



EPISCOPAL SCHOOL OF BATON ROUGE

Middle School and Upper School Guidelines: Posting Assignments and Grading

- Teachers will post an overview of upcoming work and lessons on the course homepage in Canvas by 8 am on the first day of the new week, cycle, or unit.
 - Teachers may choose to update these overviews by week, class cycle, or unit.
 - Students and parents can expect all assignments (homework and other assessments) to be available in Canvas before 4pm on the day the work is assigned.
 - Entries should include instructions for completing the work, the total point value (if graded), and the date due.
 - Any adjustments to daily lessons will be communicated to students by Canvas announcements.
- Students and parents can expect grades recorded in Canvas and coursework returned within the following parameters:
 - Grades for assignments and assessments will be recorded in the gradebook within one week of submission.
 - Grades for long papers (4 pages or more) and projects will be recorded in the gradebook within two weeks of submission.
 - Students and parents can expect assessments (such as quizzes, homework, papers, reports, and projects) to be returned prior to a unit or summative test on that material unless that assessment is part of the summative test grade.
- Teachers will ensure that all missing work is indicated in the Canvas gradebook within 24 hours of the due date. Teachers will update the Canvas gradebook to reflect late submissions within 24 hours of receiving the work.
- If, after several days, students still have missing work, teachers will send an academic update to those students and their parents.