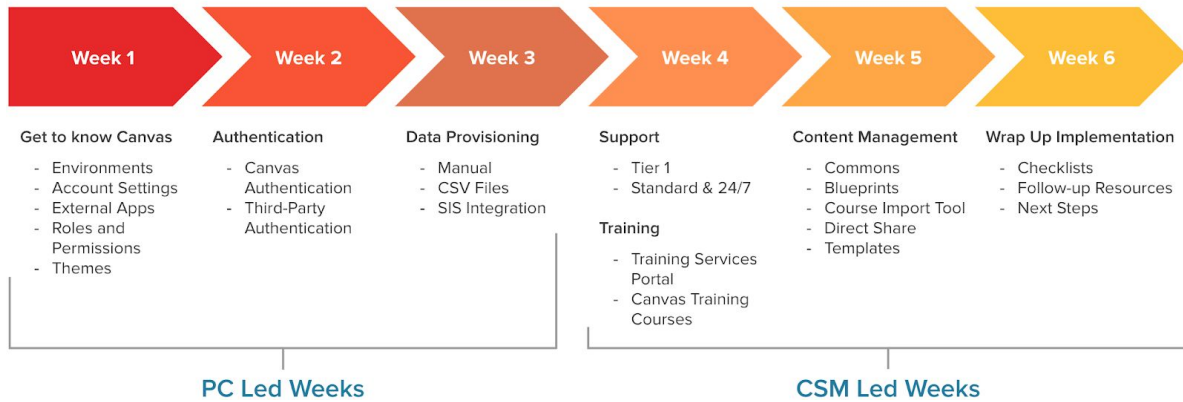


Self-Guided Implementation Overview

Self-guided implementations allow districts and charter schools to make Canvas available to their teachers and students in 6 weeks or less. This approach uses a Canvas course to provide a proven model and guidance for configuring and rolling out Canvas, based on years of experience working with successful customers.

- The Canvas course focuses on specific implementation topics during 6 weeks; you can keep to that pace or move faster, as your needs require.
 - You will be part of a cohort with other organizations/institutions like yours.
 - You will have access to the course for 12 months.



- You will have webinars and/or calls each week. Your Project Consultant (PC) will lead Weeks 1-3 and your Customer Success Manager (CSM) will host calls during Weeks 4-6. Your PC will also host a final Q&A session during Week 6.
 - If you miss a weekly webinar, you will be able to access the recording afterwards.
- You will need to complete all implementation tasks.
 - No project plan is provided, so you will need to monitor your team’s progress to ensure you stay on track.

Your Implementation Team

The table below lists the roles and responsibilities for your team during implementation. **Each of these roles should participate during the weeks indicated and will perform implementation tasks** (one person can fill multiple roles, if necessary). All roles are welcome in the final Q&A session during Week 6.

Project Role	Weeks Needed	Responsibilities
Project Lead	Weeks 1-6	<ul style="list-style-type: none"> ● Acts as the main point-person for the Canvas implementation. ● Organizes internal resources for the Canvas implementation ● Reports key decisions and project status to internal stakeholders ● Manages accountability for internal tasks to meet project timelines ● Disseminates information on Canvas training ● Coordinates Canvas launch
LMS Admin	Weeks 1-6	<ul style="list-style-type: none"> ● Manages Canvas day-to-day ● Works with Canvas support to resolve issues ● Communicates with CSM
IT Administrator	Weeks 1-4	<ul style="list-style-type: none"> ● Works with users to grant permissions and define system access ● Owns or facilitates support ticket process for Canvas ● Manages roles, permissions, integrations, LTIs, and authentication configuration ● Works with project team members to complete technical tasks during and after implementation
Authentication (Auth) Lead	Week 2	Tests, configures, and deploys external authentication in Canvas.
SIS Lead	Week 3	Provisions SIS data into Canvas and exports grades out of Canvas into your SIS (if grade passback is available)
Content Lead	Week 5	Create contents from scratch and/or imports content from the legacy LMS

The Canvas-Side Implementation Team

Project Role	Responsibilities
Project Consultant (PC)	Your main Canvas contact <u>during implementation</u> . <ul style="list-style-type: none"> ● Provides guidance and best practices to integrate Canvas with your existing processes ● Advises you on SIS integration, authentication, content migration, and account configuration
Customer Success Manager (CSM)	Your advocate and primary contact for life of the account (after implementation). <ul style="list-style-type: none"> ● Ongoing availability

	<ul style="list-style-type: none"> • Helps you define and execute an adoption plan for Canvas • Post-implementation contact for all things Canvas
Technical Consultant (TC)	Behind-the scenes technical experts who assist the PC with complex implementation tasks.
Canvas Support	<p>Your support contact for Canvas:</p> <ul style="list-style-type: none"> • Ongoing availability (based on your support package) • Contact for support-related issues, questions, and bugs

Recommended Training

Once your Canvas instance is turned on and you are added as an admin/user, you can access three training courses that will be installed on the homepage of your instance. You can also begin viewing training videos in our Training Portal (accessed through the Help menu). We recommend *Program - Getting First Day Ready (HIED, K12)*, particularly focusing on the following content:

- Dashboard and Course List
- The Canvas Calendar
- The Canvas Inbox / Conversations
- Announcements in Canvas
- Course Navigation and Settings
- Concepts of a Module
- Customizing the Assignment Index
- Creating Assignments
- Creating Discussions
- Creating Quizzes
- Using Canvas Speedgrader

After Implementation

After you have completed the 6-week implementation course, your CSM will guide you through the next phase: onboarding. You will learn about best practices for adoption and rollout, and coordinate additional services like training or instructional design.