Texas Tech™

Operating Policy and Procedure

OP 30.17:   Learning Management System (LMS) Use Policy

DATE: March 2, 2026

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish guidelines for the use of RaiderCanvas as the official Learning Management System (LMS) at Texas Tech University (Texas Tech), as well as the official platform for current student communications for colleges and departments. This policy ensures consistent use of the LMS to support teaching, learning, and communication, and to ensure compliance with institutional, state, and federal regulations.

REVIEW: This OP will be reviewed every two years after publication by the Office of the Provost to ensure continued relevance and effectiveness, with substantive revisions forwarded to the Vice Provost for Texas Tech Online, the Vice Provost for Faculty Success, the Vice Provost for Academic Innovation and Student Success, the Vice Provost for Academic Affairs, and the Provost and Senior Vice President.

SCOPE

This policy applies to all Texas Tech faculty, staff, and students utilizing RaiderCanvas for teaching, learning, and administrative purposes. It also applies to third-party vendors or individuals granted access to RaiderCanvas for academic purposes or non-academic purposes.

POLICY/PROCEDURE

Texas Tech University requires that all credit-bearing courses and other approved academic activities use RaiderCanvas as the university-supported LMS to facilitate course delivery, communication, and record-keeping, including grades. Faculty, staff, and students must adhere to the following guidelines when using RaiderCanvas.

1. **Access and Use**

    a. All instructors of record, students, and designated support personnel will be provided access to RaiderCanvas. All users will access RaiderCanvas using their eRaider username and password. Privileged and non-privileged roles that limit or allow access to student data and Grade Center Access in RaiderCanvas will be determined by user roles and responsibilities.

    b. Course shells for all credit-bearing courses and affiliated sections, labs, and other activities will be automatically generated and made available to faculty prior to the start of each academic term.

    c. Access to RaiderCanvas will be managed through the university's student information system (SIS). If there is a case where access needs to be given outside of the SIS, the Texas Tech

Learning Systems team will be responsible for access in accordance with university security protocols.

d. Users must comply with Texas Tech University's IT policies, including data privacy, accessibility, and security guidelines.

e. RaiderCanvas shall not be used for non-university-related activities or any content that violates Texas Tech's Acceptable Use Policy.

2. **Course Content and Maintenance**

a. Faculty must use RaiderCanvas to provide, at a minimum, for all organized classes of five students or more:

- Course syllabus meeting Texas Tech and HB 2504 requirements;
- Grades;
- Timely feedback regarding assignments; and
- Attendance tracking for all TTU Core classes.

b. Faculty are encouraged to use additional RaiderCanvas features, including, but not limited to:

- Communication tools: Announcements, Discussion Boards, and Inbox (messages/conversations);
- Assignments and Rubrics (for feedback);
- Modules to distribute/organize course materials, activities, and assignments (graded discussions, quizzes, papers, and projects); and
- Studio (to create course content).

c. Faculty must ensure that all course materials comply with the Americans with Disabilities Act (ADA) and the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards, or the most current version required by applicable law or regulation.

d. Course content should be reviewed and, as necessary, updated every term for accuracy, relevance, and compliance with university policies.

e. Courses must be retained in RaiderCanvas for a period of at least three years following the conclusion of the academic term in compliance with Texas Tech's record retention policies.

3. **Student Responsibilities**

a. Students are responsible for regularly accessing RaiderCanvas to stay informed of course requirements, assignments, and deadlines.

b. Students must submit assignments and assessments through RaiderCanvas unless otherwise specified by the instructor.

c. Students must comply with Texas Tech's Academic Integrity policies when using RaiderCanvas.

4. **Data Security and Privacy**

    a. All users must adhere to Texas Tech University's Information Security policies when accessing and archiving course data within RaiderCanvas.

    b. Faculty, staff, and students must comply with the Family Educational Rights and Privacy Act (FERPA) when using RaiderCanvas. Personally identifiable student information, grades, and other protected academic records must not be shared outside the LMS unless authorized by university policy and federal regulations.

    c. Third-party integrations with RaiderCanvas must be reviewed and approved by the LTI Integration Request Process conducted by Texas Tech Learning Systems prior to implementation.

5. **Support and Training**

    a. Texas Tech provides faculty and student support for RaiderCanvas through Texas Tech Online Learning Systems and the Teaching, Learning, and Professional Development Center (TLPDC).

    b. Online documentation and self-help resources are available through the RaiderCanvas Support website.

6. **Policy Compliance and Review**

    Failure to comply with this policy may result in restricted access to RaiderCanvas or other corrective actions as outlined in Texas Tech's faculty, staff, and student handbooks.

7. **Related Policies and References**

    -   Texas Tech IT Security Policies
    -   Texas Tech Accessibility and ADA Compliance Guidelines
    -   Texas Tech Academic Integrity Policy
    -   Texas Tech Acceptable Use Policy

8. **Contact Information**

    For questions regarding this policy, contact:

    -   Texas Tech Online Learning Systems: raidercanvas.support@ttu.edu
    -   Office of the Provost: online@ttu.edu