

## Canvas Usage Policy for Instructor

Canvas is the official Learning Management System (LMS) used by Ocean County College to facilitate online learning and course management. This policy outlines the minimum requirements for WPE instructors regarding the use of Canvas for their courses.

Instructors are required to utilize Canvas for the following components:

- Syllabus

Each course must have the syllabus available using Simple Syllabus in Canvas. The syllabus should include the following information:

- Course title, number, and description.
- Instructor contact information.
- Grading policy, including how grades will be calculated and weighted.
- Student expectations, including estimated hours needed each week, any synchronous meeting times, and communication expectations.
- Required materials and textbooks.
- Course schedule, including assignment due dates and exam dates.

- Announcements

Instructors must regularly post announcements on Canvas to communicate important updates, reminders, and clarifications to students. Announcements should be used to keep students informed about any changes to the course schedule, assignments, or policies.

- End of Course Survey

At the conclusion of each course, Ocean County College will administer an end-of-course survey using the Canvas survey tool. The survey will gather feedback from students regarding their learning experience, course materials, instructor effectiveness, and overall satisfaction with the course.

- Compliance and Enforcement

Failure to adhere to this Canvas Usage Policy may result in fewer section assignments in subsequent semesters.

- Support and Resources

Instructors can access training materials, tutorials, and technical support for Canvas through the WPE Instructor Resources page.

- Policy Review

This Canvas Usage Policy will be reviewed periodically to ensure its effectiveness and relevance. Feedback from instructors and students will be considered in the policy review process.

- Acknowledgement

By teaching a course at Ocean County College, instructors acknowledge their responsibility to comply with this Canvas Usage Policy and agree to utilize Canvas in accordance with the guidelines outlined herein.

- Contact Information

For questions or concerns regarding this policy, please contact Christopher Brittain, Operations Manager.