

DIGITAL LEARNING AND TEACHING MATERIALS MANAGEMENT PROCEDURE

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Officer	DVC	
2.0	Academic Compliance Officer	DVC	

1. PURPOSE

This process has been developed to support British University Vietnam (BUV)'s Learning Resource Centre (LRC) to ensure that appropriate digital learning and teaching materials are available and well managed to help student to do their best in study.

2. SCOPE

This process is applied for all programmes that are being implemented at BUV.
This procedure is scheduled to be reviewed in March 2023.

3. DEFINITIONS

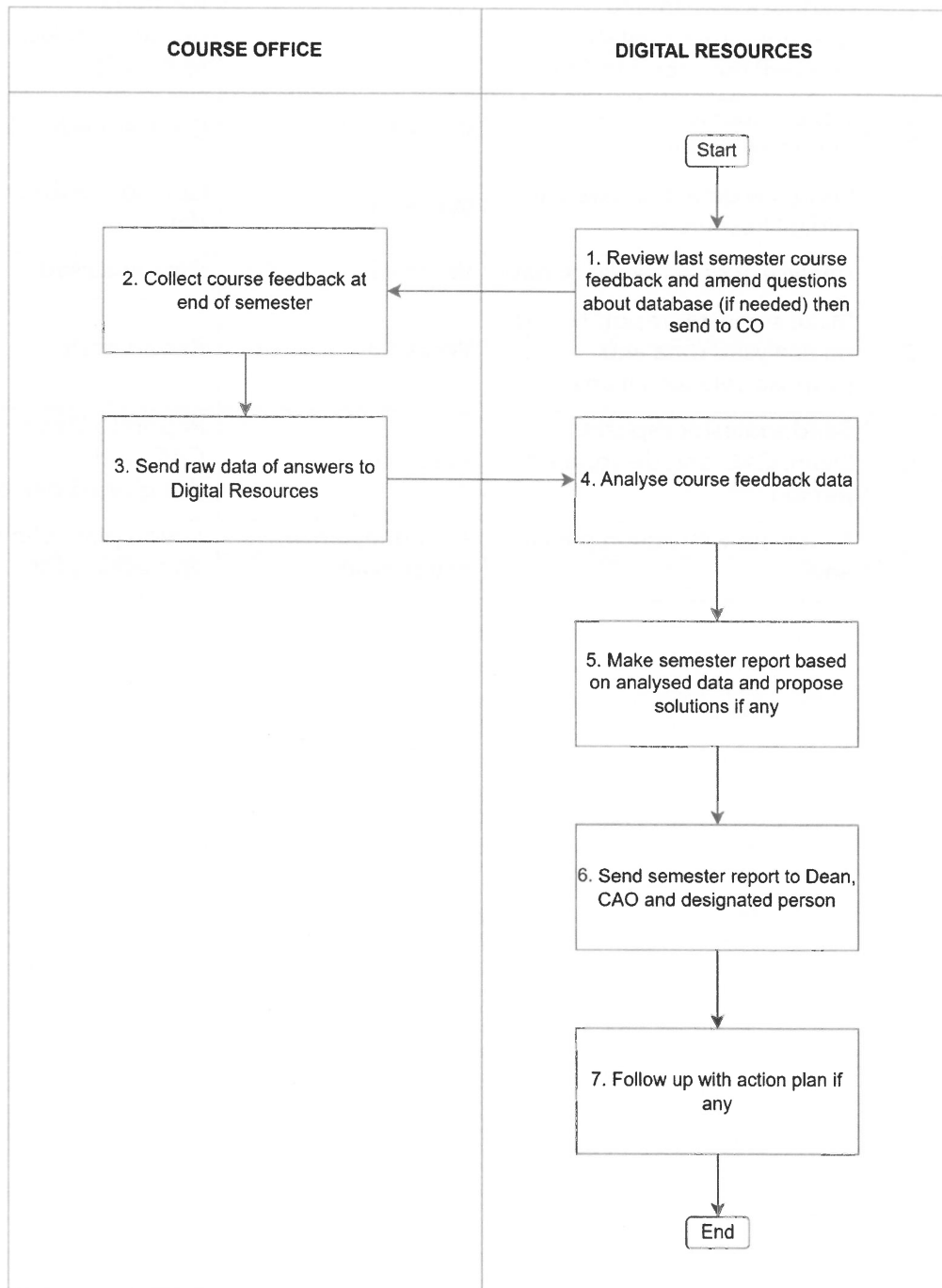
a. Abbreviations

Abbreviations	Definitions
BUV	British University Vietnam
DR	Digital Resources
LRC	Learning Resource Centre
CO	Course Office
CAO	Chief Academic Officer

4. PROCESS

4.1 Academic Databases management & efficiency evaluation

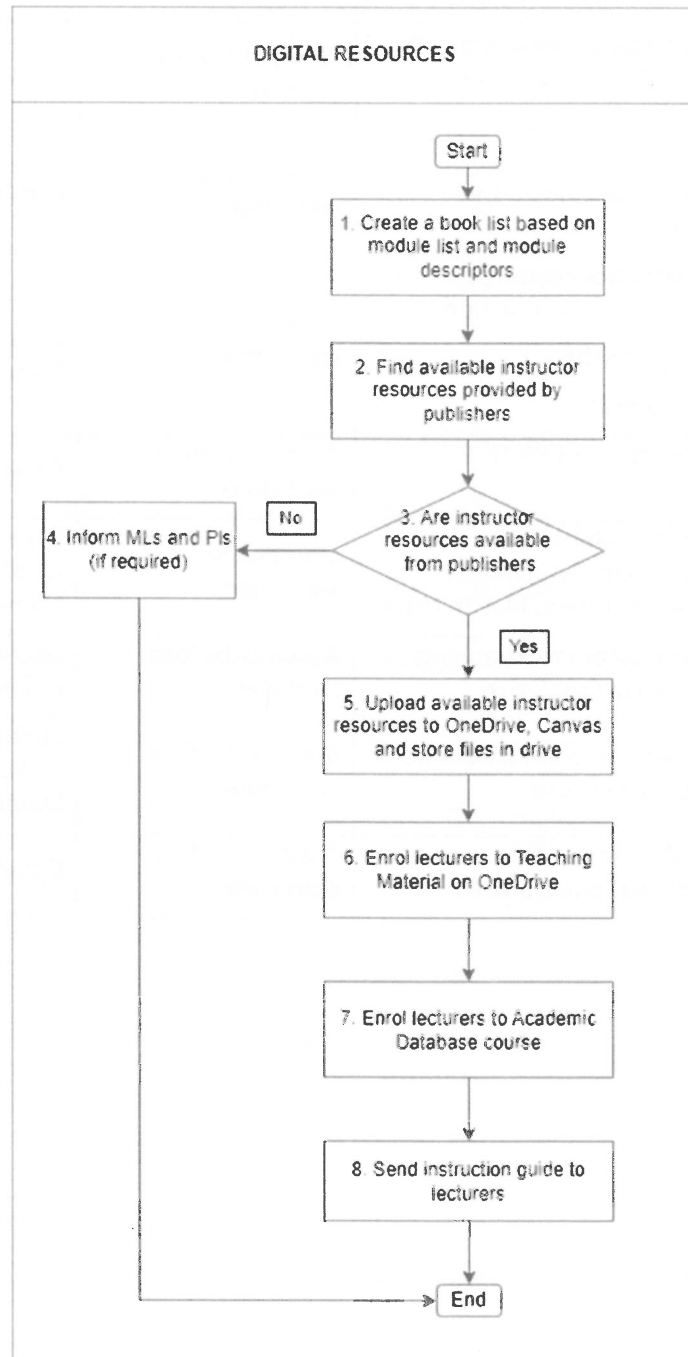
a. Flowchart



b. Roles & responsibilities

Step	Process Activities	Deadline	Output	PIC
1	Review last semester course feedback and amend questions about database (if needed) then send to CO	Week 8	Revision in course feedback questions related to database	DR
2	Collect course feedback at end of semester	Week 9 - 10	Course feedback	CO
3	Send raw data of answers to Digital Resources	Week 11	Course feedback data	CO
4	Analyse course feedback data	Week 12	Data analysed	DR
5	Make semester report based on analysed data and propose solutions if any	Week 13	Report draft	DR
6	Send semester report to Dean, CAO and designated person	Week 14	Report to Dean, CAO and designated person	DR
7	Follow up with action plan if any	As requested in action plan	Action plan follow up tracking list	DR

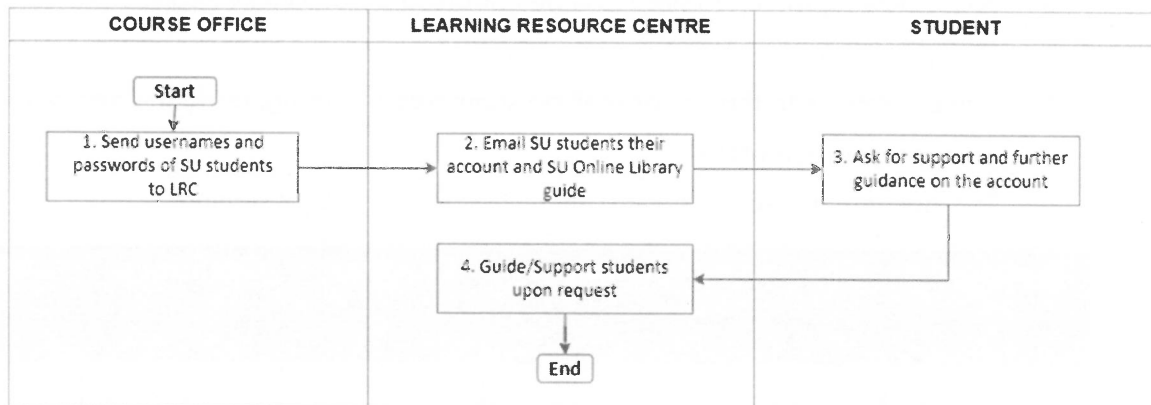
4.2 Teaching Materials management on LMS Canvas
a. Flowchart



b. Roles & responsibilities

Step	Process Activities	Deadline	Output	PIC
1	Create a book list based on module list and module descriptors	12 weeks before start date	Files on drive,	DR
2	Find available instructors resources provided by publishers	12 weeks before start date	Files on drive,	DR
3	Are instructor resources available from publishers? If yes, go to [5] If no, go to [4]	6 weeks before start date	Files on drive, OneDrive and Canvas	DR
4	Inform MLs and Pls (if required)	6 weeks before start date	Email	DR
5	Upload available instructor resources to OneDrive, Canvas and store files in drive	5 weeks before start date	Files on drive, OneDrive and Canvas	DR
6	Enrol lecturers to Teaching Material on OneDrive	4 weeks before start date	Lecturers enrolled in Teaching Material	DR
7	Enrol lecturers to Academic Databases course	4 weeks before start date	Lecturers enrolled in Academic Database course	DR
8	Send Academic Databases guidelines to lecturers	4 weeks before start date	Emails to lecturers	DR

4.3 SU library account access management
a. Flowchart

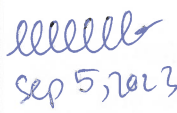

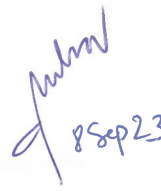
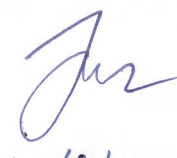
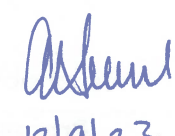
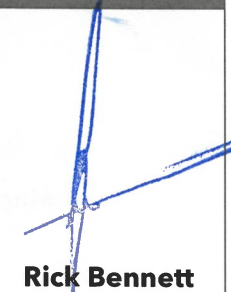


b. Roles & responsibilities

Step	Process Activities	Deadline	Output	PIC
1	Send usernames and passwords of SU students to LRC		Usernames and passwords of SU students	CO
2	Email SU students their account and SU Online Library guide	1 week since receiving account	Email to students	LRC
3	Ask for support and further guidance on the account		Enquiry	Student
4	Guide/Support students upon request	Within 24 hours	Guidance and support	LRC

5. APPROVALS

- a. Policy development or review will be endorsed by University Registrar and approved by DVC 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	Checked by	Confirmed by	Approved by
 sep 5, 2023 Hoang Linh Chi Senior Officer, Academic Compliance	 5 Sep 2023 Vu Thuy Chau Associate Manager, Learning Resource	 8 Sep 23 An Nhat Linh Manager, Student Academic Support	 12/9/23 Tran Duc Trung Deputy University Registrar	 12/9/23 Tony Summers University Registrar	 Rick Bennett Deputy Vice- Chancellor and Vice-President

6. RECORDS

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

7. REFERENCES

<u>Document Ref</u>	<u>Document Title</u>
005/2023/LRC/BUV-SAS	Digital learning and teaching materials management procedure

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