Administration</u>: Training and support offerings for SLATE and other online teaching resources are available to all full- and part-time faculty members, staff and administrators through the Teaching with Technology Portal available at http://ltsa.sheridancollege.ca/learning-technology-portal/. The portal includes comprehensive online resources and access to in-person support options (e.g. workshops, just-in-time support tools and job aids).

4.3.2 <u>Students</u>: Student support is currently provided through:

a. Contact with faculty regarding course specific requirements. Digital Learning and Innovation in the Centre for Teaching and Learning utilizes a strategy of supporting students through faculty support. Faculty are provided with help sheets (available on the Teaching with Technology Portal at http://ltsa.sheridancollege.ca/learning-technology-portal/) that show how to present features to students.

b. The SLATE manual is available for students through the Teaching and Technology Portal [(http://ltsa.sheridancollege.ca/learning-technology-portal/)](http://ltsa.sheridancollege.ca/learning-technology-portal/) and is the most direct resource for students currently.

CONTACTS:

Manager, Learning Management System and Learning Technologies, 905-845-9430 ext. 2378

Associate Dean, Digital Learning 905-845-9430 ext. 2280

Associate VP, Academic Quality, 905-845-9430 ext. 4226

5. Related Documentation/Links/Forms

[Teaching and Learning Technology Policy](#)