



CANVAS USAGE POLICY

Effective Fall 2021

POLICY STATEMENT

All courses delivered through any means (in person, hybrid, online/virtual) at Goodwill Technical College must utilize the Canvas Learning Management System (LMS) for the following purposes: manage courses, distributing and storing the course syllabus (and any syllabus updates), maintaining attendance and grade books, and providing access to course materials and resources. Instructors are also encouraged to use Canvas messaging and announcements to communicate with students.

PROCEDURES & GUIDELINES

A. Assignments

Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.). Assignments in Canvas can be used to challenge students' understanding and help assess competency by using a variety of media. The Assignments page shows students all of the Assignments that will be expected of them and how many points each is worth. Everything in the Assignments should match the course syllabus.

Assignments can be assigned to everyone in the course or differentiated by section or user. Any assignment created and published in the Assignments page will automatically show up in the Grades, Calendar, and Syllabus features so students can view them. **Assignments cannot be organized in Modules.**

When would I use Assignments?

Assignments can be used to:

- Assess how well students are achieving course outcomes
- Set up online submissions that can be quickly graded in the SpeedGrader
- Grade online as well as student work submitted "on-paper"
- Create differentiated assignments for sections
- Set up peer reviews
- Grade Discussions, either by the whole class or student groups
- Open Quizzes for a limited amount of time
- Record attendance

B. Publishing and Unpublishing

As an instructor, you can publish or unpublish an assignment in a course. Unpublished assignments are invisible to students and excluded from grade calculations. You can manage the state of all assignments on the Assignments Index Page, or you can manage each assignment individually. Students cannot see any of the actions involved with publish status,

such as published and unpublished icons and setting icons. Students will only see published assignments. Upon opening the course, if you are not using an assignment, quiz, test, etc. please unpublish it. Publish items according to the weekly content on your syllabus. **All tabs should be published in chronological order.** Check to ensure that your dates are changed to match the current semester and update any due dates before publishing the item.

C. Attendance

1. Recording Attendance

Attendance must be recorded daily for each class period as follows:

Present (green)

Absent (red)

Late (orange/yellow)

Excused Absence (gray) *Examples of excused absences include doctor's notes, hospital discharge paperwork, etc.*

You can also take attendance by clicking the Mark All Present button.

Once the attendance tool is set up in your course, and your course is published, you can start to take attendance using Roll Call. In the List View, you can take attendance by toggling the correct mark next to each student's name. Click the attendance mark until you arrive at the desired mark:

- To mark the student as present and on time, click one time (green check mark icon).
- To mark the student as not present, click two times (red X icon).
- To mark the student as late, click three times (orange clock icon).
- To unmark the attendance status, leave the button as the default (gray no symbol icon). The unmarked attendance status also indicates an excused absence.

The attendance tool is configured by default to allow taking roll seven days a week. However, the attendance tool will only calculate grades in the gradebook out of the total number of days roll has been taken. Currently you can only view Roll Call on a day-by-day basis. To view additional dates you can run an attendance report for your course.

2. Excused Absences

So that college administration will have written documentation for reporting purposes, students must use Canvas to request an excused absence. Faculty must communicate approval or denial of students' requests to excuse absences via Canvas. All documentation (i.e. doctor's notes, hospital forms, etc.) must be uploaded and submitted via Canvas to the instructor by the student.

Notes: Students cannot access the Attendance tool; only instructors have the ability to take attendance. However, students can see the Attendance assignment in the Assignments page and view their attendance report as part of the Roll Call Attendance submission details page. If

you are using attendance for grading, students can also view their attendance grade in the Grades page.

D. Grading

Grades for each student must be updated weekly by 11:59pm on Sundays. This is to assist with retention, academic advising, and academic progress reporting.

The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, or letter grade. Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published display in the Gradebook.

E. Discussion Questions

As an instructor, you can create a discussion for your course.

Note: Discussions can be graded or ungraded.

By default, graded discussions you create in your course will be assigned to everyone. You can specify a due date and availability dates that apply to everyone. You can also assign a graded discussion to an individual student, course section, or course group. When creating or editing a graded discussion, you can assign a graded discussion to a specific course section. Availability date functionality is still available for each graded discussion. Only the section(s) specified in the discussion details can view the graded discussion.

1. Academic Guidelines for Discussion Questions

- a. Each student must reply to at least two student peers' postings per discussion board topic.
- b. Students are to participate in the online discussion boards as they would in constructive, face-to-face discussions.
- c. Postings should continue a conversation and provide avenues for additional continuous dialogue.
- d. Do not post "I agree," or similar statements. They should expand by bringing in related concepts, examples, and/or experiences.
- e. Stay on the topic of the thread.
- f. Don't repeat what has already been stated by another student. Posts should address a new opinion or thought not yet discussed.
- g. Respond carefully, be clear, and keep your sentences and posts brief.

2. Quality discussion posts are:

- a. Substantial – posts should relate to the topic and provide information, opinions, or questions
- b. Concise – messages should be clear. Lengthy messages do not get many replies
- c. Provocative – prompts others to reply or object

- d. Explanatory – explore, explain or expand on a concept of connection
- e. Timely – Participate/read the discussion board regularly and reply in a timely fashion. Posting initial responses by the middle of the week gives other students time to respond.
- f. Logical – contain a clearly stated conclusion supported by premises, reason, evidence
- g. Grammatical – good, clear, concise post free of typos and fragments (similar to the tone and manner you would use within a professional environment). Do not use all caps.

F. Weights

Goodwill Technical College will use the following weighted categories:

- Attendance (30%)
- Quizzes/Tests
- Assignments/Homework
- Final Exam

Attendance must be 30% of the final grade. The weight percentage for the other categories is assigned at the faculty's discretion, however each category must have a weight.

You can weight final grades based on assignment groups. Selecting this option assigns a weight to each assignment group, not the assignments themselves. Within each assignment group, a percentage is calculated by dividing the total points a student has earned by the total points possible for all assignments in that group.

For example, if an assignment group included three assignments totaling 25 points, and a student's scores totaled 15 points, the student would earn 60% for the assignment group (15/25). This percentage is then multiplied by the selected group weight. Each assignment group calculation is added together to create the final grade.

For example, an instructor may create three assignment groups (A, B, and C) weighted at 20%, 50%, and 30%, respectively. The total score equation for a course with three assignment groups would be (percentage A x weight A) + (percentage B x weight B) + (percentage C x weight C) = final course percentage. If a student scores 75% in Group A, 98% in Group B, and 87% in Group C, the final score would be calculated as $(.75 \times .20) + (.98 \times .50) + (.87 \times .30) = .901$, or 90.1%.

The final score calculation is changed if there are no graded items in an assignment group. In this case, all assignment groups with graded items will be divided by their combined weight, and the assignment groups without graded items are removed from the equation. If the previous example were adjusted so Group C contained no graded discussions, assignments, or quizzes, the calculation for final score would be $[(.75 \times .20) + (.98 \times .50)] \div .70 = .9143$, or 91.43%.

G. Announcements

Announcements allow instructors to communicate with students about course activities and post course-related topics. Announcements are designed to allow instructors to broadcast information

out to all members of a course or to all members of sections within a course. Students may be able to reply to announcements, but replies are not considered to be a conversation and do not appear in the Conversations Inbox. Announcements can be placed on post delay.

Announcement pages should include:

- Reminders
- Readings
- Assignments
- Homework
- Updates
- Upcoming events (holidays, school events, etc.)

H. Syllabus

Syllabi must be uploaded to the Syllabus tab in Canvas prior to the first day of class.