Canvas LMS Minimum Usage Policy

All faculty are expected to utilize the University's Canvas learning management system (LMS) to provide students with critical course information and content. Using Canvas ensures that students have access to essential course materials outside of class meetings and to the same types of information across courses. **Faculty use of basic tools is for the benefit of students. If you need assistance with the following requirements, please contact CETL at cetl@txwes.edu.**

Minimum requirements for all courses in all modalities:

Home: Texas Wesleyan template must be applied (Getting Started module, home page, and Liquid Syllabus)

Grades: This should be left on the side menu

A. Gradebook Total calculations must match the syllabus (i.e. points or weighted grades)
B. Non-digital assignments must be reflected in the gradebook.
C. All graded assignments must be posted in the Canvas Gradebook within the timeline stated in your syllabus.
D. The total column must be visible to students for the duration of the semester.

Syllabus:

A. Course syllabus information must be viewable within the syllabus link in the course menu.
B. Liquid syllabus is required.
C. Schedule of course assignment due dates must be included within the syllabus (within Course Summary or as a typed table).
D. Syllabus must include: Course AI policy, attendance policy and late submission policy

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Modules:

A. **Lesson Content**: Digital copies of class materials; links to electronic resources, such as eBooks and websites

- Faculty are highly encouraged to utilize the Link Validator tool on the course settings page to verify all links are active each semester.

B. **Assignments:** Assignment instructions, and due dates. Rubrics with electronic submission, when applicable
C. **Tests and Quizzes:** Links to online tests and quizzes, if applicable
D. **Tool-specific Links:** Direct links to tools such as publisher platforms or other third-party software, if use is required in the course (i.e. Cengage, Respondus, Perusall, Pearson)

Faculty can contact the CETL for assistance creating the required links, uploading materials, and/or copying content from semester to semester.

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