

Course Syllabus

Tasks	Tools	Tutorials
Reset Canvas Template Import content from Canvas course taught in a previous semester	Reset course Export course and import course	<u>MU Course Migration Guide</u> <u>Resetting Your Canvas Course</u> <u>Copying Your Content</u> <u>Clean Up Your Canvas Content</u>
Distributing class updates/information	Announcements on Canvas	<u>Creating Announcements in a Canvas course</u> <u>Sending messages to students through the Canvas Inbox</u>
Asynchronous small group work/discussion organized by students Leading/engaging in synchronous discussions Holding virtual office hours	Groups on Canvas Microsoft Teams on Canvas Conferences on Canvas	<u>Create Groups in a Canvas course</u> <u>Create group assignments</u> <u>Create group discussions</u> <u>Monitor student activity in groups</u> <u>Microsoft Teams in Canvas</u> <u>Video Conferencing with your students in Canvas</u>

MU 5 Canvas Basic Expectations Resources

Below you will find a table of common tasks for teaching in Canvas, the tools you can use to accomplish those tasks, and available tutorials.

Methodist University Undergraduate Attendance Policy (Approved April 2020)

Regular class preparation, attendance, and participation are the best predictors of student success; therefore, students are expected and encouraged to attend all of their Methodist University classes.

If students must miss class sessions, they are expected to give faculty notice about the absence as early as possible and must communicate with each faculty member to ensure that they complete all required work in preparation for subsequent classes. Students with excessive absences, as described in the course syllabus, are at risk of receiving failing grades.

The following types of absences are considered excused:

1. Illness or accident with supportive medical documentation;
2. Death of a close relative (grandparent, parent, sibling, spouse, child);
3. Military duties when certified by a student's commanding officer;
4. Scheduled participation as a Methodist University Student-Athlete in intercollegiate competitions that conflict with a student's class schedule;
5. Scheduled participation in co-curricular events or activities sponsored by Methodist University that conflict with a student's class schedule

Faculty are required to give students with excused absences reasonable opportunities to submit missed coursework or to make alternate arrangements for classroom activities (e.g. labs, presentations, examinations). The student is responsible for notifying faculty of the absence, communicating with faculty about materials and assignments, and completing all missed coursework. Students who fulfill these responsibilities within the time frame agreed upon with their instructors may not be penalized for an excused absence.