COMMUNITY COLLEGE OF DENVER

Title: Integration of Third Party Materials into D2L

Guideline #:   INST - 20

Approved: August 17, 2015
                 August 9, 2017

References: <u>Web Content Accessibility Guidelines 2.0</u> (WCAG)

Approved By: Dr. Everette J. Freeman, President

1.   PURPOSE

      To outline the process the Community College of Denver (College) will
      use when deciding whether or not to integrate third party material into
      Desire-to-Learn (D2L).

2.   APPLICABILITY

      These guidelines apply to all D2L shells maintained by the College.

3.   DEFINITIONS

      Desire-to-Learn – A learning management system (LMS) that serves
      as a digital classroom environment.

      Third Party Materials – Any electronic material that can be accessed
      from the D2L site using a learning tools interoperability, application
      program interface, or other single sign-on integration.

4.   GUIDELINES

Any material that will be considered for integration into D2L must first meet these requirements, which must be completed by the requester:

a.   The vendor must supply a signed letter asserting that they are making good faith efforts to comply with WCAG 2 AA as well as a timeline and process for this compliance.

b.   The vendor must remove all indemnification issues from the integration, unless indemnification has been approved by legal counsel at the Colorado Community College System.

c.   The Registrar or other FERPA officer of the College must give emailed approval that the integration does not violate FERPA requirements.

Once the requirements are met, the Teaching Learning Center will review the integration for time and work flow and will report back to the requester the time necessary for completion. The Associate Dean in TLC will service as the College's LMS Administrator and will be responsible for reviewing request and communicating back to each requestor if the material cannot be integrated in the College's LMS environment.

INST-20-INTEGRATION-THIRD-PARTY-MATERIALS