

Policy for Learning Management System (LMS)

RCoD Faculty will use secured **LMS** as an integrated platform for communication, collaboration, and learning activities within our organization. The purpose of this policy is to ensure that LMS is used effectively, securely, and responsibly by all users, including students, employees, instructors, and administrators.

1. Purpose and Scope

- **Purpose:** This policy defines the purpose, usage, and guidelines for the LMS used in the dental college. The goal is to facilitate effective and efficient learning, enhance academic delivery, support clinical education, and ensure secure management of academic data.
- **Scope:** This policy applies to all students, faculty, administrators, and support staff involved in the use of the LMS for dental education. It covers online courses, clinical education modules, assessments, collaborative learning, and communication tools within the LMS.

2. Key Features of LMS for RCoD

- **Course Delivery:**
 - Course materials (syllabi, lecture notes, textbooks, videos, and recorded lectures) will be available through the LMS.
 - Pre-recorded lectures, assignments, quizzes and discussion forums will be delivered via the LMS.
- **Student Engagement:**
 - Students can interact with peers and faculty through discussion boards.
 - Real-time announcements and notifications about upcoming exams, clinical training, and other academic activities.
- **Assessments and Examinations:**
 - Use of formative assessments (quizzes, assignments, peer-reviewed projects) and summative assessments (final exams, clinical evaluations).

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- Integration of secure online examination strategies to prevent cheating and ensure academic integrity.

3. Roles and Responsibilities

- **Faculty Members:**

- Develop and upload course content (lectures, assignments, quizzes, etc.).
- Facilitate discussion forums and monitor student engagement.
- Grade assessments, provide feedback, and track student progress.

- **Students:**

- Actively participate in online courses and discussions
- Complete assignments, quizzes, and exams by the specified deadlines.
- Engage with faculty and peers through collaboration tools in the LMS.
- Adhere to academic integrity guidelines and seek help if needed through the LMS support system.

- **Administrators:**

- Set up and maintain user accounts for students and faculty.
- Ensure that the LMS is functioning smoothly and troubleshoot any technical issues.
- Monitor user access, privacy settings, and ensure compliance with the college's data security policies.

- **IT Support Team:**

- Provide technical support for LMS users (faculty, students, and administrators).
- Ensure the security of student data and course content.
- Update the LMS software, implement integrations with other tools (e.g., clinical simulation tools), and perform regular system backups.

4. Online Examinations and Assessment Strategies

- **Examination Security:**

- **Proctored Exams:** For summative assessments, online proctoring tools will be used to ensure that students take exams under secure, monitored conditions. This may include webcam monitoring and screen recording.

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- **Randomized Question Banks:** To prevent cheating, question banks for quizzes and exams will be randomized for each student.
- **Time-Limited Assessments:** All exams will have a time limit, and questions will be designed to assess critical thinking and application of knowledge rather than rote memorization.
- **Grading and Feedback:**
 - Grades for each course will be calculated based on a mix of theoretical (e.g., quizzes, exams) and practical (e.g., clinical assessments, case presentations) evaluations.
 - Instructors will provide timely, constructive feedback on assignments and exams.
 - **Progress Tracking:** Students can track their grades, upcoming assignments, and exam schedules through the LMS dashboard.

5. Student Data Privacy and Security

- **Data Protection:**
 - All student data, including personal information, grades, and clinical records, will be handled in compliance with data privacy laws
 - **Encryption:** All sensitive data, including exam results and clinical records, will be encrypted and stored securely in the LMS.
- **Access Control:**
 - Only authorized faculty and administrators can access student records and assessment data.
 - Students will have access only to their own grades, assignments, and clinical portfolios.
- **Consent:**
 - Students must give informed consent for the collection of clinical data and their participation in online assessments.
 - Written consent will be required before sharing any patient-related clinical content or videos for training purposes.

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6. Dissemination of information to all faculty and students:

Academic Announcements:

- Exam schedules, deadlines, and course updates.
- Changes to class schedules or location (especially for hybrid or clinical sessions).
- Important notices related to student performance (e.g., grade reports, feedback).
- Reminders about upcoming assessments, clinical evaluations, or assignments.

Administrative Information:

- Important policy changes (e.g., attendance policy, academic integrity policy).
- Reminders about registration, tuition fees, and other administrative tasks.
- Information regarding student wellness programs, health resources, and counseling services.

General Communications:

- Holiday schedules, college events, workshops, and conferences.
- News about faculty achievements, publications, or research.
- Student engagement opportunities (e.g., clubs, volunteering, leadership).

Emergency Information:

- Campus-wide emergencies, health alerts (e.g., COVID-19 updates), or other critical notifications.
- Changes to campus access or closures.
- **All LMS notifications must be approved by authorized personnel, relevant to academic or institutional purposes, and communicated promptly and accurately."**

7. LMS Support and Training

• Training for Faculty and Students:

- **Faculty:** Training on using the LMS for content creation, grading, and online proctoring tools.

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- **Students:** Orientation on how to access course materials, complete assignments, participate in virtual clinical sessions, and use online exam features.
- **Technical Support:**
 - A dedicated IT support team will be available to address issues such as login problems, course access, and exam submission errors.

8. Monitoring and Evaluation

- **Usage Analytics:**
 - Faculty and administrators can monitor student engagement, participation, and performance via LMS analytics.
 - Course completion rates, exam performance, and participation in clinical simulations can be tracked to identify areas for improvement.
- **Continuous Improvement:**
 - Feedback from students and faculty will be regularly collected to improve LMS usability and course content.
 - The LMS will undergo periodic updates to enhance functionality and address any emerging technological needs.

9. Policy Enforcement and Compliance

- **Code of Conduct:**
 - All users of the LMS, including students and faculty, must adhere to the institution's academic integrity and conduct policies. Violations (e.g., cheating in online exams, unauthorized sharing of clinical content) will result in disciplinary action.
- **Monitoring:**
 - LMS usage may be monitored to ensure compliance with academic policies and data privacy laws.
- **Audit and Compliance:**

Regular audits will ensure that the LMS is secure, compliant with regulations, and effectively supporting learning and assessment activities.

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