



## MEMORANDUM

TO: Faculty and Adjunct Faculty

FROM: Kenneth G. Furton, Provost and Executive Vice President

DATE: March 9, 2018

Dear Faculty

As we migrate to the Canvas learning management system (LMS), we are happy to report that we have had a successful transition of courses during Fall 2017. Currently, 35% of course content has migrated to Canvas with the remaining 65% still on Blackboard. We recognize the importance of technology and the advanced tools within Canvas that enhance student learning. As of Fall 2018, all academic courses will begin utilizing Canvas whether delivered by online, hybrid or face to face modalities.

By Fall 2018, each academic course should:

1. **Provide the course syllabus in Canvas** - Upload your existing syllabus document or develop one in the Syllabus Tool within Canvas.
2. **Personalize the Canvas front page** - This page introduces students to you and your course, including contact information, course description and expectations, office hours, etc.
3. **Use Canvas communication and collaboration tools** (strongly encouraged but not required) - We encourage you to take advantage of the many communication tools available in Canvas that can help organize your messages and announcements. Canvas also simplifies the logistics of student collaboration and group work.

Additional support for this initiative will be provided for your course(s), including phone and live chat support with Canvas 24 hours per day, 7 days per week, 365 days per year. Detailed information regarding access and development of your course will be forthcoming from the LMS Support Team (Educational Technology Services, FIU Online, and the Center for the Advancement of Teaching).

For more information on the Canvas transition visit [canvas.fiu.edu](https://canvas.fiu.edu). Thank you for your partnership and continued dedication to our students.