3357: 13-14-06 Learning Management System (Canvas) Policy

(A) In order to promote student success, all college faculty (full-time, and adjunct) are required to use the college learning management system (also known as Canvas). College Credit Plus instructors may use their home high school learning management system if they prefer.

(B) Every course section will be published in Canvas as soon as possible prior to the first day of class.

(C) Each course will use the standardized Canvas organization template to be developed by the College.

(D) The Canvas gradebook will be used for all course sections

    (1) Attendance will be recorded in Canvas for every course section meeting (face to face); online courses will establish their own method for assessing and recording class participation.

    (2) Faculty will establish an approved college method of communications with students, e.g. official student email or Canvas messages and establish a timeframe for question responses not to exceed two (2) business days unless there are extenuating circumstances.

    (3) All assignment and assessment grades will be posted to the Canvas gradebook within the timeframe established by each discipline not to exceed seven (7) business days after the assignment due date unless extenuating circumstances that will be discussed with the division assistant dean.

(E) Each published Canvas course section will include the following:

    (1) The course section syllabus

    (2) Open Education Resources where available and where meeting course objectives

    (3) PowerPoints, handouts, and other instructional material used in the class

    (4) Reference materials

    (5) All assignments and assessments

        (a) If an assignment/assessment will be graded, possible maximum points assigned

        (b) Due date for each assignment/assessment

        (c) Time frame for students to expect feedback--not to exceed seven (7) business days from the due date unless there are extenuating circumstances

Effective: April 28, 2020
Expires: April 1, 2025
Review Dates: 4/28/20