LMS implementation updates, August 2023

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Tue 8/15/2023 9:06 AM
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OFFICE OF THE PROVOST — NAU NORTHERN ARIZONA UNIVERSITY

Dear colleagues,

While this most recent summer term offered us the opportunity for an initial launch, this upcoming fall term represents a major milestone—the first regular academic year term with all instruction taking place with Instructure's Canvas as our next Learning Management System (LMS).

Successful summer initial launch

Changing the LMS for a university of our scale is a complex endeavor, yet the summer's initial deployment went very smoothly for both faculty and students. We have adapted to the lessons we learned along the way on Canvas configuration and training supports for faculty, and are optimistic that we are well positioned for the beginning of the fall term.

Continued migration support

In addition to knowledge resources that support faculty in self-migration, we are planning to continue offering K16-assisted migration support throughout the fall term—the next set of courses will be submitted to K16 on August 23. Please keep in mind that K16 migrations may take up to a week before they are available and review our previous communications for more information on our recommended actions to take before submitting a request for K16-assisted migration, which will help ensure the process goes smoothly—see *Bb Learn to Canvas Pre-Migration Guide* for more information and the *K16 Canvas Migration Form* to request a K16 migration at least a day in advance. Our work with K16 will come to a close in late September, so please submit all remaining migration requests as soon as possible, including those beyond the fall 2023 term.

Continued training opportunities

Continuing into fall, we will be offering in-person and remote open labs where you can drop-in and get assistance with Canvas questions—please see our *Canvas Training for Faculty* page for a comprehensive listing of available opportunities to learn more about Canvas and get help. The training stipends we announced last year will be offered through the end of the fall term—our project team will continue handling the administrative steps necessary to release these training stipends, but please keep in mind that it may take a few weeks for stipends to process.

Refined course lifecycle and end-of-course processes

As part of our collaboration with the LMS Advisory Council, which represents a wide range of constituencies and shapes our LMS-related business processes, we are ensuring that Canvas is configured in a way that is aligned with our established policies and business processes. We wanted to highlight some key recent outcomes from this collaboration:

- *Canvas course lifecycle processes*: In alignment with Arizona's public records retention schedule, for-credit Canvas course shells will no longer be retained beyond two years following the course's end date. Our Information Technology Services (ITS) team will not create or store offline archives, but course owners may export and store course content.
- *Canvas end-of-course processes*: Canvas is being configured to drive end-of-course processes applied to for-credit Canvas course shells based on our established term schedule and key milestone dates. Default behavior is that students will have read-only access to their course shells after the course's official end date and lose access two weeks after that date. For instructors,

two weeks after the course's official end date, access will become read-only. The ITS Service Desk can support changes for incomplete grades or other special circumstances.

We hope that everyone is as excited as we are for the start of the fall term and the large-scale launch of Canvas! We continue to be grateful for everyone's engagement, collaboration, and thoughtful feedback that have helped shape our work thus far.

All the best,

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