TITLE: COURSE MANAGEMENT REQUIREMENTS WITHIN THE LEARNING MANAGEMENT SYSTEM (LMS)

POLICY NO: 2-16   **EFFECTIVE DATE: 08/27/19**

VCCS POLICY NO: N/A   **REVISED DATE: N/A**

I.   Purpose:

> To ensure essential and timely student access to course syllabi, course grades, and faculty contact information.

II.   Definitions:

> Canvas: the learning management system employed throughout the Virginia Community College System (VCCS) and used by all Reynolds faculty and students.
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> Learning Management System (LMS): a software application or web-based technology that is used to create and deliver learning content, assess student performance, engage student participation, and administer and document educational courses or training programs.

III.   Policy:

> All faculty, including face-to-face, dual enrollment, hybrid, and online faculty, are responsible for providing students with the following materials and information through Canvas, the college's current learning management system (LMS), or, in instances when appropriate for dual enrollment faculty, through the high school-supported LMS:
>
> - Course syllabus
> - Individual course grades
> - Faculty contact information

IV.   Procedures:

> All faculty, including face-to-face, dual enrollment, hybrid, and online faculty, will make the following materials available through Canvas or, in instances when appropriate for dual enrollment faculty, through the high school-supported LMS:
>
> A.   Course syllabus
>
> > A complete course syllabus, inclusive of the course schedule for assignments, course outcomes, course schedule for activities and assignments, grading policies, and instructional and college policies, will be posted within the Syllabus Page.

B.   Course grades

All faculty will record individual student grades within Canvas Grades or, in instances when appropriate for dual enrollment faculty, through the high school-supported LMS, so that students have continuous access to their course grades.

Faculty will communicate grading timelines to students via the course syllabus; if delays occur, the faculty will communicate the time period within which students can expect evaluated assignments and posted grades via the LMS.

Before the course withdrawal date, faculty will ensure that a mid-semester course grade (or its approximate) is available to individual students within the LMS so that they can make informed decisions about their course progress.

C.   Faculty contact information

Faculty will post their contact information (inclusive of college email and office phone number, if available) in Canvas, under Account Profile and on the course syllabus. For faculty who do not have an office phone number, the college email address will suffice. Faculty will also provide their response time for email and phone inquiries.

If students encounter challenges in receiving access to these essential course materials, and if appropriate and necessary, students should refer or be referred to Reynolds Policy No. 1-4, Student Complaints, and/or Reynolds Policy No. 1-12, Student Appeal of Academic and/or Administrative Decisions.

V.   Other Information:

For dual enrollment faculty, this policy supplements JSRCC Form No. 35-0802, Agreement for Instructional Services Rendered by Independent Contractor.

For all faculty, this policy supplements and supports Reynolds Policy No. 2-6, Grades Plan.