Alternative Learning Management System (LMS) Usage Guidelines for Running Start

The College requires that all Baker College faculty utilize Canvas in order to meet the Canvas Faculty Expectations, which are:

- **Faculty Profile**
    - **Expectation:** Complete a Faculty Profile (located in "Account > Profile") and update the Faculty Information Page within the "Start here" module of each Canvas shell.
    - **Why?** Now that the syllabi are standardized without faculty information in them your students need to know how to best contact you, including office hours.
- **Discussions**
    - **Expectation:** Create discussions with open ended questions and monitor, contribute, and respond appropriately
    - Discussions aren't working effectively if the question is posted but no one is answering or the question is only being discussed in class
    - Discussions are only accessible by adding the link in each Module or making the discussion link on the left-side navigation menu available to students..
    - **Why?** It allows the faculty member to increase student understanding of the presented class material. It allows opportunities for faculty to encourage students to read material prior to class meetings, reinforce learning via reflective questions, and to engage with other students for deeper learning and critical thinking. It also allows for instructors to utilize as formative assessment to gauge student understanding of the content.
- **Grades**
    - **Expectation:** Post student grades for assignments within the Canvas Grades. This should be done **within 7 DAYS of ASSIGNMENT SUBMISSION**.
    - **Why?** Using the Grades allows the students to have real time information about their grades. It can also protect the faculty in the grade dispute process. This is also a best practice and a concrete form of feedback.
- **Assignment Link**
    - **Expectation:** Provide at least one assignment link for students to submit an electronic assignment.
    - This can be something they type in the box or a file they upload.
    - **Why?** Using the assignment link provides a time stamp when the student submitted the work. Nothing gets lost via email. It protects the faculty in many cases of grade disputes.

- **Content Item**
    - **Expectation:** Upload at least one unique content item into any of your module folders, such as an article, powerpoint, lecture notes, YouTube video, website, association information, etc.
    - **Why?** You are creating a reusable object. Students can reference material in class without needing to email the instructor at random times. Students can study or check out materials if they missed class. The teacher can have electronic files and not need to print as extra copies if a student lost the printed version.

Running Start classrooms often have students who are not taking the course for Baker College credit and therefore do not have access to Canvas. In these situations, it can be difficult for Running Start faculty to effectively manage multiple LMS's. Since the goal is for students to demonstrate proficiency in an online platform and for faculty to be able to engage students both in and out of the classroom, the platform itself is not as critical as ensuring the faculty expectations are met. Therefore, the following guidelines have been created to allow for alternative LMS usage among Running Start faculty while ensuring College expectations are adhered to.

1) An instructor can use an alternative LMS **in addition to Canvas** in which all students in their class have access (such as Edmodo, Google Classroom, etc.) to post a faculty profile, post content, post announcements, and use for discussion boards. However, faculty must enroll their faculty liaison so that they can check periodically to ensure all requirements are being met. **If the LMS does not allow enrollments for individuals outside of the high school/career tech center the instructor MUST use Canvas to meet these requirements. Faculty Liaisons must be able to show NACEP (accreditation) that all requirements are being met.**

    A) An instructor can use an alternative LMS to post grades as long as grades are posted within 7 days of an assignment submission. **All grades must be posted in Canvas by the end of each semester.**

    B) If an assignment has a rubric in Canvas and is required to be uploaded to Canvas and scored using the rubric, grading of that assignment must take place in Canvas. This includes direct measure assessments.

C) Math courses utilizing My Math Lab (MML) **must** use Canvas to access and submit assignments.