

Complete Procedure Title: Guidelines for Digital Learning Resources	Procedure Number:
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Purpose

The purpose of these Guidelines is to provide guidance on the use of those digital learning resources (hereafter DLR) for which there is a charge that would be categorized by the Ministry of Advanced Education and Skills Development (Ministry) as a compulsory non-tuition related ancillary fee (“no charge” DLR are not impacted by these guidelines).

Definitions

For the purpose of these guidelines, DLR include materials as well as associated devices (e.g. clickers, smart devices, laptops) that would aid or facilitate instruction, learning, and assessment.

Policy

In line with the Ministry Guidelines, McMaster University permits the following:

- Instructors may require students to purchase:
 - Access to DLR including e-textbooks, simulations, assessments, remote response devices and software for the duration of the course;
 - Physical and/or digital textbooks that have bundled software or online access to additional DLR provided that students have options such as the following:
 - bundled printed textbook with digital learning resource
 - bundled e-textbook with DLR,
 - standalone e-textbook, and
 - standalone digital learning resource

- Instructors may require the use of DLR materials in the same fashion as they would use a printed textbook (i.e. as content that can be the source of assignments and assessments that are evaluated directly by instructors and their TAs. No more than 20 percent of a course grade may be from purchased DLR assessment tools (i.e. assignments assessed not by the instructor, but by the DLR itself), unless written approval is first obtained from the appropriate Associate Dean of the Faculty.
- Instructors may require students to have access to a device appropriate for accessing and interacting with these DLR.
- Instructors should endeavor to keep the costs of DLR and devices at a level that students can reasonably afford. DLR costs should not exceed the total costs normally associated with non-DLR learning materials (i.e. printed textbooks) for a particular course. If DLR materials are in addition to printed learning materials for a course, they should not amount to more than an additional 10% of learning materials costs. For example, if a course requires use of a \$200 printed textbook, additional DLR costs of \$20 would be fine; if a similar course uses online DLR only instead of textbook, the total DLR amount should not exceed \$220 for the course.
- When instructors are reviewing course material options for their course, they should be aware of format options available to them (i.e. bundles) that may contain both print and digital assets. If the digital assets will not be leveraged as part of the course, then the instructor should consider adopting the standalone print option.
- In situations where acquiring the DLR and/or device would cause undue hardship, instructors should provide students with an alternative assessment method or a more affordable option.
- Instructors must notify students if digital assessment is required or optional on their syllabus or course outline and/or on their course website before classes begin. There must be a clear outline of the percentage of the total course grade that relates to the use of DLR-specific assessments.
- Faculty departments should maintain a record of all required and optional DLR used by instructors. To enable consistent record keeping to facilitate collation of records from all Faculties when required, it is recommended that the template provided below be used.

Faculty	Year	Term	Course Name	Course Code	Fee/Cost of DLR (\$)	%Course Grade