



June 24, 2015

Dear Colleague,

We are pleased to share with you the news that the contract process with Instructure for the Canvas CMS/LMS as the common course management system (CCMS) for the CCCs is now complete. The selection of Canvas as the CCMS for the California Community Colleges comes after nearly a year of a rigorous Request for Proposal (RFP), vendor evaluation and selection, and contract negotiation process. As a critical component of the Online Education Initiative (OEI) to support student success, colleges may now consider adopting Canvas as their CMS/LMS respective to their own existing CMS/LMS contracts, local stakeholder consensus, and planned implementation strategies.

**Cost to the Colleges:** The good news to share is that the OEI is planning to provide 100% of the costs of the services for Canvas at least through the 2018-2019 school year. As a foundational system initiative, the OEI is optimistic that this level of support will continue. While colleges consider the benefits of adopting Canvas, here is additional information (a more complete list of FAQ's will be posted on the Canvas Resource Website on Thursday, June 25th):

#### **How will colleges get Canvas?**

Colleges will complete an online form that signifies a college's plans and intentions to adopt and implement Canvas for the entire college community. The information will be reviewed by the OEI and forwarded to Instructure to initiate the Canvas implementation process. Instructure will issue an Institution Participation Agreement (IPA) to the college to be signed. The IPA outlines the terms and conditions of use and includes an Addendum to Subcontract to detail additional terms and conditions. The IPA will be issued on a yearly basis to align with a fiscal year.

#### **What are the conditions for adopting Canvas under this agreement?**

The decision about which CMS/LMS a college adopts should be made by relying primarily on faculty expertise through your Academic Senate. Completing this form implies that your college community (Faculty, Students, Support Staff, Administration, Technology Staff, Research Staff, etc.) has agreed to adopt Canvas as the college CMS, and initially agrees to the following:

1. **Time to Full Implementation:** Following the implementation process, a college has 18-months to fully transition off their existing CMS and use Canvas as the sole CMS on the campus. This is due to the need for the OEI to collect student success data across the system and to determine the extent to which a single CMS supports students systemwide as per the original project RFA. If a campus is operating an additional CMS(s) in parallel to the planned Canvas offering, and intends to continue to do so past 18-months, the OEI will consider this on a case by case basis through a discussion between the college and project staff.

**Note for Pilot Colleges:** If you are a pilot college offering courses in the Exchange,

you will have 3 semesters in which to make a commitment to switching your college to Canvas before you will have to end your course offerings in the Course Exchange component of the OEI. You do not have to fully migrate within those 3 semesters, but you do have to commit to a migration timeline. For questions about the Pilot timeline **only**, please contact John Makevich or Steve Klein.

2. **Student Authentication into the System:** A college/district must authenticate their Canvas instance using a Shibboleth Service Provider (such as used for OpenCCCApply) to support the integration of services with the systemwide Federated ID.
3. **Support for Faculty and Students:** If you currently provide daytime CMS Tier 1 Support (helpdesk) to students and faculty, your college will be provided training to transition to Canvas support including access to the Canvas ticketing system. If you do not currently provide daytime CMS Tier 1 Support to students and faculty, Tier 1 support is available from Canvas as part of this agreement.

If you do or do not currently provide after-hours and/or weekend CMS Tier 1 support to students and faculty, your college will be able to use Canvas after-hours and weekend Tier 1 support for students and faculty.

4. **Branding:** The Canvas instance will include a CCCCCO logo and the text “Provided by the California Community College Colleges Chancellor’s Office” in the footer. Colleges will be able to brand their instance for their own college as they choose in the header.

### **What is the timeline for implementing Canvas at my college?**

The OEI has established two 15-month Implementation Cohort cycles each year beginning in October and April. Implementation Cohort cycles are presented as 15-month conversion process timelines. These timelines are suggestive of best practices for CMS migration, and depending on circumstances, your timing may vary. The Implementation Cohort #1 begins October 2015 and continues to December 2016.

In this case, the first three months are dedicated to Canvas implementation: authentication, SIS integration, support setup, branding, training, and course migration. The remaining months following, allow for campuses to run both Canvas and their legacy CMS in parallel for at least two full semesters. This timeline also considers that faculty training may occur outside of the summer months and teaching can begin at the start of a fall and spring semester. The full conversion date in December 2016 of Cohort #1, for example, is a suggested date when a campus could decide to remove their legacy CMS from production operation. Colleges may choose to fully convert prior to the end of the 15-month period.

Implementation Cohort #2 will begin in April 2016 and end in June 2017. Colleges identifying as Implementation Cohort #2 can begin to register their college’s intent on the registration form in January 2016. The OEI will message the field prior to each Implementation Cohort cycle to prompt the completion of the Registration form. Additional Implementation Cohort cycles are available to review on the CCMS Considerations Resources page along with a copy of this letter and additional FAQ’s as

well as a link to the implementation form.  
(<https://ccconlineed.instructure.com/courses/90/pages/home>)

If you have other ideas or questions regarding the implementation timeline, please contact us to discuss your plans.

### **What does this mean for my college that currently pays for a CMS?**

The OEI suggests that colleges use the cost savings to support local college/district distance education services including assurances that content in distance education courses meet Section 508 standards through professional development efforts and assistance by local technical support personnel. OEI staff are available to help you in assessing your professional development needs.

Additional FAQ's are posted on the Canvas Resources site.

### **What services are provided with Canvas adoption?**

Services will include:

1. Guided (Standard) Implementation ([Details of Guided \(Standard\) Implementation Items](#))
2. Trainings
  - a. Administrator
  - b. Faculty and Instructional Designer
  - c. Support
3. Tier 1 Support
  - a. Weekend/Evening
  - b. Daytime (if a college does not currently provide)

The OEI believes that the contract with Instructure for Canvas provides more than a sufficient level of service to successfully implement Canvas at a college. Additionally, @One will provide faculty and course migration trainings at no additional cost to colleges. (Extended services for implementation, migration, training, custom URLs, etc. are available directly from Instructure as a contract for service between a college/district and Instructure.)

### **How can I complete the form to indicate my college's intention to adopt Canvas?**

The link to the online form is: <https://goo.gl/6Ss6oT>

At this point, only colleges implementing Canvas beginning in the Fall 2015 (Cohort #1) need to complete the Registration form. The OEI will message the field prior to each Implementation Cohort cycle to prompt the completion of the Registration form.

**Reminder:** The completion of the Registration form initiates the implementation process for the Canvas CMS/LMS by triggering the issuance of an Institution Participation Agreement (IPA) from Instructure to a college. The IPA is the agreement the college and Instructure will sign to provide the Canvas CMS/LMS as per the OEI contract terms and conditions.

We understand there may be situations influencing your college needing to implement

Canvas outside of the exact dates of an implementation cohort. Please contact us to discuss your particular situation.

If you have questions or would like to contact OEI staff to have them call you, please email: [oei@cccnext.net](mailto:oei@cccnext.net) and give us information for your preferred method of contact.

Best Regards!

Pat James, Steve Klein and The OEI Implementation Team