

# Canvas Courses Policy 2020-21

## Summary

During Fall Quarter 2020, most courses will be delivered virtually or online. This is likely to be true for winter and spring as well. All courses should have a plan in place for communicating critical information to students. This document defines options and processes.

## Procedure

For Fall Quarter 2020, most courses will be delivered virtually or online. This is likely to be true for winter and spring as well. Highline recommends that all courses have a published Canvas shell, regardless of delivery mode. This includes courses that normally use a publisher or other third-party web site as the main instructional platform.

At a minimum, the Canvas shell should include, either explicitly or via links:

- The course syllabus,
- The [Campus Policies and Resources for Students](#) documents,
- Instructions for starting the class and how to participate,
- Contact information for the instructor, including office hours, and
- Grade information so students know their grade throughout the quarter.

Instructors who are not publishing a Canvas course must [fill out a form](#) explaining how they will:

- Inform students how to start and participate in the class,
- Share the course syllabus, [Campus Policies, and Resources for Students](#) documents,
- Provide contact information for the instructor, including office hours,
- Inform students so that they know what their grades are throughout the quarter, and
- Maintain instruction if campus is closed due to Covid restrictions or other emergencies.

[The form is available online](#), and requires login with your Highline username and password. It will be reviewed by the college's Director of Educational Technology and the appropriate Division Chair. A report on the status of Canvas and alternative approaches will be delivered to the Vice President of Academic Affairs mid-quarter.

The following types of courses do not need to have a Canvas shell or alternative means of communication, but are required to follow the Grade Retention policy:

- ELCAP Pre-literacy and Level 1 ESOL classes
- Courses taught by other institutions (e.g. HSEM, BUSN courses taught by CWU)
- Independent studies, contractual studies, special studies courses
- Prior Learning Assessment courses
- Continuing Ed courses, except as part of a credit-bearing instructional program
- Coop/Internship sections

## Grade Retention Policy Note

An actively maintained gradebook in a Canvas course satisfies the college grade retention policy, as those records remain available to the college for the required amount of time. If an

instructor is not publishing a Canvas course, a copy of the course grades, including assignment grades, should be submitted to the division administrative assistant by the grading deadline.

## Other Info

Two decades of online courses, and the intense experience of this spring quarter, have taught us that giving students clear instructions and clearly delineated channels of communication are critical to engagement when students can't be in the classroom on a regular basis. This is especially true in the first week of the quarter, as students--both those familiar with online instruction and others--look for answers to a simple question: *"How do I get started?"*

## Policy/Procedure Information

**Contact:** Marc Lentini

**Last Update:** July 28, 2020

**Administrative Unit(s):** Instruction Cabinet, Educational Technology

## Revision History

July 20, 2020 - Advanced draft discussed in Cabinet

July 28, 2020 - Switched to Canvas Procedure format, edits for clarity

August 19, 2020 - Approved by Instruction Cabinet