MU 5 Canvas Basic Expectations Checklist

This *5 Canvas Basic Expectations* Checklist is a starting point for using the Canvas LMS as a communication tool for in-person, remote, and fully online courses.
For all Methodist University courses, faculty will use the Canvas LMS to meet (at a minimum) the following *5 Canvas Basic Expectations*.

☐ **Course Syllabus**
The course syllabus is used to communicate what is expected of students throughout the course. Faculty will post a course syllabus with course policies, descriptions of major assignments, and how grades will be calculated. The weekly or module calendar with materials and assignments is presented in those sections of Canvas.
[How do I Use the Syllabus as a Course Instructor?](#) / [How do I Edit the Syllabus in a Course?](#)

☐ **Attendance**
Faculty will use the Roll Call Attendance Tool in Canvas to record attendance and communicate with students about course attendance. Canvas Guide -- [Attendance (Roll Call)](#)
NOTE: The MU attendance policy has changed to create flexibility and agency for both students and instructors. See page in the AY 20-21 Undergraduate Catalog and the last page of this document for detail.

☐ **Modules and Assignments**
Faculty will create the course calendar in modules and publish assignments and assignment due dates. Canvas offers several different assignment types (Assignments, Graded Discussions, Graded Quizzes, and Attendance) which will automatically appear in the grade book.
Canvas Guide --- [Modules](#) / [Assignments](#)

☐ **Grade Book**
The Gradebook helps instructors easily view and enter grades for students. MU faculty will enter grades into Canvas on a regular basis as one form of communication with students.
Canvas Guide -- [Grades](#)

☐ **Course Materials and Resources**
Faculty will provide course materials and resources, such as readings, links, videos, powerpoints, etc. for weekly calendar or modules.
Canvas Guide -- [Files](#)

Optional

☐ **New Quizzes**
Faculty can create various types of assessments using the New Quizzes feature in Canvas. Canvas offers two assessment options "Quizzes" and "New Quizzes". Faculty should utilize the New Quizzes tool. Canvas is phasing out the "Quizzes" assessment tool. This is the preferred assessment tool
Canvas Guide -- [New Quizzes](#)

MU 5 Canvas Basic Expectations Resources

Below you will find a table of common tasks for teaching in Canvas, the tools you can use to accomplish those tasks, and available tutorials.

Tasks	Tools	Tutorials
Reset Canvas Template Import content from Canvas course taught in a previous semester	Reset course Export course and import course	• MU Course Migration Guide • Resetting Your Canvas Course • Copying Your Content • Clean Up Your Canvas Content
Distributing class updates/information	Announcements on Canvas	• Creating Announcements in a Canvas course • Sending messages to students through the Canvas Inbox
Asynchronous small group work/discussion organized by students	Groups on Canvas	• Create Groups in a Canvas course • Create group assignments • Create group discussions • Monitor student activity in groups
Leading/engaging in synchronous discussions Holding virtual office hours	Microsoft Teams on Canvas Conferences on Canvas	• Microsoft Teams in Canvas • Video Conferencing with your students in Canvas
Providing course content (handouts, videos, audio files, readings)	Populating Modules on Canvas – YouTube, TED, etc.	• Uploading a file to Canvas pages, assignments, discussions, etc. • Embedding videos from the web (YouTube, Vimeo, Ted) within Canvas pages, assignments, discussions, etc.
Online assignment submissions	Assignments on Canvas	• Creating assignments in a Canvas class • Setting up Canvas Assignments for online submission
Online problems, sets, and quizzes	Canvas Quizzes,	• Create online quizzes in Canvas • Use page, assignment, discussion, quiz, etc.

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Methodist University Undergraduate Attendance Policy (Approved April 2020)

Regular class preparation, attendance, and participation are the best predictors of student success; therefore, students are expected and encouraged to attend all of their Methodist University classes.

If students must miss class sessions, they are expected to give faculty notice about the absence as early as possible and must communicate with each faculty member to ensure that they complete all required work in preparation for subsequent classes. Students with excessive absences, as described in the course syllabus, are at risk of receiving failing grades.

The following types of absences are considered excused:
1. Illness or accident with supportive medical documentation;
2. Death of a close relative (grandparent, parent, sibling, spouse, child);
3. Military duties when certified by a student's commanding officer;
4. Scheduled participation as a Methodist University Student-Athlete in intercollegiate competitions that conflict with a student's class schedule;
5. Scheduled participation in co-curricular events or activities sponsored by Methodist University that conflict with a student's class schedule

Faculty are required to give students with excused absences reasonable opportunities to submit missed coursework or to make alternate arrangements for classroom activities (e.g. labs, presentations, examinations). The student is responsible for notifying faculty of the absence, communicating with faculty about materials and assignments, and completing all missed coursework. Students who fulfill these responsibilities within the time frame agreed upon with their instructors may not be penalized for an excused absence.