Policy for Required Components on Canvas Sites for Writing Programs Courses

Beginning in June 2019, all Writing Programs teachers are required to use the currently ASU approved Learning Management System Canvas when they teach Writing Program courses. *

Rationale for requiring the use of Canvas as a Learning Management System

1. Facilitation of communication between teachers and students about course expectations and requirements
   Students need easily accessible and timely information about course policies, textbook or other resources, major writing assignments, due dates for assignments, breakdown of components that form part of the final course grade, etc.

2. Timely information about students’ standing in the course
   Students need to have up-to-date information about their standing in the course, which necessitates teachers maintaining current records for graded assignments and making them accessible to students by means that assure privacy.

3. Clarification of course expectations and requirements for substitute teachers
   If teachers are unable to complete teaching a course due to a medical emergency and a substitute teacher needs to take over the course, it is crucial for the substitute teacher to have complete and current information about major writing assignments, course expectations, and requirements established by the original teacher.

Required Components of Canvas Sites for Writing Programs Courses

For the reasons stated above, the Canvas course sites of all Writing Programs courses are required to include the following elements:

1. Syllabus: The syllabus must be clearly posted on Canvas (as a document or in the Syllabus tool). The syllabus includes the Standard Writing Programs Policies, a detailed weekly/daily schedule, required textbooks or other resources, a brief description of major writing projects and deadlines, and a breakdown of the components of the final course grade.

2. Grades: In the “Grades” tool, instructors are responsible for updating grades for all major writing assignments in a timely fashion from the submission deadline. Current Writing Programs’ general guidelines state that grades should be posted within two weeks of assignment due dates.

3. Assignments: All major course project assignment prompts, with detailed specifications or expectations, should be posted, complete with deadlines and total points/percentages of the final course grade.

*An exception may be made for Writing Programs teachers preferring to use a different LMS, as long as it is consistent with university policies. These teachers need to submit a written request to the Director of Writing Programs that includes a detailed rationale for their choice of an LMS different from Canvas.