



**DONNELLY
COLLEGE**
EST. 1949

Learning Management System Policy

Created: Faculty Senate
Approved by: Administrative Council
Responsible Official: VPASA

Policy:

Learning Management System (LMS) and Faculty Expectations

An online learning management system (CANVAS) is used at Donnelly. All students and faculty members have access to the LMS from the Donnelly OneLogin webpage. The LMS is integrated with existing campus logon usernames and passwords. This means the same username and password are used to access both email and to logon to computers on campus. For example, for the faculty name of John Doe, logon will be jdoe@donnelly.edu. The password will be the same as is used to log on to any campus workstation.

Faculty members should use only the LMS to communicate with students, share assignments and grades with their classes, and enhance their classroom instruction. *In the event the campus moves to distance learning or, if during the pandemic, you have COVID related absences, the Canvas Conference button should be used for all class meetings. LMS trainings are offered regularly at the beginning of each semester, and changes or advanced topics trainings may occur throughout the semester.

All Full Time Faculty and all Adjunct Faculty are required to use the LMS for posting their syllabus, documenting assignments and grading, and the SIS (Student Information System) for taking daily attendance and posting mid-term and final grades.