

Learning Content Management Procedure

Policy Code: IM1955

Table of Contents

Purpose	1
Scope	1
Legislative Context	1
Definitions	2
Supporting Documents	2
Responsibility	3
Actions	3
1. Learning Content Management Repositories	3
2. Scope and use of content management systems	4
3. Virtual Learning Environment	4
4. Sustainable learning resource development and discovery	5
5. Video-based learning content	6
6. Copyright compliance	6
7. Integrity of use	7
Promulgation	8
Implementation	8
Records Management	8

Purpose

This procedure supports and mandates the implementation of Federation University Australia's [Learning and Teaching Policy](#) and [Records Management Policy](#). It identifies the roles and responsibilities of all parties involved in learning content management.

Scope

This procedure applies to all Federation University Australia (FedUni) and partner staff who develop, contribute to and/or use learning content within the delivery of FedUni programs.

This procedure does not apply to FedUni's corporate website content, FedUni Library resources nor the websites or learning content systems of associated partner providers.

Legislative Context

- Federation University Act 2010
- The Higher Education Standards Framework (Threshold Standards) 2011
- Australian Qualifications Framework (AQF)
- National Vocational Education and Training Regulator Act 2011
 - Australian Skills Quality Authority (ASQA) Standards for Registered Training Organisations 2015
- Copyright Act 1968 (Cth)

Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.

Authorised by: Deputy Vice-Chancellor (Academic) | Document Owner: Director, CLIPP | Original Issue: 25/11/2015 | Current Version: 25/11/2015 | Review Date: 25/11/2020 | Policy Code: IM1955

CRICOS Provider Number: 00103D

Definitions

Definitions relevant to this procedure are contained within both the [Learning and Teaching Policy](#) and [Records Management Policy](#).

A further list of definitions **specifically** relevant to this procedure is included below:

Term	Definition
Assessment	The process of collecting evidence and making judgements on whether the agreed outcome for that assessment task has been achieved
Assessment task	A specific, discrete learning activity or exercise designed to obtain evidence about a student's achievement of the published learning outcomes of a course. Tasks can be formative or summative, including essays, presentations, performance, exhibition or final examination
Content author	The person responsible for entering content into the learning content management system
Content owner	The person/s who own the learning content
Copyright	A legal right created by law that grants the creator of an original work exclusive rights to its use and distribution for a limited time
Course	A subsidiary element of a program
Creative Commons license (CC)	One of several public copyright licenses that enable the free distribution of an otherwise copyrighted work. A CC license is used when an author wants to give people the right to share, use, and build upon a work that they have created
Ethical use	Right, good and proper use; principled decision-making
Intellectual property (IP)	IP covers the wide range of intangible property that is the result of creative and intellectual effort of individuals or organisations
Learning Content	A term widely used by educators, <i>content</i> knowledge refers to the body of information that is taught and that students are expected to <i>learn</i> in a given course or <i>content</i> area
Linking	Navigation options within a Moodle site, eg automatically linking certain words/phrases anywhere in the course to the glossary entry; or linking to external sites
Metadata	Provides context to data allowing it to be found, understood and used by others within the organisation
Program	Study/research leading to the granting of an official award or qualification – refer Schedule 5.1. A program contains subsidiary elements referred to as courses
Scaffolding	Instructional techniques used to move students progressively towards stronger understanding and, ultimately, greater independence in the learning process
Virtual learning environment (VLE)	A web-based system delivering digital learning materials to students

Supporting Documents

- [Learning and Teaching Policy](#)

Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.

Authorised by: Deputy Vice-Chancellor (Academic) | Document Owner: Director, CLIPP | Original Issue: 25/11/2015 | Current Version: 25/11/2015 | Review Date: 25/11/2020 | Policy Code: IM1955

CRICOS Provider Number: 00103D

- [Records Management Policy](#)
- [Records Management Procedure](#)
- [Use of Learning Technologies Procedure](#) (under construction)
- [Copyright Procedure](#)
- [Staff eLearning HUB](#)

Responsibility

- Deputy Vice-Chancellor (Learning & Quality) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure
- Director, Centre for Learning Innovation and Professional Practice (CLIPP) is responsible for maintaining the content of this procedure as delegated by Academic Board
- Executive Officer, CLIPP is responsible for the administration support for the maintenance of this procedure as directed by the Manager, Learning Futures and eLearning

Actions

Each of the actions below prescribes the activities and steps to be followed by all Federation University staff who contribute to and utilise learning content:

1. Learning Content Management Repositories

There are currently two **approved** systems used to store learning content/resources, developed by staff, associated with course delivery at FedUni:

NOTE: neither Moodle nor Equella should be used for the storage of corporate or administrative items - refer to [Records Management Procedure](#)

	Repository	Suggested Use
1	Moodle – A learning management system where access to stored resources is limited to those students and staff enrolled within a specific Moodle shell or course.	<ul style="list-style-type: none"> • Storage of learning and assessment content that should only be made available to those students enrolled within a specific course shell • Storage of non-teaching related activity such as communities of practice or project-related work
2	Equella – A content repository system where access to resources (read only) is shared amongst all FedUni and partner teaching staff. Note: students can only access resources in Equella that are linked to specific courses for which they are enrolled in Moodle.	<ul style="list-style-type: none"> • Learning materials can be added to Moodle via Equella by using drag and drop and/or discovered through the add an

Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.

Authorised by: Deputy Vice-Chancellor (Academic) | Document Owner: Director, CLIPP | Original Issue: 25/11/2015 | Current Version: 25/11/2015 | Review Date: 25/11/2020 | Policy Code: IM1955

CRICOS Provider Number: 00103D

	Repository	Suggested Use
		Equella resource functionality <ul style="list-style-type: none"> Library eReadings collection
3	Kaltura – A multimedia publication and streaming server	<ul style="list-style-type: none"> Creation, storage and publication of video and audio based learning content. Video and audio published in Kaltura and be embedded in any Moodle resource, learning activity, or assessment.

The FedUni Library also has a significant collection of digital content such as online journals, ebooks and multimedia resources that teaching staff can link to/from within Moodle course shells.

2. Scope and use of content management systems

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Content delivery	Teaching staff	<ol style="list-style-type: none"> Consider if the content is to be used in learning and teaching or related to the delivery of the approved curriculum of the course All FedUni developed resources related to learning activities must be stored on Moodle or Equella
B.	Third party & Library content	Program Coordinator/ Course Coordinator	<ol style="list-style-type: none"> May be delivered to students through Moodle via approved integrations or with appropriate scaffolding and linking Seek advice from FedUni Library and CLIPP staff before purchasing third party content on behalf of the University

3. Virtual Learning Environment

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Ensure that multimedia files are correctly stored	Teaching staff	<ol style="list-style-type: none"> Determine the size of multimedia files before deciding the storage location (learning content management systems such as Moodle are

Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.

Authorised by: Deputy Vice-Chancellor (Academic) | Document Owner: Director, CLIPP | Original Issue: 25/11/2015 | Current Version: 25/11/2015 | Review Date: 25/11/2020 | Policy Code: IM1955

CRICOS Provider Number: 00103D

	ACTIVITY	RESPONSIBILITY	STEPS
			<p>not designed for storing, accessing or streaming large e.g. >20MB multimedia files. These can impact system performance and stability)</p> <p>2. Store large video files on either Equella or Kaltura video streaming server or link to licensed streaming content available through the library</p>
B.	Storage of large learning resource files >10MB	Teaching staff	<p>1. Consider the user experience and cost of remote students accessing large learning resources</p> <p>2. Consider options for reducing the file size and seek advice from CLIPP if required</p>
C.	Deleting content	CLIPP/ITS	<p>1. Periodically review Moodle for learning resources that may compromise the stability and integrity of the virtual learning environment (VLE)</p>
D.	Archiving	CLIPP/ITS	<p>1. When no longer required, archive content to the FedUni's approved storage system</p>

4. Sustainable learning resource development and discovery

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Finding content	Teaching staff	<p>1. Check if resource is already available via:</p> <ul style="list-style-type: none"> • Equella • Kaltura • The FedUni Library online collections • Open educational resource bank • Open access journals
B.	Reusing content	Teaching Staff	<p>1. If the resource can be reused by self or another staff member it should be stored in Equella or Kaltura in the case of video and audio files</p> <p>2. Consider storing components (resources) of final objects as part of a package that can be updated in the future eg</p>

Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.

Authorised by: Deputy Vice-Chancellor (Academic) | Document Owner: Director, CLIPP | Original Issue: 25/11/2015 | Current Version: 25/11/2015 | Review Date: 25/11/2020 | Policy Code: IM1955

CRICOS Provider Number: 00103D

	ACTIVITY	RESPONSIBILITY	STEPS
			<p>PowerPoint slides used in video or images used in SCORM packages</p> <p>3. Use appropriate descriptive tags and file-naming (metadata) eg tag the resource with keywords associated with the discipline and knowledge area</p>

5. Video-based learning content

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Maximising the quality of the student experience	Teaching staff	<ol style="list-style-type: none"> 1. Consider if and when video is the most appropriate and effective method of delivering learning content 2. Review guidance on good practice on using video based learning content/resources: http://federation.edu.au/staff/learning-and-teaching/clipp/teaching-with-technology/elearning-hub/video-recording
B.	Storing video content	Teaching staff	<ol style="list-style-type: none"> 1. If you wish to store video content, use Kaltura which provides seamless access via Moodle and the option to stage/preview content - DO NOT store videos on Moodle as it is difficult for students to consume 2. Alternatively, drag and drop video into Equella via Moodle if the video is transcoded into unacceptable size and format and less than 100MB

6. Copyright compliance

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Identifying status	Teaching staff	<ol style="list-style-type: none"> 1. Identify copyright status of any learning content that is not original, before adding it to Moodle, Equella or Kaltura

Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.

Authorised by: Deputy Vice-Chancellor (Academic) | Document Owner: Director, CLIPP | Original Issue: 25/11/2015 | Current Version: 25/11/2015 | Review Date: 25/11/2020 | Policy Code: IM1955

CRICOS Provider Number: 00103D

	ACTIVITY	RESPONSIBILITY	STEPS
			2. Investigate the use of Creative Commons (CC) licensed materials
B.	Seeking support	Teaching staff	<ol style="list-style-type: none"> 1. Understand licensing restrictions <ul style="list-style-type: none"> • Review the University's Copyright for teaching website • Seek guidance from the Library and/or CLIPP • Refer complex queries to Copyright Services 2. Use the University Library's eReadings service to arrange online communication of print copyright materials (book chapters and journal articles) for linking via Moodle
C.	Avoiding unacceptable use	Teaching staff	<ol style="list-style-type: none"> 1. Format shifting from DVD and/or other sources may not be permitted 2. Harvesting video content from YouTube and republishing on Moodle, Equella or Kaltura 3. Scanning and/or uploading of book chapters and journal articles by teaching staff is not permitted

7. Integrity of use

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Storing assessments	Teaching staff	<ol style="list-style-type: none"> 1. Do not store any resource on Equella or Kaltura that would compromise the integrity of assessment in your course 2. Remember that objects stored on Equella are discoverable by all FedUni staff who may also be students
B.	Using ethically	Teaching staff	<ol style="list-style-type: none"> 1. When adapting or re-using existing resources, contact the creator and discuss proposed use 2. Acknowledge the original source using normal conventions

Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.

Authorised by: Deputy Vice-Chancellor (Academic) | Document Owner: Director, CLIPP | Original Issue: 25/11/2015 | Current Version: 25/11/2015 | Review Date: 25/11/2020 | Policy Code: IM1955

CRICOS Provider Number: 00103D

	ACTIVITY	RESPONSIBILITY	STEPS
C.	Owning IP	Teaching staff	<ol style="list-style-type: none"> 1. By default any item stored on Equella will be accessible to any FedUni teaching staff or partner providers 2. Do not store content on Equella unless FedUni owns the intellectual property or the use of such content has been licensed 3. By default items stored on Kaltura are restricted to the user who published them and/or to the Moodle course where they are embedded

Promulgation

The [Learning Content Management Procedure](#) will be communicated throughout the University community in the form of:

- An Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure.
- Learning and Teaching Committee
- Academic Induction Program

Implementation

The [Learning Content Management Procedure](#) will be implemented throughout the University via:

- Information Sessions; and/or
- CLIPP Training Sessions

Records Management

Title	Location	Responsible Officer	Minimum Retention Period
Learning content	University approved Learning Content Management system (LMS)	CLIPP/ITS	Higher Education -retain for 12 months after administrative use has concluded VET - retain for 7 years after administrative use has concluded
Learning activities	University approved (LMS)	CLIPP/ITS	Higher Education -retain for 12 months after administrative use has concluded VET - retain for 7 years after administrative use has concluded

Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.

Authorised by: Deputy Vice-Chancellor (Academic) | Document Owner: Director, CLIPP | Original Issue: 25/11/2015 | Current Version: 25/11/2015 | Review Date: 25/11/2020 | Policy Code: IM1955

CRICOS Provider Number: 00103D

Title	Location	Responsible Officer	Minimum Retention Period
Assignments/Submissions	University approved (LMS)	CLIPP/ITS	Higher Education -retain for 12 months after administrative use has concluded VET - retain for 7 years after administrative use has concluded
Assessment tasks	University approved (LMS)	CLIPP/ITS	Higher Education -retain for 12 months after administrative use has concluded VET - retain for 7 years after administrative use has concluded
VET Assessment tools	University approved Records Management System	CLIPP/ITS	Higher Education -retain for 12 months after administrative use has concluded VET - retain for 7 years after administrative use has concluded

Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.

Authorised by: Deputy Vice-Chancellor (Academic) | Document Owner: Director, CLIPP | Original Issue: 25/11/2015 | Current Version: 25/11/2015 | Review Date: 25/11/2020 | Policy Code: IM1955

CRICOS Provider Number: 00103D