ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 4107 Learning Management System (LMS) Use for all Courses

This policy sets forth the minimum required use of the Learning Management System (LMS) at Southwestern Oregon Community College (SWOCC) for all credit-bearing courses, except for mentored studies and independent research courses.

Policy Statement

All courses taught by Individuals employed by SWOCC and listed in the college catalog must use the College's LMS, also referred to as Canvas. The LMS can be accessed at this URL: https://socc.instructure.com
Regardless of course modality, all course shells must be populated with:

- A downloadable Course Syllabus (that is congruent with the current Syllabus template)
- A course grade book that is organized and structured in alignment with the course
- Scores on assigned items in the Canvas gradebook for student access throughout the course.

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

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 SWOCC is Canvas.

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.

Faculty Support

If the instructor needs assistance with any aspect of LMS use they may reach out to the instructional design specialist or find additional support resources on the faculty resource center (Canvas Course Shell).

Related Policies

AP 3720 Computer and Network Use
AP 3800 EU General Data Protection Regulation
AP 5070 CALEA Compliance
AP 5040 Education Records, Directory Information and Privacy

Faculty Senate Approved: 5/2026
Adopted: June 25, 2026

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