Prescott College	**Policy Number:** *745*	
	Policy Category: *Academic Policies*	
	Policy Name: Learning Management System (LMS)	
	Policy Summary: *This policy sets forth the minimum required use of the learning management system for all credit-bearing courses, with the exception of mentored studies and independent research courses.*	
	Approval Date: *5/6/24*	**Effective Date:** *Upon approval*
Policy Owner: *Dean, Academic Affairs*	**Scheduled for Review:** *Spring 2029*	

Policy Statement

1. Regardless of course modality, all faculty must develop their courses using the College's Learning Management System (LMS), also referred to as MyClassroom. The LMS can be accessed here: https://classroom.prescott.edu.

   All courses assigned to an instructor will appear to them on their LMS dashboard. If any course is not visible, they should consult directly with their Program Leader.

2. Minimum expectations for course quality and readiness include the following:

   - A completed Home Page: banner image, instructor name, course details, an authentic welcome message that sets the mood for learning and engagement.
   - An Essential Course Information Module is included that includes
     - Course Overview Page (e.g., catalog description, articulated expectations, how to navigate course)
     - Instructor Information Page (brief bio (or video), contact preferences)
     - Downloadable Course Syllabus (that is congruent with the current Syllabus template)
     - General Q&A Discussion Forum (or designated equivalent)
   - Course content well organized and structured in a way that is easy for students to navigate:
     - Content is presented in the order in which students should complete.
     - Every module is set up clearly with labels and consistent numbering (as appropriate).
     - All content, activities, and dates are congruent with the Course Syllabus.
     - All navigation buttons and links used in the course function properly.

    - The Assignments Gradebook is set up and aligned with the course syllabus as appropriate. This includes establishing grading weights, such as final project 50%, when applicable.
- Overall, the course is clean, well-presented, and professional.
    - All content should be free of grammatical and/or spelling errors.
    - All dates match the current term/session/block.

3. All courses must meet minimum expectations and be published to students a minimum of four days before the start of the relevant academic term.

- The Program Leader is consulted if there is *any* delay in publishing a course by this time and the instructor will promptly email all enrolled students with a status update and copy of the completed Course Syllabus.

Definitions

Learning Management System (LMS): the online platform that students use to access their courses, participate and engage in their courses, submit assignments, and receive grades and feedback. The current LMS at Prescott College is Canvas, also referred to as MyClassroom.

Reason for Policy

This policy helps ensure all College courses are developed on the College LMS, and that students receive access to these courses in a timely manner that is consistent among all programs of the College.

Responsibilities	
For following policy:	All faculty
For enforcement of policy:	Dean, Academic Affairs
For oversight of policy:	Dean, Academic Affairs
For procedures implementing the policy:	Dean, Academic Affairs
For notification:	Policy Librarian

Procedures

Faculty Support

If the instructor needs assistance with any aspect of course design or development, they may reach out to a member of the Instructional Design Team or find additional support resources on the Center for Teaching & Learning Excellence.

Cross Referenced Policies

Revision History