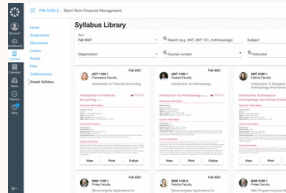




# Canvas

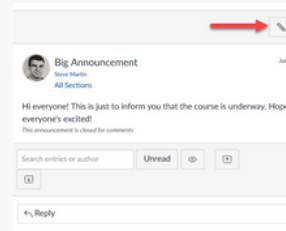
## EMORY COLLEGE STANDARDS

ECAS Courses Canvas sites should contain the following elements



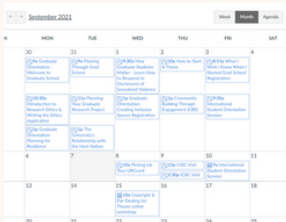
### Syllabus

- Easy to locate on syllabus page or in a module
- Upload as a PDF with an option to download
- Course learning outcomes and objectives listed



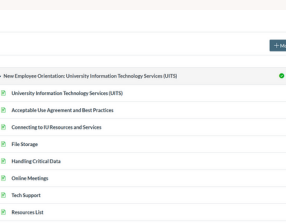
### Communication

- Contact information easily accessible
- Indicate your preferred method of contact
- Give students response time expectations
- Office hours- time and location clearly articulated
- Provide turnaround time for feedback on activities/assignments



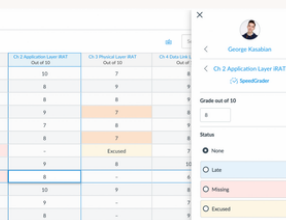
### Course Schedule

- Due dates and times for assignments are clearly noted
- Instructions for activities clearly indicated



### Canvas Organization

- Organize course materials using Modules or Pages (not Files) in Canvas
- Utilize consistent naming conventions
- Course menu contains only tools and features in use (hide all menu items not used by the course under Settings)



### Gradebook

- Canvas gradebook is set up and accurately depicts how students will earn points
- Grades are regularly entered so that students may reliably track their progress