

## Recommendations from LMS Pedagogy Subcommittee

### Presented to UHD Faculty Senate on 1-17-23; Endorsed on 2-7-23

#### **Background**

**Rationale:** The recommendations herein are the result of conversation within the LMS pedagogy subcommittee for ways to leverage our LMS transition to create a more seamless experience for students, improve our strategies for continuity of learning across modalities, and begin to leverage our technology and best practices more robustly.

**Process:** The recommendations were shared with the CTLE Online Subcommittee and Academic Technology Committee for feedback and we have made some adjustments and notes to reflect that feedback. This last version was also shared with the full LMS task force.

**We are seeking Senate feedback and endorsement of these recommendations so that our Canvas implementation can better prepare us to adopt these strategies.**

#### **Retention of Materials**

- **BB to Canvas Migration:** every course shell from Fall 2019 forward will be migrated into Canvas shells; all materials prior to Fall 2019 will be archived but not migrated and will be available only upon request.
- **Student Data:** no student data will be included in migrations of courses. UHD will ensure that we have BB student data through 2024 for courses to address grade appeals for at least one year. We need to provide faculty information on whether they can package student work and/or the gradebook in BB that they can store on their own.
- **Future Course Retention in Canvas:** we will retain all Canvas content (student data as well as course content and videos) for 3 years. Faculty may package their Canvas content at any time for their own purposes. Exceptions for longer retention may include faculty rank and tenure portfolios or other types of materials that are used for more than 3 years.

#### **Common LMS Content for all Course Modalities**

- ✓ **Syllabus:** all course section shells must have a full course syllabus posted per PS 3.A.XX and the “syllabus” menu item should be visible.
- ✓ **Gradebook:**
  - All course shells must have the Canvas gradebook menu item visible, though all assignments, etc. can be embedded in modules to maximize Canvas structure.
  - Faculty in all modalities must post major grades in the gradebook periodically such that students can regularly follow their own progress and understand how a final course grade was calculated based on syllabus requirements. [NOTE: faculty assessment of student work may occur outside of Canvas but the grades must be recorded there.]
- ✓ **Assignments:**
  - All course shells must have the assignments menu item visible
  - Faculty in all modalities must post the requirements for all major assignments (e.g., worth 10% or more) when the assignment is given to the class, whether through modules or other areas of Canvas. [NOTE: faculty with FTF or Hybrid engagement are not required to collect or evaluate the assignments in the LMS; they simply need to post the assignment requirements.]
- ✓ **Default Course Landing Page (e.g., Home):** recommend all course shells open to a home page for the first week of classes at least; this page should contain the following information in some way in addition to anything else the faculty member wants to include:
  - Welcome message or video (may be updated throughout semester to identify key upcoming information)
  - Course name and section number
  - Faculty member name and contact information and office hours

- Class meeting rooms/modalities/times/Zoom link as appropriate or statement
- Instructions on next steps after engaging with this initial content

NOTES:

1. Syllabus repetition: we have understood from faculty that this information would be repetitive from the syllabus. However, we believe it is a best practice to 1) have key information in multiple locations and 2) ensure that students are immediately introduced to their instructive and basic course engagement strategies.
2. Teams/Canvas repetition: some faculty have chosen to use MS Teams as their primary LMS including for grades and assignments. Thus, requiring this information in Canvas would entail double work for those faculty. We regret the extra labor, but for general institutional continuity and clarity, we need to be sure that basic information is available in our institutionally selected and supported LMS.

### **Automated Shell Opening**

~~Original: Each semester, all course shells regardless of modality, should be opened automatically at the same time prior to the first day of classes (e.g., 5:00 pm on the Friday before classes start), though faculty may certainly open them up to two weeks prior to the start of classes as part of best practices~~

*Each semester, all course shells regardless of modality will be opened in the early hours of the day that classes start (e.g., if the first day of the semester is a Monday, they would open after midnight on Sunday night). All faculty can open their shells any time in the two weeks prior to the start of classes and are encouraged to engage best practices by communicating with students early and often. As an emergency protocol, the university may decide to open all course shells as early as the Friday before classes start, with notice to faculty. In that case, faculty would be asked to post basic information for students to address whatever the emergency plan might be and we would try to develop a default message for those courses without faculty assigned.*

Some thoughts behind this proposal:

- This strategy allows us to direct students collectively to the LMS for all courses, and students should be able to “see” them all at the same time. If we need to make university announcements related to any adjustments in the semester, we can ensure that students will have a similar experience.
- Faculty may start planning to engage the LMS a bit earlier which again offers us more institutional flexibility to communicate with students more broadly.
- Faculty are not required to have any specific content built out—they can continue to work behind the scenes without making anything visible until they are ready. Faculty can “hide” all menus until they are ready to share.
- All shells could be opened with a default message saying something like the following, which faculty can replace once they’re ready (but no later than the first day that classes begin which minimally requires a syllabus to be posted): “Welcome to this course! Your instructor is still working to prepare materials for this course but if you have any questions, please contact your instructor through the “inbox” in the blue bar on the left side of your Canvas window.”

### **Required Training**

- As part of the launch of Canvas, we propose that all faculty be required to complete a training. We are currently working on specifics for the training with our TTLC, CTLE, and pilot faculty but anticipate it would require an average of 3-5 hours to complete.
- Our current target timeline is to make this training available by mid to late February for all faculty. [We will know more after next week when we meet with Canvas to review migration options.]