



Title: Minimum Use of Learning Management System Policy
Effective Date: May 4, 2023
Issuing Authority: Provost
Policy Contact: Vice Provost
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Purpose

Faculty members at Mercer University, including full-time, part-time, and adjuncts, are expected to use the University's Canvas learning management system (LMS) as a common access point for course materials for all credit-bearing courses.

Scope

The policy applies to all faculty members at Mercer University.

Exclusions

Exceptions to this policy may include credit-bearing independent study or research courses in which the faculty member does not have a syllabus or course materials.

Policy Statement

To ensure a consistent academic experience for students, faculty must make the following available in Canvas:

- **Course Syllabus:** the syllabus may be posted as text in the Canvas Syllabus link, as a link to an uploaded file, or both.
- **Grades:** use of the Canvas gradebook to ensure students have timely and ongoing access to their grades. Final grades are published in MyMercer.
- **Content:** access to course content, such as files, videos, ebooks and more, including links to external content or publisher material. Course content other than publisher content cannot be hosted outside of Canvas.

Faculty members are responsible for ensuring that each course meets minimum requirements.

History

Approved by Provost Dr. Scott Davis, May 4, 2023