

DE Canvas Processes

Objective	Procedures/Guidelines
<p>Develop procedures/guidelines that govern placing users who are not students enrolled in the class or instructors officially assigned to teach the class into Canvas courses.</p>	<p>For FERPA reasons, CLPCCD students or instructors who are not enrolled in a course or are not officially assigned to teach a course shall not be manually inputted into the course. This also includes non-CLPCCD students and personnel and covers teaching assistants, prospective instructors, guest speakers, administrators, sign-language interpreters, and other onlookers.</p> <p>Exceptions to the above include: instructional assistants, instructional coaches, course reviewers, accreditors, sign-language interpreters who are district employees and have been through FERPA training, and administrators' access spelled out in the faculty contract. If you believe an exception is warranted, have a dean or vice president notify the Canvas administrator in writing.</p>
<p>Develop recommendations or procedures/guidelines for student access to courses once a term ends.</p>	<ol style="list-style-type: none"> 1. Prior to the end of the semester, the Canvas admin will send faculty an email that, among other items, explains their choices of handling their classes once the term ends. 2. Faculty can choose the options they determine best for their students.
<p>Develop a process for deciding what to do with content in a Canvas course belonging to an instructor who no longer is teaching that course.</p>	<p>FA DISCUSSING THIS?</p> <ol style="list-style-type: none"> 1. Prior to a class being canceled, the instructor should export the course and download it for safekeeping so no content is lost. 2. If the instructor does not export the course prior to cancellation, the

	<p>instructor should contact the Canvas admin to be temporarily put into the course (if it is still available). After the Canvas admin does this, the instructor should export and download the course.</p> <ul style="list-style-type: none">a. If the course is not available in the current semester's listing of courses, the Canvas admin will restore the course, putting the instructor temporarily back in it so the instructor can export and download the course.
<p>Decide what type of global Canvas announcement requests will be granted.</p>	<p>A Canvas global messaging policy was agreed upon by the LPC Executive Council, Fall 2020: LPC may use global messaging to push out <i>"changes to policy and services that need to be communicated evenly to students."</i> This means that we would not use global messaging for events and campaigns. Everbridge will be used for urgent messages.</p>