



Operating Protocol & Procedure

Details:

Number: 613

Title: Use of Learning Management System (Desire2Learn)

Category: Instruction

Office of Primary Responsibility: Vice President of Academic Support

Approval Date: 8/31/15

Effective Date: 8/31/15

Revised: 12/9/24

Reviewed: December 2024

Purpose:

To outline the minimal requirements for the use of PCC's current learning management system.

Applicability:

Faculty and instructors

Definitions:

Learning Management System (LMS) – software application or web-based technology used to plan, implement, and assess a specific learning process

References:

["D2L Requirements Instructors Guide"](#)

Attachments:

None

Operating Protocol:

As part of our commitment to effective communication and streamlined administrative processes, Pueblo Community College (PCC) mandates the use of the designated Learning Management System (LMS) endorsed by the Colorado Community College System. Instructors should refer to the D2L Requirements Instructors Guide for details.

Procedure:

Key Requirements for LMS Usage:

1. **Instructor Contact Information:** All faculty members are expected to upload their contact details, including office hours, email addresses, and phone numbers, to the LMS. This ensures that students can easily reach out for academic support or schedule appointments.

2. **Grades and Assessment:** The LMS serves as the central hub for recording and sharing student grades. Instructors must promptly update and post grades for assignments, quizzes, exams, and other assessments. Transparency in grading fosters student engagement and accountability.
3. **Syllabus Distribution:** Each course syllabus should be uploaded to the LMS. This document provides essential information about course objectives, policies, assignments, and due dates. Students rely on the syllabus to navigate the course successfully.
4. **Email Communication:** The LMS facilitates efficient communication between instructors and students. Use the platform to send announcements, reminders, and personalized messages. Timely communication enhances the overall learning experience.
5. **Attendance Tracking:** Instructors are responsible for recording student attendance through the LMS. Regular attendance is crucial for student success, and accurate tracking helps identify early intervention opportunities.