**Process**

Federal Financial Aid requirements stipulate that FGCU must be able to demonstrate that each student receiving Financial Aid is eligible to receive aid, therefore all faculty members are required to confirm a student’s attendance for each course by the end of the first week of classes. Failure to do so will result in a delay in the disbursement of financial aid to students. This confirmation is required for all students.

FGCU will verify student attendance through the Canvas Learning Management System. The Financial Aid Office will gather student participation data from Canvas activities in all FGCU courses. It is the student’s responsibility to complete the activity by the due date you assign.

**Creating Activities in Canvas to Verify Attendance**

In Canvas, you may choose to have students complete a quiz/survey, a discussion or submit an assignment.

**Canvas quiz or survey**

Suggestions:
- Syllabus Quiz
- Course Pretest
- “Module 0” or Orientation Module quiz
- Course Contract
- Scavenger Hunt
- Essay on Course expectations
- Module Feedback
- Survey on learning preferences/experiences/course expectations

*Canvas resources for help setting up Quizzes and Surveys:*
[https://community.canvaslms.com/docs/DOC-4131#jive_content_id_Quizzes](https://community.canvaslms.com/docs/DOC-4131#jive_content_id_Quizzes)

**Canvas Discussion**

Suggestions:
- Course Introductions (Personal and program information)
- Course topic Reflection/Read and Reflect
- Report on a Initial Field Experience
- Audio/Video Introduction
- What is your experience with this topic? What do you hope to gain from this course?
- Based on what you have learned from the Syllabus what is something you want to know more about.

*Canvas resources for help setting up Discussions:*
[https://community.canvaslms.com/docs/DOC-4131#jive_content_id_Discussions](https://community.canvaslms.com/docs/DOC-4131#jive_content_id_Discussions)
Canvas Assignment

Suggestions:

- Initial Reflection
- Contact Information
- Course Expectations
- Writing Sample tied to course content
- Reflection on Skills/Aptitudes/Interest Inventory

Canvas resources for help setting up Assignments:
https://community.canvaslms.com/docs/DOC-4131#jive_content_id_Assignments

Syllabus Statement

It may be helpful to add a statement to your syllabus explaining this policy (this is not required). Suggested wording: As of fall 2015, all faculty members are required to use Canvas to confirm a student's attendance for each course by the end of the first week of classes. Failure to do so will result in a delay in the disbursement of your financial aid. The confirmation of attendance is required for all students, not only those receiving financial aid.

Canvas Workshop Schedule

Register for Canvas 1 & 2 workshops, or an Open Lab: http://blogs.fgcu.edu/elearning/?page_id=29

Support

The resources listed below are available to provide additional support with Canvas.

Canvas Helpdesk: (239) 590-7100 – or – itsprt@fgcu.edu

The following are available to assist with identifying and developing activities for your Canvas course(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Departments Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrea Benscoter</td>
<td><a href="mailto:abenscot@fgcu.edu">abenscot@fgcu.edu</a></td>
<td>590-7844</td>
<td>Justice Studies, Political Science &amp; Public Admin</td>
</tr>
<tr>
<td>CJ Jordanek</td>
<td><a href="mailto:cjordanek@fgcu.edu">cjordanek@fgcu.edu</a></td>
<td>590-7084</td>
<td>Chemistry &amp; Physics, Finance &amp; Economics, Health Sciences</td>
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<td>Mathematics, Nursing, Psychology, Rehabilitation Sciences</td>
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<td>Resort &amp; Hospitality Management, Social Work, Software Engineering</td>
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<tr>
<td>Elspeth McCulloch</td>
<td><a href="mailto:emcculloch@fgcu.edu">emcculloch@fgcu.edu</a></td>
<td>590-7082</td>
<td>Bower School of Music, Communication and Philosophy, Language and Literature</td>
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<td>Curriculum, Instruction &amp; Culture, Leadership &amp; Educational Tech Management, Social Sciences, Undergraduate Studies</td>
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Support to the following departments for Spring 2016:

- Accounting
- Bioengineering
- Biological Sciences

- Counselling
- Environmental & Civil Eng.
- Information Systems & Operations

- Marketing
- Marine & Ecological Sciences
- Teacher Education & Research