Meeting Notes from 06-16-2014, 2:00 pm, Weir Hall Room 115

**Members Present:** Penny Rice, Jimmy Ball, Elliott Hutchcraft

As part of the ongoing Learning Management System (LMS) review process, this committee worked to develop a Request for Information (RFI) to be sent out to vendors.

The committee reviewed RFI's from other institutions to help determine what information should be presented in our RFI.

- http://www.scribd.com/doc/21384/LMS-RFI-Selection-Criteria

- http://www.it.umd.edu/ELMSeval/RFI.pdf

- https://docs.google.com/file/d/0Bx8UOdJHpCtBTGJmRVo4ZEd1dUk/edit

- http://blogs.uoregon.edu/lmsreview/2013/04/26/lms-request-for-information-posted/

In today's meeting, the following RFI was created.  This proposed RFI will be sent to the remainder of our committee for review/comment.


**University of Mississippi Learning Management System Request for Information**

A.  **Enterprise level solution and scalability**
- Provide list of other educational institutions using the LMS in instances of more than 25,000 accounts.
- What is the maximum number of users allowed on the LMS at one time?
- What is the maximum number of users that can be enrolled in a course?
- Does the LMS include an API that allows automated class creation, enrollments, withdrawals, etc.  Detail additional API functionality.
- Does the LMS adjust its resources to balance different loads and demands?
- What is the standard published plan for providing upgrades and new releases of the LMS?

B.  **Security and Authentication**
- What authentication methods are supported by the LMS?
- How does the LMS accommodate users without credentials from the primary authentication mechanism?
- What levels of encryption and security does the LMS support?
  - Include description of security, addressing confidentiality and other requirements of FERPA and those pertaining to the protection of personally identifiable information.

C.  **Infrastructure**

- Is the LMS open-source or proprietary?
- Is the LMS hosted or non-hosted?
- What is the LMS storage capacity for high-volume usage?
- What are the LMS provisions for data storage?
- What are the LMS provisions for large file size transport and video streaming capabilities?
- What import/export features are available to ensure easy migration between solutions?
- When system patches are applied, what is the rollback procedure?
- For hosted solution, describe plans for backup and disaster recovery.

## D. Features

Describe in detail how the LMS handles each of the features below. If additional features are available, please detail those as well.

1. Design and Layout
   - Can an instructor customize the look of a course site? (e.g. menu color, layout, background, banner, etc.) Detail available options.
   - Can an instructor create custom course menus? (e.g. add new menu items, change menu order, etc.) Detail available options.
2. Content Authoring and Organization
   - Multiple file uploads and drag and drop capabilities
   - Support of multimedia files (text, audio, video, etc.)
   - Support for multiple languages
   - Course templates containing design specifications (color, layout, etc.)
   - Ability to create content modules
   - Ability to copy content between courses
3. Content Management
   - Can the LMS auto-generate content items from multiple file uploads? (i.e. If an instructor uploads a folder (or set of folders), can the system auto-generate an individual content item for each item in the folder?)
   - Control item availability based on date/time
   - Adaptive release options
   - Bulk delete items/recycle course
   - Describe how the LMS accommodates users who wish to store course materials and media in secure, persistent repositories for use in multiple courses and multiple terms.
   - Ability to upload course cartridges
4. Course Import/Export Options
   - Can an instructor export a copy of the course for import into another LMS?
   - Can a course that was exported from the LMS then be imported into the LMS under a new course name?

- Can a student export all of his work/assignment submissions as a single .zip file?
5. Communication
    - Describe how the LMS handles the following communications:
        - Announcements
        - Email
            - Are attachments allowed?
        - Notifications
        - SMS messaging
6. Assignment Creation, Submission, and Grading
    - Secure online assignment submissions
    - Bulk download of student assignment submissions
    - Create gradebook column when assignment is created
    - Inline grading/annotation feedback directly onto assignments
    - Control assignment availability/due date
    - Flexibility to accept late submissions
    - Ability to create group assignments
7. Plagiarism Detection Tool
    - Does the LMS provide a plagiarism detection Tool?
    - If so, please describe how it is integrated into the LMS with regard to assignments/submissions.  Give details about the sources are used when checking for plagiarism.
8. Users and Groups
    - Instructor ability to add and remove users from course
    - Instructor ability to assign permissions to specific users in the course
    - Ability to create groups via:
        - Self enrollment
        - Random enrollment
        - Manual enrollment
    - Group discussions, blogs, and other tools
9. Student Portfolios
    - Does the LMS have a built-in portfolio solution?  If so, describe how it works.
10. Discussion Tools
    - Describe available moderation tools
    - Grading options
    - Ability to post anonymously
    - Collect all posts
    - Hide all threads until user's first post
11. Blogs, Wikis, Journals
    - Users can create blog/journal entries that are private (viewable to student and instructor only)
    - Users can create blog/journal entries that are shared with all users in the course

- Users can make comments on blog/journal entries that are open everyone in the course
- Users can collaborate on wiki spaces within the course
- Instructors can view record of individual student activity with a course wiki

12. Testing and Assessment Tools
- List all allowed question types.
- Time limited/Auto submit options
- Can an instructor print a hard copy of a test?
- Ability to set exceptions for tests (e.g. allow extra time for a student with disabilities)
- Pools and randomization capabilities
- Ability to grade by question (e.g. Grade all question #1 answers for every student before moving on to grade question #2, etc.)
- Test re-grading option
- Ability to add images/AV to test questions
- Integration of equation editor for questions, student answers, and feedback
- Ability to create question sets/random blocks
- Create questions with multiple parts
- Multiple feedback display options
- Anonymous Surveys
- Test import/export options
- Item analysis options for tests

13. Gradebook
- Store grades from assignments not generated within the system (e.g. paper hand-in)
- Control how/when grades are released to students
- Ability to drop grades
- Ability to assign extra credit
- Calculate totals based on percentage and/or points
- Contact students directly from gradebook link
- Export/Import from Excel
- Ability to create calculated columns
- Ability to create custom gradebook views
- Ability to create custom grade scale for letter grades
- Provide Gradebook history that records all gradebook changes
- Assign rubrics

14. Calendar
- Describe the LMS calendaring options
- Does the LMS provide a data management feature that can be used to easily modify due dates in a course that has been copied from a previous semester?

15. Collaboration
- Live text-based chat
- Live audio/video communication

- Live whiteboard and/or desktop sharing
16. Learning Analytics
    - What kind of learning analytics features are integrated and/or otherwise available? To whom are these data available and how are they presented?
17. Self and Peer Assessment
    - Does the LMS provide self and peer assessment capability? Give details.
18. Course Reporting
    - History of login to LMS
    - History of login to course
    - History of activities performed by users
    - View breakdown of time spent on page/section/activity for each student
    - SACS/ABET course objectives and outcomes reporting
19. Video Integration
    - Ability to view YouTube videos within the LMS course
    - Record video directly into the course (instructors and students)
    - Provide audio/video feedback
    - What are the LMS provisions for media storage and streaming?
20. Browser Support
    - Which browsers does the LMS support?
    - Describe your plan to support newly released browsers as they become available.

E. Mobile Access
   - Does the LMS provide a mobile device app? If so, for which platforms/devices is the app available?
   - Is the LMS Mobile browser compatible?

F. Third Party Integrations
   - Does the LMS allow integration of third party tools?
   - What is the breadth of professionally developed third party tools available for integration? What is the respondent's technical review and approval process for these tools?
   - Does the LMS work with Textbook Publishers to integrate their content into the LMS and to authenticate and exchange data directly with their systems? If so, which Textbook Publishers are supported?
   - Does the LMS support/integrate with iTunes U?
   - Does the LMS integrate with classroom response systems (clickers)? If so, which ones are supported?
   - Describe how the LMS integrates with cloud storage: Box, Dropbox, Google Drive, OneDrive, iCloud, etc.

G. Training and Client Support

- What support/training resources are available to instructors and students? (e.g. documentation, communities of practice, training videos, etc.)
- What support/training resources are available for technical staff?
- What are the timeframes of response for system support requests/trouble tickets?
- What is the typical internal staffing support required to operate and manage the LMS?

H. System Admin Tools
  - What data are available for system monitoring and how are they presented?
  - What kind of system monitoring tools/dashboards and alert systems are available to technical staff via the GUI?
  - What kind of data, system, and log analysis tools are available to technical staff via the GUI?
  - What kind of usage and reporting features are available?
  - Is the LMS flexible enough to allow for non-course related sites?
  - What type of system branding options are available clients?

I. Accessibility
  - Does the LMS comply with the Americans with Disabilities Act of 1990; Amended section 508 of the Rehabilitation act of 1973; and the Web Content Accessibility Guidelines (WCAG) 2.0?  Describe how the LMS complies.
  - Does the LMS allow for exceptions to online tests in order to provide extra time for students with disabilities?

J. Pricing
  - What is the public published rates for:
    - The enterprise level LMS licenses and any related modules?
      - Is the license on a subscription basis?
    - Support?
    - Maintenance?
    - Upgrades and new releases?


The meeting was dismissed at 3:30 pm.