

LMS CANVAS COURSE SETUP AND MANAGEMENT FOR NEW SEMESTER PROCEDURE

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DOCUMENT HISTORY

| Version | Author | Approved by | Date |
|---------|----------------------------|-------------|------|
| 1.0 | Academic Compliance Office | CAO | |
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1. PURPOSE

This process has been developed to support British University Vietnam (BUV)'s Learning Resource Centre (LRC) to ensure that all courses/modules are available and accessible to students and teaching staff before each semester, which facilitate the assurance of teaching and learning quality at BUV.

2. SCOPE

This process is applied for all programmes that are being implemented at BUV.

3. DEFINITIONS

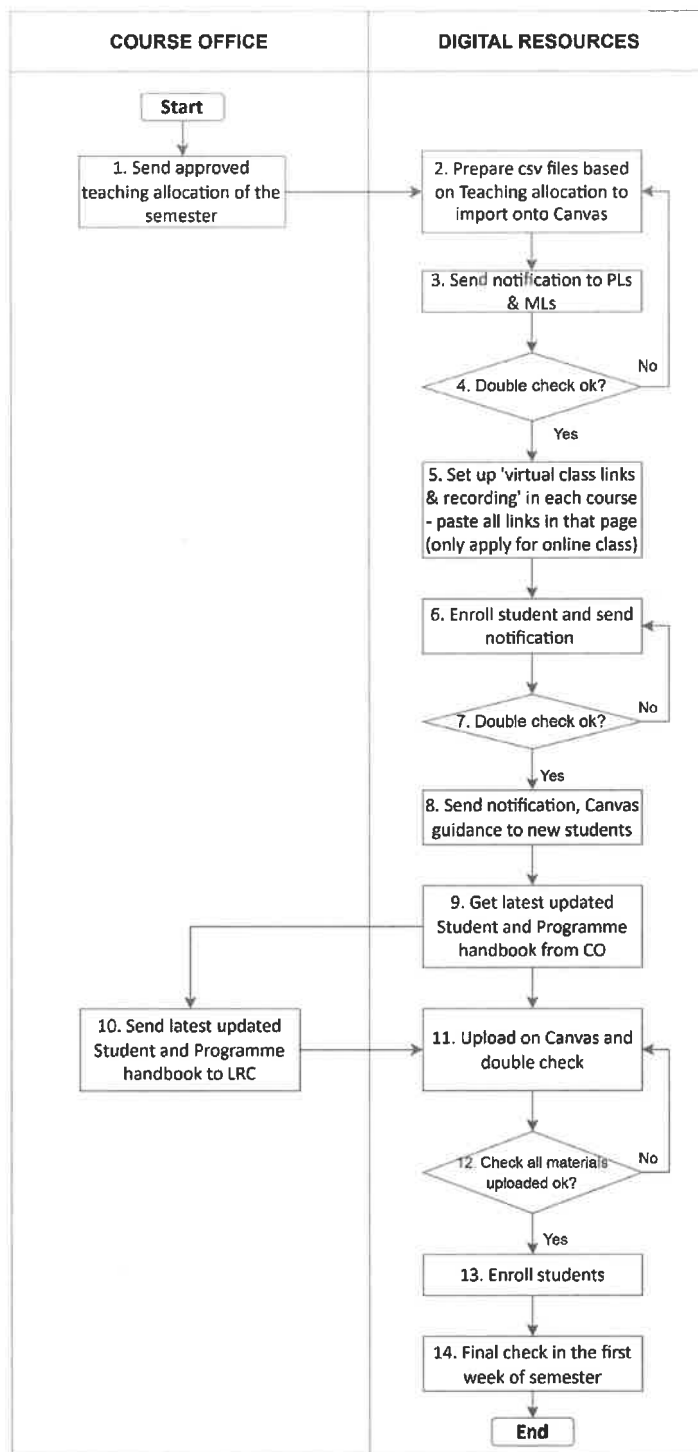
a. Abbreviations

| Abbreviations | Definitions |
|----------------------|----------------------------|
| BUV | British University Vietnam |
| DR | Digital Resources |
| CO | Course Office |

4. PROCESS

4.1 Basic set up for a new semester on LMS Canvas

a. Flowchart

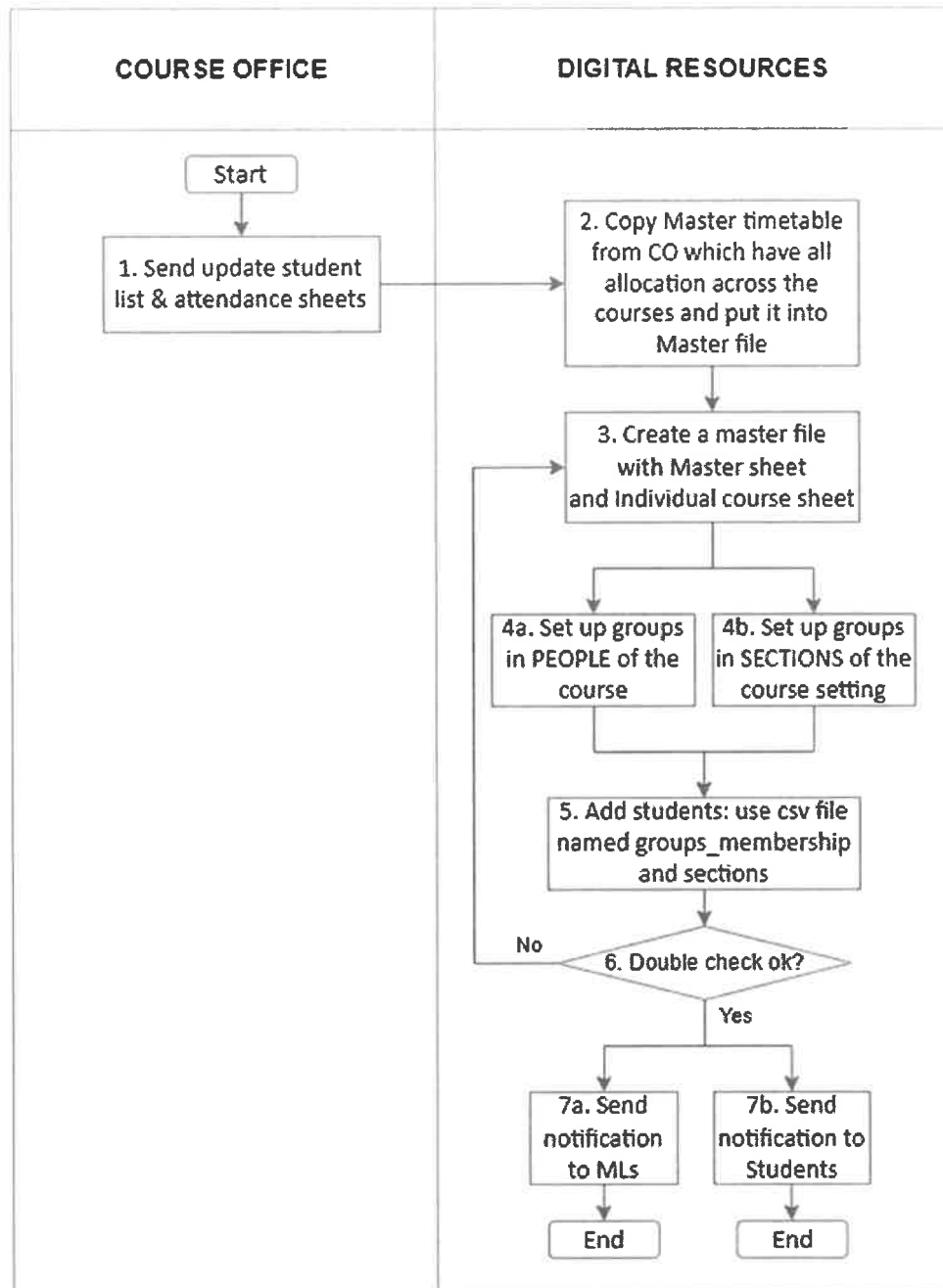


b. Roles & responsibilities

| Step | Process Activities | Deadline | Output | PIC |
|-------------|--|----------------------------------|--|------------|
| 1 | Send approved teaching allocation of the semester | | Approved teaching allocation of the semester | CO |
| 2 | Prepare csv files based on Teaching allocation to import onto Canvas | 6 weeks before starting date | Imported file on Canvas | DR |
| 3 | Send notification to PLs and MLs | 5 weeks before starting date | Email to PLs and MLs | DR |
| 4 | Double check if uploaded files ok or not: - If Yes, move to step 5 - If No, move to step 2 | 1 week before starting date | Checked files | DR |
| 5 | Set up 'virtual class links & recording' in each course - paste all links in that page (only apply for online class) | | Links on Canvas | DR |
| 6 | Enrol student and send notification | | Notification | DR |
| 7 | Double check if ok or not: - If Yes, move to step 8 - If No, move to step 6 | | Double checked information | DR |
| 8 | Send notification, Canvas guidance to new students | | Email to students | DR |
| 9 | Get latest updated Student and Programme handbook from CO | When material is available | Updated Student and Programme handbook | DR |
| 10 | Send latest updated Student and Programme handbook to LRC | | Updated Student and Programme handbook | CO |
| 11 | Upload on Canvas and double check | When material is available | File on Canvas | DR |
| 12 | Check all materials uploaded ok or not: - If Yes, move to step 13 - If No, move to step 11 | 1 week before starting date | Uploaded materials | DR |
| 13 | Enrol students | | Enrolled students | DR |
| 14 | Final check in the first week of semester | 1 st week of semester | Checked materials | DR |

4.2 Set up tutorial groups on LMS Canvas

a. Flowchart

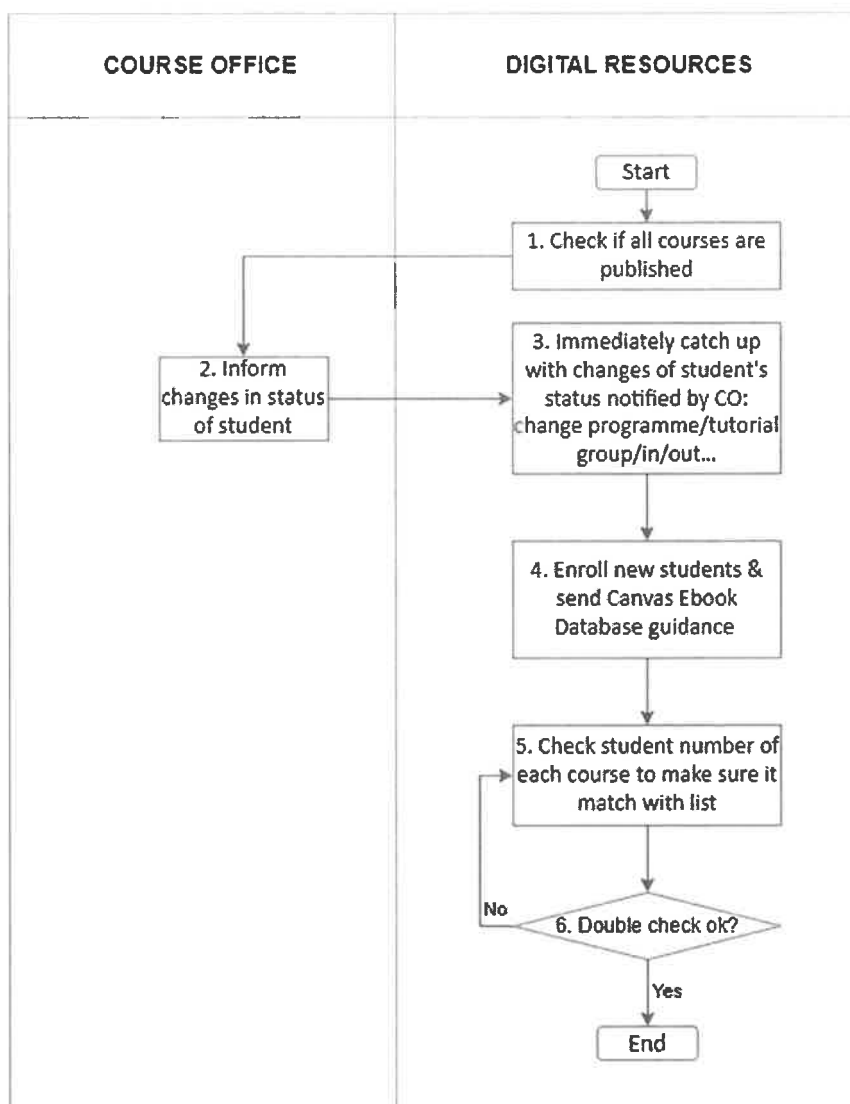


b. Roles & responsibilities

| Step | Process Activities | Deadline | Output | PIC |
|-------------|--|------------------------------|--|------------|
| 1 | Send update student list & attendance sheets | | Updated student list & attendance sheets | CO |
| 2 | Copy Master timetable from CO which have all allocation across the courses and put it into Master file | 2 weeks before starting date | Master file | DR |
| 3 | Create a master file with Master sheet and Individual course sheet | 1 week before starting date | Master file | DR |
| 4a | Set up groups in PEOPLE of the course | 1 week before starting date | Master file | DR |
| 4b | Set up groups in SECTIONS of the course setting | 1 week before starting date | Master file | DR |
| 5 | Add students: use csv file named groups_membership and sections | 1 week before starting date | Master file | DR |
| 6 | Double check if ok or not: - If Yes, move to step 7a and 7b - If No, move to step 3 | 1 week before starting date | Double checked information | DR |
| 7a | Send notification to MLs | 1 week before starting date | Email to MLs | DR |
| 7b | Send notification to Students | 1 week before starting date | Email to students | DR |

4.3 Monitor LMS Canvas at the beginning of the semester

a. Flowchart




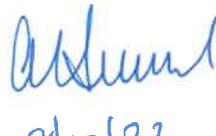



b. Roles & responsibilities

| Step | Process Activities | Deadline | Output | PIC |
|-------------|---|-----------------------------|-----------------------------------|------------|
| 1 | Check if all courses are published | 1 week before starting date | Course on Canvas | DR |
| 2 | Inform changes in status of student | | Changes in status of student | CO |
| 3 | Immediately catch up with changes of student's status notified by CO: change programme/tutorial group/in/out... | Based on CO request | Students are enrolled onto Canvas | DR |
| 4 | Enrol new students & send Canvas E-book Database guidance | When having new students | Students are enrolled onto Canvas | DR |
| 5 | Check student number of each course to make sure it matches with list | When having new students | Checked information | DR |
| 6 | Double check if ok or not: - If Yes, end of procedure - If No, move to step 5 | | Double checked information | DR |

5. APPROVALS

- a. Policy development or review will be endorsed by Head of Registry and approved by CAO prior to implementation and execution.
- b. Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.
- c. This document is approved and effective from the date of signing:

| Prepared by | Checked by | Checked by | Confirmed by | Approved by |
|--|--|---|---|---|
|  6/12/22 Tran Duc Trung Academic Compliance Manager |  6/12/22 Vu Thuy Chau Associate Manager, Learning Resource Centre |  8/12/22 An Nhat Linh Associate Manager, Registry Services |  8/12/22 Tony Summers Deputy Chief Academic Officer |  9/12/22 Christopher Jeffery Chief Academic Officer |

6. RECORDS

| Records (What) | Medium (How) | Responsibility (Who) | Retention Period (Active) (When) |
|-------------------|-----------------|-------------------------|-------------------------------------|
| | | | |
| | | | |

7. REFERENCES

Document Ref _____

05/2022/LRC/BUV-REGISTRY

Document Title

LMS Canvas Course Setup and Management for
New Semester Procedure

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