



Dear FGCU Eagle,

Federal regulations state that students who receive financial aid must be academically engaged in each course in which they are enrolled. Without verification of this engagement, students may not receive their financial aid promptly. For this reason, FGCU requires that all faculty use Canvas to document their students' class attendance through the completion of an academic activity.

To assist in this process, Faculty members will create an academic activity using Canvas; as a student it is your responsibility to complete whichever activity has been assigned by the Faculty member.

**Instructions to complete the process:**

- ✓ Students login to Canvas <https://canvas.fgcu.edu/>
- ✓ Identify if an academic activity is available for you to complete. **Do this for each of your registered courses.**
- ✓ Examples of an academic activity are listed below, but are not limited to:
  - Quiz or survey
  - Discussion
  - Assignment
- ✓ The activity should have a completion date no later than **August 23, 2016.**

**The confirmation of attendance via an academically related activity is required for all students, not only those receiving financial aid.**

Thank you for your prompt attention to completing this process.

Sincerely,

Jorge Lopez  
Director of Financial Aid