

Computing and Information Services- Fred Miller, Chief Information Officer

Title: Course Management System (CMS)

Applicable: Furman University (Students and Faculty)

Contacts: The Computer Help Desk ext.3277

Background: This policy addresses the implementation of a CMS, an on-line interface that allows students to take classes, participate in discussions, take tests, receive assignments on-line and have access to class announcements. This policy states who is authorized to use the system, what may be placed on the system, as well as account and course creation and deletion specifications.

Policy: All current Furman faculty members are entitled to the creation of a CMS account, which will house on-line forums for each class they are currently teaching. All current Furman students are entitled to a CMS account if it is required for their classes. Staff members, whose jobs require them to use the CMS for faculty support reasons, are entitled to the creation of a CMS account.

Guidelines:

- 1) All current Furman faculty members are entitled to the creation of a CMS account, which will house on-line forums for each class they are teaching. Staff members, whose jobs require them to use CMS for faculty support reasons, are entitled to the creation of a CMS account.
- 2) All current Furman students that are taking a class, which utilizes the CMS, are entitled to a CMS account.
- 3) Upon leaving the University, faculty CMS accounts will be deactivated.
- 4) Student CMS accounts will be deactivated upon either graduation or withdrawal from the University.
- 5) Before deactivated accounts can be deleted, CMS courses containing those users must be archived. Faculty members are responsible for creating and maintaining their own archives. Archives should be conducted by the first week in July of every year. Computing and Information services will provide instruction for those that need help with the archiving process. Notification will be sent via e-mail to remind professors to archive their courses two weeks before the archive process should be completed. Backup restoration will not be preformed for users that miss the archival period.
- 6) All deactivated accounts will be deleted in bulk the third week in July of every year.
- 7) Any user needing more than the standard CMS disk quota may make a special request to the Help Desk for a quota increase. If space becomes limited, the archival process may be accelerated.

- 8) Account requests will be processed within 48 business hours of receiving the request.
- 9) Course requests will be processed within 48 business hours of receiving the request.
- 10) As with any personal account, users must not share their username or password with anyone. All users are responsible for all material originating from their account. Any vulgar, inappropriate or harassing material originating from your account could result in the termination of the account, disciplinary action and/or possible criminal charges. For more information on the University's harassment policy please refer to University policy 094.1 Harassment.
- 11) Computing and Information Services accepts no responsibility for procuring permission to post copyrighted materials placed in the CMS. That responsibility lies with the user placing the information in the CMS.
- 12) The Chief Information Officer must approve all other special requests.