Effective August 13, 2009

REVISED May 9, 2012

Letter from the President

Rules and Regulations

Adjunct Handbook

Print using your browser's print function.

Faculty Handbook

Print using your browser's print function.

Staff Handbook

Print using your browser's print function.

Management Software

Employees covered by this policy

This policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

Policy

As a LU employee you will likely utilize one or more of these management software systems depending on your job function. Here is a brief descriptor of the systems. If you are required to utilize any of these systems, you can receive training in the system(s) through the Center for Teaching and Learning; or by contacting the University's technology department.

- **Moodle Learning Management System**
  The Moodle Learning Management Suite of teaching and learning tools enables efficient and effective development, delivery and management of courses, course content and learning outcomes. Engaging communication and collaboration capabilities enhance instruction to deliver leading edge teaching and learning.

- **Datatel Colleague**
  Datatel Colleague is an advanced enterprise resource planning solution designed specifically for higher education. Colleague places your institution's information at your fingertips. Based on an innovative single-source technology approach, coupled with a date-driven rules-based architecture, Colleague has unparalleled flexibility. Colleague works with virtually any database platform, operating system, integrated portal, and course management software solution. This is the major administrative and business management system utilized by the university.

- **Sitebuilder Web Site Content Management**
  Site Builder Web Site (SBT) Content Management is a completely browser-based web site content management solution created by SunGard Higher Education. The simple and intuitive SBT user interface facilitates web content management through: standardized page templates, including automated page headers and footers,

automated navigational content, and simple procedures for adding and editing page content, and for managing page organization. The content management approach to web site development allows you to develop, edit, maintain, and manage your content with minimal training and it requires no HTML experience. SBT includes a third party content authoring tool which provides similar MS Word editing capability. Content is saved and stored locally in a Microsoft SQL 2000 Server database.

- **Hyland OnBase Enterprise Content Management System**
  Hyland OnBase Enterprise Content Management System (ECM) is a web-based document management, document imaging, records management, workflow, business process management content solution designed to manage mission critical documents and data while optimizing vital business processes. ECM workflow solutions automate repeatable business processes and seamless integration with established core applications. The ECM solution:
  - **Capture documents** in any format – including paper, e-mail, mainframe reports and e-forms
  - **Manage content** according to your organization's business rules and gauge the health of processes in real-time
  - **Store, organize and track** your content so documents are there when you need them
  - **Deliver documents** as soon as they're needed so processes run fast and costs stay low
  - **Preserve and protect** your documents so you meet and stay in compliance with internal and external standards

- **Miscosoft Office**
  Microsoft Office is a popular set of interrelated desktop applications, servers and services: Access, Excel, Outlook, PowerPoint, Publisher or Word.

- **Adobe Creative Suite**
  Adobe Creative Suite is a collection of graphic design, video editing, and web development applications.