



California Distance Learning Cooperative

A Canvas Project

This document serves to highlight the Canvas implementation process within the CA Distance Learning Cooperative (CDLC) as two phases. Phase 1 centers on building a Canvas environment/instance with a site-based team. Once the Phase 1 team constructs the Canvas ecosystem, then Phase 2 focuses on the teaching and learning with Canvas for practitioners.

Phase 1 – Building a Canvas Environment/Instance

Phase 1 focuses on creating the Canvas Instance. This phase focuses on the technical side of the project whereas Phase 2 builds the capacity of practitioners. An agency should first identify which colleagues are best suited for the roles and correlating responsibilities.

Selected individuals should be willing to accept a leadership role though aren't required to be an administrator. The table below lists the roles and responsibilities of each person as defined by Canvas. Multiple roles can be taken on by one person if necessary.

Roles & Time Commitment	Responsibilities
Project Lead Phases 1 & 2	Acts as the main point person for Canvas implementation. This person manages the site-based resources such as the MOU process, licenses, Canvas courses and programs offered, and accountability for Canvas project goals.
Learning Management System (LMS) Administrator Phases 1 & 2	<ol style="list-style-type: none">1. Manages Canvas day-to-day.2. Works with Canvas support to resolve issues.3. Communicates with OTAN/SCOE aecanvas.com

IT Administrator Phase 1	<ol style="list-style-type: none"> 1. Grants permissions and defines system access within Canvas. 2. Manages roles, permissions, app integrations, LTIs, and authentication configuration within Canvas. 3. Works with project team members to complete technical tasks during and well after implementation.
Student Information System (SIS) Lead Phase 1 (as it relates to the course)	<ol style="list-style-type: none"> 1. Provides SIS data into Canvas and exports grades out of Canvas (Work around with ASAP integration)
Content Lead Phase 1 (as it relates to the course)	<ol style="list-style-type: none"> 1. Creates content and/or imports existing curriculum

Coursework & Support

In Phase 1 team members use an asynchronous course entitled *Be the Hero*. Support with the content will be available via one hour/week office hours with the Canvas instructor. Free refresher courses and Q & A for Administrators workshops are offered for CDLC members on the [OTAN training calendar](#).

Phase 2 – Teaching and Learning with Canvas for Practitioners

Once Phase 1 is completed, an agency can opt to create practitioner sandboxes to use for learning Canvas. In conjunction, practitioners will access an asynchronous course with weekly check-ins entitled, *Growing with Canvas*. Foundational sessions and reviews of the content will be offered with a coach through OTAN. Additional courses for assistance are Q & A for Teacher sessions and Advancing Canvas Skills for those ready to delve deeper into Canvas Studio, Accessibility, Group Work & Collaboration and Mastery Paths.