Project Name
Implementation of Canvas Learning Management System (LMS)

Sponsor
Jeanne Wielgus

Acct/Dept
ITS User Support

Divisional VP:
Dr. Alex Enyedi - Provost Office

Estimated annual initial costs:
$106,500 (temporary staff): one time/implementation of $17,500 plus base budget/ongoing of $89,000

Estimated annual on-going costs:
$89,000 (license and ongoing staff)

Funding Availability?:
Partially Funded - only initial OR on-going but not both

Need to Know:
Alex Hwu, Alex Enyedi, Anna Kircher, James Graham, Kim Vincent-Layton, Matthew Koelling, Cyril Oberlander, Ann Paulet, Ronnie Swartz, Eamon Daly, Yvonne Doble, Dan Fiore

Project Champion:
Anna Kircher

Primary Customer(s):
Campus-wide

What problem are you looking to solve?:
If the Provost decides at the end of Spring 2016 that the campus will be switching from the current LMS (Moodle) to Canvas, we need to plan and provide resources for the migration to Canvas, including determining: on-going funding for Canvas, timeline for moving courses, ongoing support for Canvas, solutions for any needed functionality that Canvas does not provide, support for Canvas and Moodle during the transition, training of users, communication with campus, identifying solutions for the non-academic uses of Moodle, and retiring of Moodle software.

Which departments or processes are affected?:
All faculty, students, and some staff. Essentially all content creators and users of the current Moodle LMS.

What is the consequence of not doing this project?:
Because the LMS is so important to campus-wide teaching and learning, it is critical that faculty receive support in moving their instructional materials from one system to another. Without the support that makes the transition go as smoothly as possible, faculty will be hugely frustrated and course quality will suffer.

What would a successful solution look like?:
Identify on-going funding and purchase a 1 - 3 year hosted SaaS package deal with at least one year of support from Canvas LMS vendor, Instructure, for all HSU students, faculty and staff while also establishing what on-campus support is needed. Implement the solution while continuing to support the current Moodle LMS until we are able to move all users to the new LMS, establish single sign-on, migrate all existing course content from Moodle to Canvas, set-up SIS import of enrollment and other files, train users, test the migrated courses with Canvas functionality and retire Moodle software and hardware while communicating to campus throughout the transition.

How else might you solve this problem?:
The Provost could decide, based on both input from the the investigation and budget considerations, that we will stay with Moodle as our LMS.

Strategic Objective(s):
Prepare students for socially & environmentally responsible leadership.

**How does this project align with HSU’s strategic objectives?:**

This project meets the objective in the strategic plan to “prepare students to be socially and environmentally responsible leaders in a diverse and globalized world” by helping to realize the following outcomes:

Outcome 1.1: All HSU students’ experiences are impactful and purposeful through better coordination and integration of academics, advising, support services, student activities, student life, and community partnerships.

Objective 1.1A.5: Integrate meaningful learning analytics to allow for early alerts and timely interventions that promote student success at course.

Outcome 1.2: Purposeful and coherent integration of academics and student life provides a Humboldt State experience that affords all students the same opportunity to succeed in meeting their baccalaureate goals.

Sub-Objective 1.2C: Academic programs are accessible to all populations.

Sub-Objective 1.2C.1: Coordinate support for instructional design to promote adoption of Universal Design for Learning (UDL), through reducing the amount of time the campus will be on two LMS’s, standardization of the instructional environment, including providing accessibility and universal design and integration of external resources such as streaming video, and clickers.

**What resources will this project require?:**

Campus: all Campus Colleges, all Campus Faculty, all Campus Students, ITS, College of eLearning and Extended Ed

Vendor: Instructure

See the project plan included under the Technical Section below. This project will primarily be carried out by the instructional designers in CEEE, staff in the Moodle Office, and faculty.

The plan was created collaboratively through the work of the unit leads and staff who will be responsible for carrying out the project. The skills needed are in close alignment with their existing responsibilities.

**What is your deadline?:**

08/01/2017

**And is your deadline a hard deadline?:**

Yes

**Why must the project be completed by this date?:**

All courses need to be migrated from Moodle to Canvas in time for the beginning of Fall 2017. It is not in the best interest of the campus, faculty or students to be running two LMS’ at the same time for any longer than absolutely necessary. Transitions of individual courses must be aligned with the beginning of an academic term.

**Explanation of annual estimates:**

A detailed budget estimate for the Moodle/Canvas transition plan was built by Anna Kircher, Alex Hwu and Volga Koval. The dollars identified in the estimates above are those costs NOT covered by salary savings associated with existing position funding.

**Type:** Replace

**Affected or Related Systems/Modules:**

Moodle

PeopleSoft Campus Solutions

Student Center

Other

**Other Affected or Related Systems/Modules:**

Moodle, PeopleSoft, CAS/Shibboleth for authentication, Turning Technologies clickers, NBCLearn, TurnItIn, Blackboard Collaborate, and other applications that integrate and partner with Canvas.

**Considerations / dependencies:**

The Provost decides following the Spring 2016 Canvas investigation whether the campus will be switching from Moodle to Canvas for the campus LMS. Funding to pay for initial and ongoing costs of Canvas needs to be identified. We will need to identify the non-academic data that is contained at courses.humboldt.edu and define a migration path for either Canvas implementation or determine another platform. Migration strategy for current courses as well as best practices for storage and on-going course management in Canvas will need to be defined which may be a consideration for developing an LMS Instructional Standards Working Group to continue after the project closes.

**Information Technology (IT) Feasibility Statement:**
TECHNICAL SECTION

High level plan

Fall 2016:
• Continue support of Moodle.
• Identify on-going funding and purchase a 1 - 3 year package for all HSU students.
• Train remainder of faculty, staff and students.
• Develop training guides and user guides.
• Provide access to all remaining faculty and all enrolled students.
• Communicate and market the upcoming LMS change to campus.

Goal 1: Establish hosted production service for all campus users and commence transition.
Objective 1: Support current Moodle users while setting up hosted production system, testing authentication protocols, training users of the system and developing training materials.

Spring 2017:
• Continue to support Moodle and Canvas.
• Faculty continue to plan curriculum and develop courses in Canvas.
• Plan communications for notifying their students about the new LMS.
• Migrate course content from Moodle to newly developed Canvas course shells.

Goal 1: Continue to support faculty, staff and students with their LMS needs.
Objective 1: Support both LMS’ while issuing communications to users to shift them to using the new Canvas LMS.

Summer 2017:
• Faculty complete any updates/revisions to their courses by start of fall 2017 term.
• Begin using Canvas LMS in production for all faculty and students.
• Continue to support Moodle and Canvas while fading out use of Moodle completely by Fall of 2017.
• Consideration of tier 1 support from the Canvas vendor will be key for providing assistance to the Moodle staff as they support the two systems in parallel. In addition, faculty participating in the investigation could be leveraged for support/troubleshooting to share the burden.
• Uninstall Moodle and decommission equipment.
• Finalize project management activities (final task updates, final document uploads to SharePoint, final public update to Portfolio page, complete closeout and lessons learned reports).

Goal 1: Continue to support faculty, staff and students with their LMS needs.
Objective 1: Support both LMS’ while issuing communications to users to shift them to using the new Canvas LMS with the final cutoff date of 8/1/17.