



LEARNING MANAGEMENT SYSTEM

LIAQUAT INSTITUTE OF MEDICAL & HEALTH SCIENCES (LIMHS), THATTA



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1. Introduction

This policy outlines the guidelines and rules for accessing and using the Microsoft Teams as a Learning Management System (LMS) at **LIAQUAT INSTITUTE OF MEDICAL & HEALTH SCIENCES (LIMHS), THATTA**, ensuring a secure and effective online learning environment for all students, faculty.

2. Account Management

- Users must use their official campus credentials to access the LMS.
- Accounts will be automatically created and managed by the IT Department

3. Course Creation and Management

- Faculty and staff must request course creation through the IT Department.
- Course content must comply with copyright and intellectual property laws.

4. User Roles and Permissions

- Faculty and staff will be assigned appropriate roles and permissions.
- Students will be enrolled in courses automatically.

5. Content and Resources

Course contents and resources i.e. PDF, Slides, links be uploaded in respective classes in MS Teams.

Course Assignments are also managed through LMS

6. Security and Privacy

- The LMS will be maintained and updated regularly to ensure security and privacy.
- Users must report any security incidents or violations.



7. Monitoring and Enforcement

- The IT Department will monitor LMS activity to ensure compliance with this policy.
- Violations will be addressed through the campus disciplinary process campus reserves the right to monitor internet activity to ensure compliance with this policy.

8. Responsibilities

- Users: Familiarize yourself with this policy and report any security incidents or violations.
- Faculty and Staff: Ensure course content and resources comply with policy.
- IT Department: Ensure LMS security, monitor activity, and enforce this policy.

9. Review and Revision

- This policy will be reviewed and revised as necessary to ensure it remains effective and up-to-date.