Loyola University New Orleans
LMS Policy for Non-Law Classes

The purpose of this policy is to outline the requirements and guidelines for Loyola University New Orleans' Learning Management System (LMS) for Non-Law instructors. Loyola currently uses one LMS system, Canvas. This is the only LMS system that can be used for official Loyola courses.This policy does not cover issues related to course and media retention (please refer to this [document](#) for questions pertaining to retention).

Regardless of course delivery mode, the University requires all faculty to utilize Canvas as the primary means of course management / administration.

Faculty teaching *on-campus* courses are required to use Canvas to post the course syllabus and to update course grades regularly (generally within one week after grades are released to students). Faculty teaching on-campus courses may post the syllabus as a document under the syllabus navigation link or within the modules, but are strongly encouraged to [integrate their syllabus](#) directly into the course shell. Other suggested uses of Canvas for on-campus courses include the following:
- Tracking class attendance
- Posting announcements
- Posting readings or related course documents
- Using the online course calendar to post assignment details / deadlines, so students can receive relevant course notifications via their phones
- Using the Canvas inbox for student communications.

Faculty teaching *online* courses are required to use Canvas for the syllabus, announcements, grades, and submission of assignments (assignments may be synched with outside publisher assignment tools, but grades should also appear in Canvas). Assignments should not be collected via email except under extenuating circumstances (such as a Canvas outage). Faculty teaching new online courses are required to submit for Quality Matters review; the Online Learning Team will assist with review of new online courses, including best practices in LMS course design.

The Canvas online gradebook is utilized to ensure efficiency and to aid targeted student success initiatives. It is not the official record of student grades. Official student grades must be entered on LORA Self-Service.

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