Herbert Wertheim College of Medicine
FLORIDA INTERNATIONAL UNIVERSITY

Policy: Course Learning Management System Webpage

| INITIAL EFFECTIVE DATE:

May 23, 2025 | LAST REVISION DATE: | RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE

- Curriculum Committee
  - o Foundational Education Subcommittee |
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POLICY STATEMENT

Each course has its own CanvasMed webpage that includes all the information for the course.

SCOPE

This policy applies to all Academic Year 1 and 2 courses.

REASON FOR POLICY

To support curricular management

DEFINITIONS

TERM	DEFINITIONS

RESPONSIBLE PARTIES

Course Directors (for courses without units) and Unit Directors (for units)
Course Coordinators
Associate Director of Academic Support Services
Instructional Design Team
Foundational Education Subcommittee

RELATED RESOURCES

CONTACTS
Questions about this procedure should be directed towards the Assistant Dean for Foundational Education and Associate Director, Academic Support Services, Office of Medical Education.

POLICY HISTORY
Initial Effective Date: May 23, 2025 **Review Dates** (*review performed, no updates*): **Revision Dates** (*updates made to document*): **Comments on Revision** (*if applicable):*

Procedure: Course Learning Management System Webpage

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PROCEDURE STATEMENT

A. Each course has one single CanvasMed webpage. For courses with units, the course webpage is organized by units.

B. Development occurs as follows:
   - The Course Coordinator (Cc) submits a draft of the syllabus to the Instructional Design (ID) team, which builds the course webpage, six weeks prior to the course start date. After syllabus review is completed, the Cc sends the final version of the syllabus to the assign ID staff, who makes necessary changes.
   - The Cc populates the course calendar, creates the quizzes and other assignments within the CanvasMed page, per the instructions of the Course Director (CD).
   - The CD reviews the course webpage (including the calendar, modules, links, and quizzes) and approves its release.

- o The CanvasMed webpage is finalized at least one week before the course start date. Students are granted access to the course webpage at this time.
- o Approved changes made to the syllabus after it has been made available to students must be reflected in CanvasMed.
- o The ID team requests presentations to the teaching faculty directly. The incorporation of any additional material into CanvasMed page must be approved by the CD or the unit director for individual units.

C. Unresolved issues are reported to the Assistant Dean Foundational Education and reviewed by the Foundational Education Subcommittee.