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DATE: September 27, 2021
TO: FAU Faculty
FROM: Bret Danilowicz, Provost and Vice President for Academic Affairs
RE: Expectations for Use of Canvas and Submission of Early Alerts

In its commitment to ensuring that Florida Atlantic University students are successful in their coursework, I ask that all faculty members make use of the Canvas tools specified in the accompanying handout. I also ask that faculty teaching courses at the 1000- to 3000-levels submit Early Alerts (mid-semester grades) – in the **seventh or eighth weeks for full semester courses and in the fourth week for eight-week courses**. These requirements will commence in Spring 2022.

Information obtained from Canvas provides valuable information that can be used to get students back on track. When students who are experiencing academic difficulties are identified, we can send them texts and emails directing them to talk to their instructor or advisor; we can also encourage them to take advantage of the appropriate resources, such as tutoring. Such messages also let students know that their institution, as well as its faculty, are committed to supporting them.

Early Alerts are an equally critical component of undergraduate student success and good teaching practice. National and institutional studies indicate that frequent, early, assessments are

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Canvas Tools to Support Students

Post the syllabus in the syllabus link. This allows students to find the information easily, as it will be consistent throughout every Canvas course.

Create assignments with scores AND due dates. Assignments are created in the modules area of Canvas or directly on the assignments page and should reflect the course schedule or syllabus. Assignments include discussion boards, Turnitin, Canvas quizzes, or publisher assignments.

Assignments can collect any type of file, as long as the instructor can open it. Common assignment types can be opened within the "Speedgrader" and it can be annotated with comments right within Canvas. A rubric can be created to assist with grading.

Providing due dates for assignments helps students with time management. Adding due dates in Canvas allows students to see when their assignments are due on their main Canvas calendar, which pulls information from **all** their Canvas courses. These calendar items are also shown in the student Canvas app and in the student's "To Do" list on the Canvas dashboard.

Weight Assignment Groups (optional). Assignments can be weighted by score or by a percentage and should reflect what is in the syllabus.

Gradebook should be used to post scores. Posting the scores regularly in the gradebook allows the students to see where they stand in the course. This information is also sent to Starfish, our advising tool, to help with student intervention and advising.

Note: The gradebook cannot be used without creating the assignments. **They must be used together.** Assignments can be created as "no submission" if assignments are collected in-person.

OIT Resources

FAU's OIT Canvas Team hosts training sessions, one-on-one appointments, and customized group training for individual departments or colleges. It also maintains written documentation and video to support instructors in using Canvas (and other instructional technology tools).

Training Calendar: https://techevents.fau.edu/

Recorded Webinars:
https://fau.mediasite.com/Mediasite/Channel/75ce569fd9074e86a17c306e6920ed395f

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Schedule a One-on-One Appointment:
https://techevents.fau.edu/appointments/online

Submit Help Request:
https://helpdesk.fau.edu/TDClient/2061/Portal/Requests/ServiceCatalog?CategoryID=1326&SIDs=6082