Canvas Learning Management System (LMS) Implementation and Rollout Success Plan

Goal: Ensure the successful integration, implementation, and administration of Canvas campus-wide for all stakeholders in a two-stage, rollout process during Summer and Fall 2014 semesters.

- **Strategy 1: Establish User Authentication Setup**  
  *(Deadline: 12/10/14; Status: Complete)*  
  - Objective: Ensure end users can login to Canvas with BlazerIDs  
  - Working team: Canvas: Weston Youd; UAB: Rajesh Pillai

- **Strategy 2: Integrate Canvas with Student Information System (SIS) Integration**  
  *(Deadline: 1/31/14; Status: On track; testing)*  
  - Objective: Ensure successful data communication between Banner and Canvas for automated course creation, enrollments, grades, etc.  
  - Working team: Canvas: Weston Youd; UAB: Dale Johnson, LMS Administrators  
  - Tactics:  
    - Determine Integration approach-January 14  
    - Test courses-January 15  
    - Set up-automation-January 31

- **Strategy 3: Train LMS Administrators, faculty, and instructional designers**  
  *(Deadline: 2/6/14; Status: On track)*  
  - Objective: Ensure timely and thorough training of key personnel and end users for successful migration, design, development, and delivery of quality course content  
  - Working team: Canvas: Dianna Lee and Weston Youd; UAB: School/College LMS Administrators, Instructional Designers, and key faculty (UAB)  
  - Tactics:  
    - Administrator Training (2 hour Web EX Session) Monday, January 13 at 11am-1pm.  
    - Faculty/Instructional Designer Training (2 hour Web EX Session) Monday, January 27 at 11-1pm.  
    - On-site Training  
      - Establish dates-(Complete)- Tuesday, February 4, – Thursday, February 6, 2014  
      - Set agenda for individual sessions (In progress)  
      - Identify and secure locations(In progress-Cynthia Helms)

- **Strategy 4: Canvas Interface Branding**  
  *(Deadline: 2/1/14; Status: On track)*  
  - Objective: Ensure the UAB brand is preserved and fostered in UAB Canvas Interface and corresponding sites.  
  - Working Team: Canvas: Weston Youd ; UAB: Eric Martin  
  - Tactics
- Brand Canvas Login Page
- Brand Canvas portal
- Develop schools/departments/program logos and banners-ongoing

**Strategy 5: Establish Consistent Course Navigation and Design**
*(Deadline: 3/1/14; Status: On track)*
- Objective: Establish consistent look and feel for individual courses to ensure consistency and universal design for adherence to ADA, SACs, and other quality standards.
- Working Team: Canvas: Weston Youd; UAB: IDC, Lisa Reburn, Eric Martin
- Tactics
  - Establish minimum course items-January 22
  - Establish consistent design and navigation-March 1

**Strategy 6: Establish Technical Support System Flow**
*(Deadline: 2/1/14; Status: On track)*
- Objective: Provide on-demand technical support for UAB end users of Canvas
- Working Team: Canvas: Weston Youd, Seth Johnson; UAB: Eric Martin, Lee Smith, Jody Potter and Matthew Cuthbert, Cynthia Helms
- Tactics:
  - Identify Administrators -Complete
  - Set Up Zen Desk
  - Tier 1 Configuration Sheet-Complete
  - Activate Tier 1 Services-Go live date
  - Develop Canvas Support Site
    - Define site design-Completed January 2
    - Identify artifacts to support training course content-Completed January 2
    - Branding
    - Organize and link content
    - Test and proof; Go live February 1, 2014
    - Identify artifacts to support new tools-February 28- after site launch date- this will be ongoing

**Strategy 7: Establish Canvas Success Team**
*(Deadline: 2/15/14; Status: On track)*
- Objective: Establish network of experts for ensuring streamlined and efficient integration, migration, administration, and maintenance of LMS campus wide.
- Working Team: UAB: LMS administrators in each college/school and Canvas Success Manager
  - Arts and Sciences-Dr. Feng Sun
  - Business-Jonathan McNair
  - Dentistry-Dr. Michelle Robinson
**Strategy 8: Determine Course Conversion (Rebuild and/or Migration) Schedule**  
(Deadline: Summer Courses April 1 and Fall Courses July 15; Status: On track)

- Objective: Ensure the successful conversion of online courses from Blackboard to Canvas
- Working team: Canvas: Weston Youd, Dianna Lee; UAB: IDC, faculty
- Tactics
  - Determine online courses per school/college to be delivered summer/fall 2014-January 9
  - Perform Gap Analysis on school lists of courses and Banner list-February 7
  - Determine school/college preferences for course migration or redesign-January 9
  - Establish migration / course redesign schedule and agenda- January 31

**Strategy 9: Establish Adoption Plan**  
(Deadline: 1/31/14; Status: On track)

- Objective: Foster widespread adoption of Canvas by faculty campus wide.
- Working team: Canvas: Weston Youd; UAB: IDC, Canvas Success Team
- Tactics
  - Outline adoption plan-1/21/14
  - Review Best Practices-1/31/14
  - Execute Campaign-spring and summer semesters