**From D2L to Canvas**

**(LMS – Learning Management System)**

**From:** Horan, Kevin
**Sent:** Friday, September 30, 2016 8:37:27 AM
**Subject:** Downloading D2L Gradebook Files - Please Read

Esteemed LMC Faculty,

The District will be migrating to a new Learning Management System (LMS), Canvas, effective Summer 2017.  Canvas will replace the current LMS, D2L.

The District will only be supporting D2L through the Spring 2017 semester.  The District will not have access to D2L course files after June 30, 2017.

We are requesting that you begin downloading your Gradebook files for each course you have used D2L’s Gradebook tool.  Please be sure to download both Fall 2016 and Spring 2017 gradebook files at the conclusion of each term.  All downloads must be completed by no later than June 30, 2017.

These Gradebook files should be retained for your records for a period of three years.  It is important to note that it is the student’s responsibility to maintain copies of any assignments, papers, etc. that are submitted for any course through the LMS.  We do recommend that you place this advisory statement in all of your course syllabi.

SAMPLE ADVISORY STATEMENT

***Students are responsible for maintaining copies of all assignments (quizzes, papers, etc) that are submitted through the College’s Learning Management System, D2L and/or Canvas.  The instructor is not responsible for maintaining records of individual assignments.  The instructor is responsible for maintaining the score/grade for each assignment and the overall grade for the course.***

Here are directions on how to download Gradebook files:

Tutorial: [Exporting Grades in D2L](http://www.losmedanos.edu/edtech/documents/ExportingGradesinD2L.pdf)

If you have any questions or need assistance, please contact Courtney Diputado at cdiputado@losmedanos.edu or x37712.

Sincerely,

Kevin

Kevin Horan, Ed.D.

Vice President, Instruction & Student Services

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