

# **Southern State Community College**

## **MyELearn (Canvas) Project Plan**

**2017-18** (version 2.0)

### **Project Summary / Purpose**

Southern State Community College (SSCC) has utilized Blackboard Learn as its Learning Management System (LMS) for several years where it has been administered and hosted by the Information Technology Services Department.

Knowing that the College was facing much needed hardware and software upgrades to its Blackboard platform, a taskforce was created in the in the fall of 2016. The taskforce consisting of representatives from faculty and technology staff reviewed options for system replacement. The taskforce requested information from market-leading LMS vendors and ultimately invited presentations from Blackboard Learn and Canvas by Instructure.

The taskforce recommended the College utilize Canvas as the LMS. Canvas is a hosted solution or software as a Service (SaaS) platform. Thus, Instructure, the hosting vendor manages the servers, databases, and software upgrades.

The College has established a timeline that will necessitate full Canvas adoption by Summer Semester 2018. Blackboard will continue to be utilized by all users (Faculty, students, staff) during the transition and migration period.

### **Project Objectives / Scope**

Execute a contract with Instructure by the end of July 2017, thus kicking off a 60 day implementation period. During this time, Canvas will work with the Project Team to configure and test the platform within the College environment.

At the conclusion of the implementation phase, a six month pilot will launch enabling up to 600 users to utilize Canvas for instructional delivery. The first two months of the pilot will allow faculty and other users to become comfortable with the platform, and begin uploading content and converting existing or building new courses. This timeframe also allows members of the Canvas Student Support Team to become acquainted with the platform and prepare training and materials to support students in its use. The final four months of the pilot coincide with the College's Spring 2018 Semester and can be used by faculty who are interested in offering courses with the new platform. This enables the project team to receive feedback for adjustments.

The College will pay for the full version of Canvas at the end of the pilot. This will enable Canvas to adjust the pilot's license structure to accommodate our normal enrollment in anticipation for full adoption during the 2018 Summer Semester and beyond.

Successful implementation and adoption of Canvas will require the collaboration between key departments and individuals throughout the College. The technology department will lead the effort through bi-weekly progress meetings and Canvas consultants will work with SSCC throughout all phases to ensure a successful implementation and adoption.

**Note:**

A “sandbox” version of Canvas will remain available for faculty to access during summer 2017 semester until the pilot starts in November. Courses built or uploaded within the sandbox will be migrated to the pilot and ultimately the full version at the pilot’s conclusion.

At this time, the scope of data to be integrated between Canvas and the College’s Student Information System, Jenzabar EX has not been determined. This configuration will mostly likely utilize a semi-automated “CSV Gateway” option which is less costly and requires minimal intervention compared to a fully automated setup. Additionally, it is planned to integrate Canvas with the College’s Active Directory service. This will enable users to continue using the same username and password they use for other College services. The team will also explore integrating with Qualtrics - the college’s survey tool that can be leveraged for course evaluations, Atomic Learning - a video tutorial site that can be used in supplementing courses, and Follett – SSCC’s bookstore partner to leverage instant delivery of books to students via Canvas courses.

**Communication Plan**

Members of the implementation and student support teams (see charts below) will balance normal job responsibilities with the demands of this project. Although members will be in regular communication via email and telephone calls, bi-weekly project meetings will take place and be held in 403.02 at central campus. Project meetings will typically involve members of the implementation team only but some or all of the student support team will be invited as necessary. Meeting location changes will be sent out ahead of time by the Project Manager. Project Timeline and updates will be placed on the Instructional Technology web page.

<b>SSCC Canvas Implementation Team</b>	
<b><u>Project Role</u></b>	<b><u>Name</u></b>
Executive Sponsor	Brian Rice
Executive Sponsor	Nicole Roades
SSCC Project Manager	Angel Mootispaw
SSCC Canvas Technical Contact	Shirley Cornwell
Canvas Liaison / Educational Contact	Angel Mootispaw
Instructional Content Coordinator & Faculty Training Lead	Angel Mootispaw
LMS Administrator	Cathy Zile
SSCC Technical Infrastructure	Bob Snellman
Jenzabar Technical	Shirley Cornwell
Follett Technical	Jessica Steadman
Branding and Communications	Tyler Bick
Qualtrics Technical	Angie Moots

<b>SSCC Canvas Student Support Team</b>	
<b><u>Project Role</u></b>	<b><u>Name</u></b>
Student Success Director	Peggy Chalker
Student Success Assistant	Stephanie Bartley
Academic Technology Support	Cathy Zile
Library Services Director	Kari Siders
Disability Services Coordinator	Molly Jordan
Student Success Member	Jackie Potts
Student Success Member	Tom Payton
<b>Fayette</b> Academic Advisor	Brenda Landis
<b>Clinton</b> Academic Advisor	Sara Raike
<b>Central</b> Academic Advisor	Bob Hixson
<b>Central</b> Academic Advisor	
<b>Brown</b> Academic Advisor	Erin Kirker
<b>Brown</b> Academic Advisor	

<b>Faculty Mentor Team</b>	
<b><u>Project Role</u></b>	<b><u>Name</u></b>
Director of Instructional Technology	Angel Mootispaw
LMS Administrator	Cathy Zile
Business	Gayle Mackay
Computer Science	Kristi Hall
Life Sciences	Bruce Fugate
Adjunct Faculty Member	Alice Richmond

## Work Breakdown

The following work breakout structure highlights key project milestones and the responsible parties whose involvement is necessary for completion.

<b>Work Breakdown Structure</b>	<b>Participants</b>
Build courses within Canvas Pilot Fall semester 2017	Interested Faculty
<b><u>1.0 Contract Negotiation</u></b>	
1.1 Review agreement language	Rice
1.2 Work with AG office and or PTAC	Rice
1.3 Negotiate FERPA data sharing agreement	Rice
1.4 Approve contract and issue PO	Rice, Roades
<b><u>2.0 Standard Implementation (Integration Discovery &amp; Planning)</u></b>	
2.1 Investigate CSV Gateway integration between Canvas & Jenzabar EX (automated or manual?) (determine data elements?)	Cornwell, Zile, Steadman
2.2 Investigate integration options between Canvas & Active Directory for user logon	Cornwell, Zile, Snellman
2.3 Investigate integration options between Canvas, Qualtrics, Atomic Learning, Follett	Cornwell, Zile, Mootispaw, Moots Jessica Steadman
2.4 Coordinate third party involvement in integration plans Jenzabar, Qualtrics, HCCA / Intrust, Atomic Learning, Follett (if necessary)	Cornwell, Snellman
2.5 Investigate Canvas mobile app platform	Tyler Bick
2.6 Course Template Development	DESC & CAO
2.7 Receive self-guided training and assistance on Canvas interface from student view. Start adopting Canvas created instructional videos and materials	Mootispaw, Zile, Student Success Team
2.8 Implement and test Jenzabar EX and AD integration features	Cornwell, Zile, Snellman, Steadman, Mootispaw
2.9 Brand Canvas environment with appropriate SSCC colors and logos	Tyler Bick
<b><u>3.0 Canvas Pilot Preparation (Fall Semester 2017)</u></b>	
3.1 Pilot faculty receive self-guided training and assistance	Mootispaw , Zile
3.2 Pilot faculty build courses – receive support	Mootispaw, Zile
3.3 Contact students in pilot (provide information to prevent confusion)	Student Success Team
3.4 Develop student support strategies and training to help students	Mootispaw, Zile, Student Success Team

3.5 Load selected students in to Canvas platform for courses	Zile, Mootispaw
3.6 Incorporate web link for Canvas access on SSCC website under "MySSCC" section (Canvas and Blackboard will both be listed during pilot)	Tyler Bick
3.7 Train selected pilot students on using Canvas.	Student Success Team Faculty Mentors
<b>4.0 Implement Pilot (Spring Semester January, 2018)</b>	
4.1 Preliminary feedback from Student/Faculty Surveys	DESC, Student Success Team
4.2 Document feedback from pilot faculty	DESC
4.3 Tweak platform options and resolve issues based on faculty feedback	Cornwell, Mootispaw, Zile
<b>5.0 Canvas Full Launch Preparation (Spring/Summer Semesters 2018)</b>	
5.1 All interested faculty and required support staff receive access to self-guided training as well as mentoring and face-to-face training on using Canvas platform	Mootispaw, Zile, Faculty Mentors
5.2 Canvas orientation training courses for students offered at each campus. Training held at each campus for at least two separate days.	Student Success Team
5.3 Faculty & STAFF convert courses / build content for Summer Semester	Faculty & Staff
5.4 Test that all integration and functional settings carry over from pilot to production environment	Mootispaw, Zile
5.5 Ensure all summer courses are available and students enrolled	Mootispaw, Zile
5.6 Coordinate with Canvas to end pilot and switch to full capacity licensing	Cornwell, Zile
<b>6.0 Launch Canvas (Summer Semester May, 2018)</b>	
6.1 Remove Blackboard link from "MySSCC" area of website	Tyler Bick
6.2 Ongoing support for faculty and students	Mootispaw, Zile, Student Success Team
6.3 Document feedback from Faculty and Students, make necessary adjustments or hold for adjustments before Fall Semester	DESC & Student Success Team
6.4 Backup all data from Blackboard and store	Zile
6.5 Decommission Blackboard servers, wipe data, and remove from environment <b>HARD DATE JUNE 30 - MIDNIGHT</b>	Zile, Snellman
Key: Completed	
Key: Ongoing	

## Escalation Procedure

Issues or concerns discovered during the project should be immediately brought to the PM's attention. If the concern is not critical (PM's discretion), the reporting person will be asked to produce a written statement (via email) outlining the issue to be presented at the bi-weekly team meeting for discussion. If it is of an immediate nature, a special meeting may be called in order to address it promptly.

## Change Management

The project timeline has been constructed to account for commitments of team members who will also be meeting the demands of their normal responsibilities. If a member discovers a variable, in their normal role, that prevents them from meeting a timeline target, they need to inform the PM as early as possible. This will allow time to make schedule adjustments.

If for any reason an unforeseen change in scope or process is required, the PM should be informed immediately. All changes will be brought to the bi-weekly team meeting for discussion.

## Project Timeline

A project schedule is represented below. The timeline spans a little under twelve months in total with final completion before the start of Fall Semester 2018. Faculty, support staff, and students should become familiar with the software after training is completed and will have support resources at their disposal as they make the transition.

ID	Task Name	Start	Finish	Q3 17			Q4 17			Q1 18			Q2 18			Q3 18
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1	Faculty Build Courses in Canvas Sandbox (Optional for Interested Faculty)	7/3/2017	9/1/2017	█												
2	1.0 Contract Negotiation	7/3/2017	9/1/2017	█												
3	2.0 Standard Implementation (Integration Discovery & Planning)	9/1/2017	10/31/2017	█												
4	3.0 Canvas Pilot Preparation	10/2/2017	12/29/2017				█									
5	4.0 Implement Pilot (Spring Semester 2018)	1/3/2018	5/4/2018							█						
6	5.0 Canvas Full Launch Preparation	2/15/2018	5/11/2018							█						
7	6.0 Launch Canvas	5/14/2018	7/13/2018										█			

## Revisions

This plan represents a general framework for planning purposes while serving as a central document for the overall college to outline various roles and functions.

The Project Manager may make modifications to the plan based on new information as it evolves. Updated versions will clearly be marked and emailed to all team members and necessary stakeholders.