



LMS Use Policy for Non-Law Classes

APPROVED ON: August 9, 2022

APPROVED BY: Provost Council

REVISED and APPROVED: August 17, 2026

- I. **Purpose:** 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.
 - A. This policy does not cover issues related to course and media retention (please refer to this [document](#) for questions pertaining to retention). This policy is also separate from the LMS Administrative Access Policy.

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

II. **On Campus Courses:**

- A. **Grades:** Faculty are required to use Canvas for course grade records and to update course grades regularly; grades should be provided to students within 1-2 weeks after an assignment is due and should be posted to Canvas within one week after grades are released to students.
 1. If this timeline is not possible, a grading plan should be provided to students and approved by the relevant Dean's Office. Faculty teaching on-campus courses may post the syllabus as a document under the syllabus navigation link or within the modules.
- B. **Attendance:** According to [University policy](#), faculty must include an attendance policy in their syllabi and indicate if and how attendance affects grading. Faculty are required to keep attendance or engagement in Canvas. Quickly attendance is strongly recommended.
 1. Students are expected to attend at least 75 percent of class meetings or required engagements. A student who misses more than 25 percent of a course's required meetings or activities, regardless of the reason, cannot meet the university's minimum attendance expectation and is not eligible for an incomplete.

2. Attendance tracked in Canvas allows student success teams to monitor at-risk students and also ensures compliance with the university attendance policy.
 - C. **Course Syllabus:** Faculty are required to post their course syllabus to the [Concourse system](#) at least one week prior to the start of class.
 1. The Concourse Syllabus repository is used by the Registrar's Office to evaluate student transfer requests. It also serves as a valuable resource during student advising, helping students and advisors identify courses that best meet academic needs.
 - D. **Other Suggested Uses:**
 1. Posting announcements
 2. Posting readings or related course documents
 3. Using the online course calendar to post assignment details / deadlines, so students can receive relevant course notifications via their phones.
 4. Using the Canvas inbox for student communications
- III. **Online Courses:** 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) following the same guidelines for the syllabus and grades for on campus courses outlined above. 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.
- IV. **Official Grades:** 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.