

Salt Lake City School District Online Course Policies

Salt Lake City School District is pleased to be offering online technology professional development courses. For a listing of available online courses, please see the [Salt Lake City Educational Technology Resources Page](#).

We will be using the Canvas Learning Management System as our course delivery tool. Registration will be through USOE's [OnTrack](#) system. After registering for an online class, you will receive an email that invites you to create a Canvas account and join the course. You will then be able to log into Canvas for class instructions, assignments, discussions, etc.

- ➡ All courses are offered as CACTUS credit. At this time, no university credit is available.
- ➡ Assignments in online classes are graded as Complete/Incomplete.
- ➡ If a participant's work is incomplete, they will have an opportunity to make up the work according to directions from the instructor.
- ➡ Late work will not be accepted after two weeks from the final due date deadline.
- ➡ You will be dropped from an online class if you have not participated in the class after two weeks.
- ➡ If you sign up for several classes and do not show up, you will not be allowed to register for classes for one semester.

Instructors in the Educational Technology Department, Gloria Shirley, Leslie Lewis, and Alex Rowe, may each have slightly different instructions and expectations for their courses. Please always refer to the specific requirements of the course that you are enrolled in.

Discussion is an important part of online courses. Please plan on thoughtfully posting replies to all discussion questions as well as commenting on the posts of other participants.

SLCSD instructors work in the district offices Monday-Friday from 8:00 to 5:00. Their goal is to be able to answer participant questions or concerns as quickly as possible. If you email or send a question through Canvas, they will answer you as quickly as possible, during regularly scheduled working hours.