Requesting an External Tool Integration in Brightspace

Requesting a new LMS tool

Instructors frequently rely on add-on software tools outside of D2L to support teaching and learning in their courses. These add-on tools are usually developed by third-party vendors using the Learning Tools Interoperability (LTI) standard. These vendor tools are considered "external" applications because they are not part of the software included in our agreement with D2L, and are not owned by Saint Leo University (SLU). In many cases it is possible to integrate these tools into D2L to give students and instructors a more seamless experience by sharing data including credentials, content links, rosters, and grades.

Why is a review necessary?

As a higher educational institution, SLU complies with corresponding federal laws and regulations and is responsible for any third parties that create or manage student education records on SLU's behalf.

What is the review process?

The LMS contains student information that is sensitive and valuable and is often protected by federal and state laws that prohibit its unauthorized use or disclosure. As such, all digital platforms, tools, and materials that integrate with SLU's LMS must adhere to laws and regulations governing accessibility, privacy, security, and data governance.

  In order to protect our students, our faculty, and our institution, to ensure the integrity of the learning management system and compliance with federal regulations, Learning Design performs a standard review of all third party tools prior to integration LMS.

The Family Education Rights and Privacy Act (FERPA) establishes requirements for protecting students' education records and **The Americans with Disabilities Act (ADA)** establishes requirements for the accessibility of SLU's educational resources.

The approval process in Learning Design includes a review of the tool's need, the tool's technical compatibility with our LMS, and the tool's level of compliance with accessibility standards. Once the tool is approved by Learning Design, the tool's privacy, security and data governance policies and documents are reviewed by the Department of Information Technology (DoIT). Once DoIT approves the tool, Learning Design will install the tool on the LMS testing server. At that point, instructors will be granted access to the tool to test the tool's functionality on the testing server. If the tool performs as expected and meets the instructors' needs, Learning Design will install the tool on the "live" version of the LMS and add the tool into the instructor's master course shell.

The time to complete an integration depends on the technical complexity of the tool and the vendor's level of compliance with the University's standards. **The minimum lead time is one 16-week term**.

How to get started

Step 1. Get endorsement for the tool integration from department chair or dean.

Step 2. After approval, fill out the **Request a New LMS Tool** form (below).

Step 3. Provide attachments or links to the vendor's policies that document the tools' adherence to the laws and regulations governing accessibility, privacy, security, and data governance**.**

Step 4. Please email the request to:

> Karen.Looney@saintleo.edu
>
> Karen.Hahn@saintleo.edu

Request a New LMS Tool

Use this form to initiate a request for a new tool to be added to D2L.

Requestor Information

Full Name: _____

Department: _____

Position/role: _____

Phone: _____

Email address: _____

Approval Information

Full Name: _____

Department: _____

Position/role: _____

Phone: _____

Email address: _____

Tool Information

Name of the tool: _____

Name of vendor: _____

Vendor website: _____

What educational need does the new tool provide?

_____

_____

_____

Have you been in contact with the vendor?
If so, please provide the representative's contact information:

Name: _____

Title: _____

Phone: _____

Email: _____

Costs and Licensing Model

Please describe the fees and licensing associated with the use of this tool.

_____

_____

_____

Policies and Compliance Documentation

Provide attachments or links to the vendor's policies that document the tools' adherence to the laws and regulations governing:

1. Accessibility policy
2. Privacy policy
3. Security policy
4. Data Governance policy

Approval Information:

Approved by: _____

Approved date: _____