



**TEXILA
AMERICAN
UNIVERSITY**



**Policy on Resources Availability
in
Learning Management System (LMS)**

Texila American University - Zambia

Policy on resource availability in LMS

1. Purpose

The purpose of this policy is to ensure that all students have access to necessary educational resources through the university's Learning Management System (LMS) in a timely, consistent, and reliable manner. This includes access to course materials, assignments, grades, and any other resources provided by the faculty.

2. Scope

This policy applies to all students, faculty, and staff involved in courses delivered through the LMS at Texila American University – Zambia

3. Clear Deadlines for Resource Upload

- **Faculty Responsibility:** Instructors should upload course materials (lecture notes, readings, videos, etc.) **at 30 days before the start of the course** and update them regularly. This allows students to prepare in advance.
- **Administration Support:** The academic affairs office should monitor as per the guidelines for instructors to ensure materials are consistently uploaded on time. This can be a part of the instructor's course planning.

4. Course Materials Availability

- **Initial Access:** All course-related resources should be made available to students **at the beginning of the semester**. This includes syllabi, reading lists, course schedules, and introductory materials.
- **Ongoing Updates:** Any updates to resources or supplementary materials should be made available within **24-48 hours** after the instructor modifies or adds content.
- **Resource Sections:** Ensure materials are easy to find and well-organized in sections (e.g., Modules, Assignments, Readings, Discussions).

5. Assignments and Assessment Deadlines

- **Pre-Assignment Posting:** Assignments should be posted as soon as the instructor provides them to the class, with clear deadlines.
- **Timely Feedback:** Grades and feedback for submitted assignments should be provided within **two weeks** of submission to ensure timely evaluation and improvement.

Texila American University - Zambia

6. Regular Communication and Announcements

- **Timely Announcements:** Instructors should post important updates, assignment changes, or clarification messages through the LMS announcement system.
- **Proactive Notifications:** If there is an issue with resource availability (e.g., technical difficulties), instructors should notify students as soon as possible through announcements.

7. Technical Support and Accessibility

- **LMS Support:** Universities have a **technical support team** available to resolve any LMS-related issues (e.g., inaccessible content or login issues) promptly. Aim for a resolution within **24 hours** for issues.
- **User-Friendly Design:** LMS systems should be user-friendly and accessible across devices to minimize barriers to students accessing materials on time.

8. Monitoring Timeliness of Resource Availability

- **Regular Audits:** The audits to be conducted every quarter on LMS to ensure that resources are being uploaded on time and that there are no significant delays.
- **Faculty Accountability:** Instructors should be held accountable for meeting deadlines. If resources are delayed, they should be addressed by department heads or instructional support teams.

9. Student Access and Feedback

- **Student Feedback:** A simple system for feedback or course evaluations will help identify areas for improvement.
- **Access to Resources:** Students have 24/7 access to materials on the LMS, except during scheduled system maintenance, which should be communicated in advance.

Key Elements for Timely Availability of Resources

- **Pre-Semester Preparation:** Resources should be uploaded before the semester starts to give students a head start.
- **Real-Time Updates:** Course content should be updated regularly to reflect any changes.
- **Consistent Communication:** Instructors should notify students promptly of any changes or delays in resource availability.

Texila American University - Zambia

- **Efficient Technical Support:** Ensure fast resolution of technical issues that may hinder access to resources.
- **Accountability Systems:** Regular checks on instructors to ensure materials are available as promised.
- **Library Information Resource Network (LIRN) :** LIRN gives library users access to a collection of e-books, e-journals, and databases. It helps users find credible academic sources and research materials.

LIRN can be part of a collaboration between educational institutions to provide students with advanced resources.

Students can access LIRN from their LMS under <TAU Services>.