

Dear Faculty,

Welcome to AY 2023-2024! As you prepare your fall classes, we are writing to make you aware of an update to the Board of Trustee **Policy Manual Section 2-3-402 (1-12) Teaching Responsibilities**. This change was recommended by the Faculty Senate with input from the Academic Policies Committee and the Undergraduate Council and applies to all courses (graduate or undergraduate) regardless of location or delivery modality. The policy can be found [here](#), and you can find the Senate Action item with a rationale and highlighted changes [here](#).

Briefly, the update does two things:

1. Requires all instructors of courses with 3 or more students to create a course site in the university's Learning Management System (currently Canvas). This ensures that all UNC students have a consistent online location (the Canvas landing page) where they can find information about all of their courses and deadlines.
2. Clarifies the requirements surrounding assignment due dates and communication with students regarding grades. Using Canvas for setting due dates and recording grades is an easy way to fulfill these requirements, and the updated policy allows for flexibility of grading style and use of online tools in addition to Canvas where appropriate to the unit or college.

We know many of you maintain Canvas sites for your in-person as well as online/hybrid courses already, and the "Online Classroom" template created by IDD fulfills these updated requirements. The online classroom can be used for in-person classes, but it is also acceptable to set up your Canvas sites without it. This curated list of Canvas videos will enable you to build in-person course sites consistent with the new policy in under 30 minutes:

- [Canvas Overview](#)(5:52)
- [Course Home Page](#) (3:25)
- [Syllabus](#) (2:01)
- [Assignments Overview](#)(4:15)
- [Gradebook Overview](#)(9:06)

You can find many other useful resources on the [IDD website](#), and can request assistance with Canvas through UNC's Help Desk (970-351-HELP (4357) or [help@unco.edu](mailto:help@unco.edu)) for most issues.

Members of UGC, APC and Faculty Senate devoted considerable time and energy to crafting this policy update. We appreciate their efforts to respond to student expectations for online access to course materials and grades without compromising the ability of faculty to use their expertise and creativity to design and deliver their courses. Should you have immediate questions about how this update affects your current teaching practices, we encourage you to work with your Unit Leader and Dean. Should you have questions about the policy, you may also want to contact your elected [faculty senator](#) or a member of the [APC](#).

Thank you for all that you do,

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