



Canvas K12 CSM Team

2023 Quarterly Webinar

We will begin shortly.

5:00



INSTRUCTURE

CANVAS END OF YEAR BEST PRACTICES

Canvas K12 CSM Team

AUDIO CHECK





We as your CSM team **thank you and your teachers** for the **incredible work** you have done this year. We also want to thank you for your CSAT responses last month!

Congratulations on making it to the end of the school year!.

Q&A

Want to ask a question?
Please use the **Q&A function** in Zoom.

NOTE

These recommendations are all high-level tips and tricks. Your institution may have **customized** some settings that may result in varied behavior. Please reach out to your **Admin** or **CSM team** with any questions.

If you are an **Admin**, please connect with your **CSM** or **CSM team** to discuss questions you following our presentation today.

AGENDA

- CSM Overview
- Terms
- Grading Periods
- SIS Considerations
- Updates & New Features

CANVAS K12 CSM TEAM



WHAT IS A CSM?

We are your Canvas consultant, internal advocate, and liaison.

HOW CAN WE HELP?

We specialize in conversations about adoption, rollout, resources, external tools, and training.

NEWSLETTERS

Keep an eye out for our monthly newsletters! You can share these with your teachers. Important information is included.

WEBINARS

We host monthly webinars on the regional, team, and global level.

Have there been any recent changes?

- Update your account information
- Make sure you're receiving email communications from your CSM
- Stay in the know for new features, releases, and resources



END OF YEAR BEST PRACTICES IN CANVAS

End of Year Best Practices FAQ

CUSTOMER SUCCESS



CANVAS ADMIN END OF YEAR FREQUENTLY ASKED QUESTIONS

Are there procedures to follow to wrap up the year?

- [End of Year Best Practices](#) video
- Use the terms page to confirm access dates that teachers and students need. Do teachers need longer access for grading? If so, adjust their access in the terms page accordingly.
- Confirm whether you want students to have access to past courses. If you'd like them to have access, don't check the "Restrict students from accessing courses after the end date" in your [settings page](#). If you would like to prevent access, just check that setting.
- Inform Instructors on how they should save their content from past courses prior to the course being concluded.
 - I suggest doing this through a [global announcement](#). (A template has been created below to use for either a global announcement or email)

Terms Run Dates & Terms Access Dates

Take a moment to review your Terms page and consider...







- Do the dates you see reflect the access that teachers and students need?
- Do teachers need longer access for grading?
 - If so, you will need to adjust their access in the Terms page accordingly.

CSM tip: Do not adjust the “runs” date, as that comes from your SIS (if applicable). Access dates are editable in Canvas.

The screenshot displays the Canvas interface for editing a term. On the left, there are input fields for 'Term Name' (Spring 2015) and 'SIS ID' (1415S), with 'Cancel' and 'Update Term' buttons below. On the right, there are five rows of date selection controls. The first row, 'Term Runs from', shows dates from Jan 26, 2015 to Jun 13, 2015, with a blue callout '1' pointing to the end date. The second row, 'Teachers can access from', shows dates from Jun 27, 2015 to Jun 27, 2015, with a blue callout '2' pointing to the end date. The other rows (Students, TAs, and Designers) have empty date fields. Each date field includes a calendar icon for selection.

Grading Periods & Access Dates Reminder

We recommend the last **Close Date** tied to your last **Grading Period** match the **Access Date** for Teachers in Terms so they can grade.

▼ 2021 Grading Periods					
Terms: Fall 2021, Summer 2021					
Summer 2021	Starts: Apr 30, 2021	Ends: Sep 3, 2021	Closes: Sep 11, 2021		
Fall 2021	Starts: Sep 4, 2021	Ends: Dec 23, 2021	Closes: Dec 31, 2021		
+ Grading Period					

Term Details

Fall 2021

SIS ID:

Grading Period Set: [2021 Grading Periods](#)

0 Courses

Term Runs from	Sep 3, 2021 12:00am to Dec 31, 2021 12:00am
Students can access from	Sep 3, 2021 12:00am to Dec 23, 2021 12:00am
Teachers can access from	Sep 1, 2021 12:00am  to Dec 31, 2021 12:00am
TAs can access from	whenever to term end
Designers can access from	whenever to term end

Global Announcements

Use a **Global Announcement** to easily notify your teachers of updates they need to be aware of before the summer and fall.

Admin > Settings > Global Announcement

End of 21/22 School Year

Teachers and Staff,

The last day of school for students is May 25, 2022

- **You** will have access to make edits, give feedback, and grade assignments in Canvas until 11:59pm on May 27, 2022. After that date, the course will be read only access. Don't worry, you will be able to reuse content from your 21/22 courses this summer, next fall, and beyond (see below) even after the school year is over.
- **Students** will have access to participate in courses until 11:59pm on May 25, 2022. After that date, courses will be read only access for them (with the exception of quiz questions which they will not have access to).

Are you a go-getter, a planner, always two steps ahead? Do you hate vacation time and want to spend June and July preparing to mold young minds this fall? If you are planning on working on your Canvas Courses over the Summer to get a jump start on next year, here are a few ideas on where to start!

- **Export Course** ☞ as a safety net and save file. If you do not need the file you can always delete it once you have your new SIS-generated courses for next school year.
- **Share to Commons** ☞ If you'd like to share your course content to Commons privately, with others in the district, or with the public, you will need to do so before your course is concluded May 27. (Don't worry, you can still import the content without sharing to Commons if you choose. See below.)
- **Create a "Sandbox" Course** ☞ (Only if setting has been enabled) Since you won't have your course shells for next year's classes until closer to the fall, you can create a new course to begin preparing. Teach multiple preps/courses? You can create as many Sandbox Courses as your heart desires (just make sure to name appropriately to avoid confusion). (You may want to establish a naming convention here).
- **Import From Commons** ☞ Import content from courses you have shared to Commons, district created content, or resources shared by other educators into your new Sandbox Courses.
- **Copy Course Content From Past Course** ☞ You can import all of your course content from the previous year or select specific content from past courses. Here (in your Sandbox), you can make any additions or edits to prepare for next year. Make sure to select the box to include completed courses to get a full list.

Access Dates Vs. Available Until dates

ACCESS DATES do not apply to students.


Students will be able to submit until the **AVAILABLE UNTIL** dates tied to Assignments, Quizzes, etc.

Assign




Assign to

Everyone ×

Due

May 14 11:59pm 
Fri May 14, 2021 11:59pm

Available from **Until**

May 3 12am  May 14 11:59pm  
Mon May 3, 2021 Fri May 14, 2021 11:59pm

+ Add

SIS Rollover & SIS Considerations

WHAT IS A ROLLOVER?

A rollover is a process that takes place between your SIS and Canvas. It includes a **pause** of your sync, the **rollover** of your historical data and sync, and a time to **resume** the sync for the new school year's data.

Through the rollover, your **old data will remain in Canvas** and the sync will be set to push the data for the new year into Canvas. This is what provides your users with accounts and creates those new course shells.

This process preserves your historical data. For example, many teachers want access to their past courses in Canvas. Through the rollover, their 22-23 courses remain in Canvas, excluded from the sync, while still receiving the courses and enrollments needed for 23-24.

Rollover Considerations

- There is a new process for submitting Rollover dates
- You can now submit your rollover dates in Canvas via the “SIS Integrations” tab in your instance
- If you do not see the “SIS Integrations tab” please reach out to our CSM team
 - You may be asked to create a support ticket and escalate it to our SIS team via the Field Admin console

SIS Integration

SIS Integration

W

Rostrering Grade Sync Utilities

^ Rollover Dates

+ Add New

Rollover Name	Last updated by	Sync Pause Date	Sync Resume Date	Status	Actions
SAU 16 2022-2023 Rollover	Derek Matheson	Jun 23, 2023	Aug 21, 2023	UPCOMING	 

SIS Tickets in Field Admin Console

CREATE SUPPORT TICKET

CREATE A SIS SUPPORT CASE

SIS Case Form

***Tell us about the issue you are currently facing and its impact:**
Who or what data is affected? Where is the behavior occurring? How widespread is the issue (Magnitude)?

***Is this issue related to; a conversion, migration, rollover, or none?**
Which one? If yes, when was it started and completed?

***How can the SIS Team assist?**
The desired action or resolution.

***Please provide specific examples of the affected data, such as users, enrollments, or grades.**
Links, screenshots, SIS IDs, and Import IDs to specific examples aid in quicker troubleshooting of the issue.

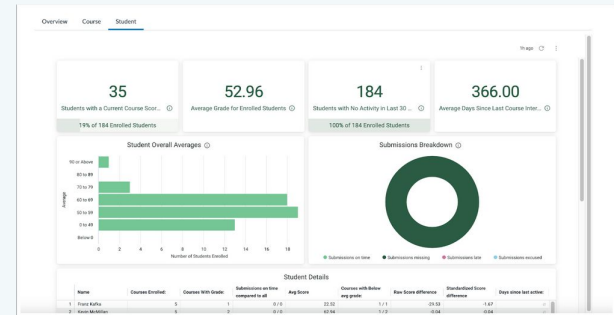
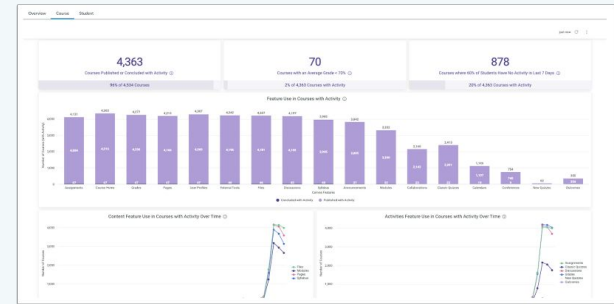
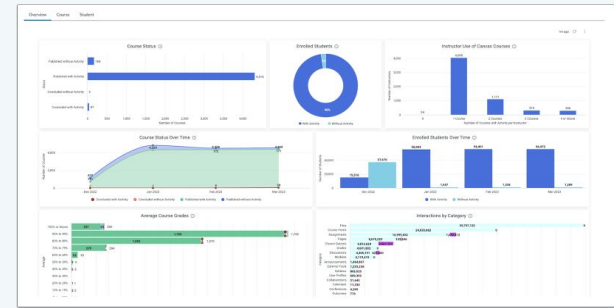
Rollover Considerations (cont.)

- If summer school is a part of your 2022-2023 school year, you will rollover after summer school. If it is a part of your 2023-2024 school year, you will rollover before summer school.
- If you have questions about your rollover, please reach out to our CSM team

Updates & New Features

Admin Analytics

Canvas Admin Analytics dashboards organize and present Canvas adoption and engagement data with enrollment and grade data in interactive charts that make it possible for administrators to see and understand the data that matter most to them.

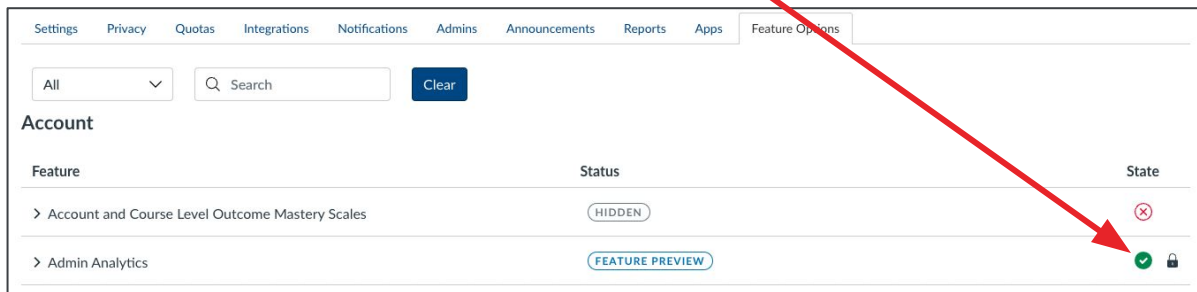


Enabling Admin Analytics

Enable by going to:

**Admin > Settings >
Feature Options >
Account**

Once enabled, it will be listed as Analytics (New)



The screenshot shows the 'Feature Options' section of the Canvas Admin Settings. A red arrow points to the 'Admin Analytics' feature, which is currently enabled (indicated by a green checkmark and a lock icon). The 'Account and Course Level Outcome Mastery Scales' feature is currently disabled (indicated by a red 'X' icon).

Feature	Status	State
> Account and Course Level Outcome Mastery Scales	HIDDEN	⊗
> Admin Analytics	FEATURE PREVIEW	✔️ 🔒

Attendance

Analytics (New)

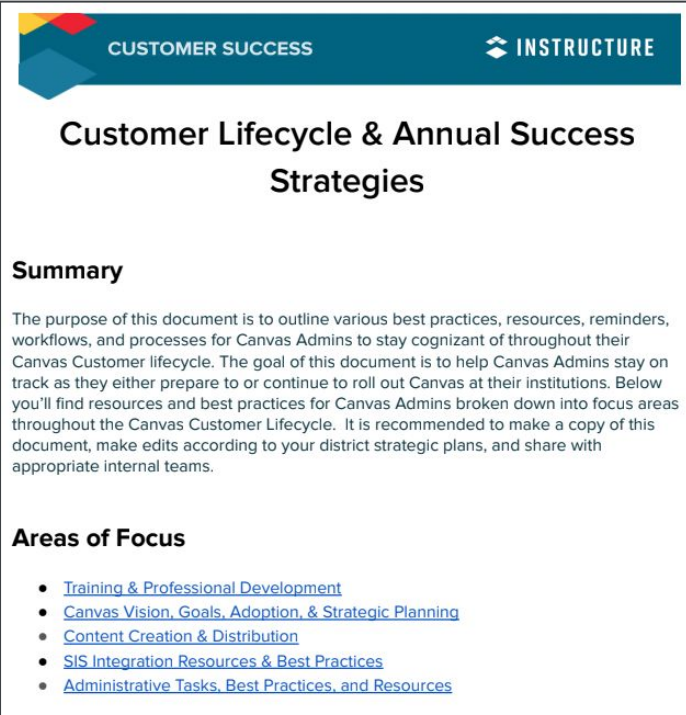
Admin Tools

Customer Lifecycle & Annual Success Strategies (CLASS)

Ever wish there was a guide that outlined exactly what you, as a Canvas Admin, should be focusing on during various times throughout the year?

Please watch [this brief overview video](#) to learn how to make the most out of this amazing new resource!

Now that it's April, be sure to check out the **“3-6 Months Before School Start”** section.



The thumbnail shows the cover of a document titled "Customer Lifecycle & Annual Success Strategies". At the top, there is a dark teal header with the text "CUSTOMER SUCCESS" on the left and the "INSTRUCTURE" logo on the right. Below the header, the title "Customer Lifecycle & Annual Success Strategies" is centered in a large, bold, black font. Underneath the title, the word "Summary" is written in a bold, black font. The main body of text describes the purpose of the document, which is to outline best practices, resources, reminders, workflows, and processes for Canvas Admins. It mentions that the goal is to help Canvas Admins stay on track as they either prepare to or continue to roll out Canvas at their institutions. Below the summary, the phrase "Areas of Focus" is written in a bold, black font, followed by a bulleted list of five links: "Training & Professional Development", "Canvas Vision, Goals, Adoption, & Strategic Planning", "Content Creation & Distribution", "SIS Integration Resources & Best Practices", and "Administrative Tasks, Best Practices, and Resources".

CUSTOMER SUCCESS **INSTRUCTURE**

Customer Lifecycle & Annual Success Strategies

Summary

The purpose of this document is to outline various best practices, resources, reminders, workflows, and processes for Canvas Admins to stay cognizant of throughout their Canvas Customer lifecycle. The goal of this document is to help Canvas Admins stay on track as they either prepare to or continue to roll out Canvas at their institutions. Below you'll find resources and best practices for Canvas Admins broken down into focus areas throughout the Canvas Customer Lifecycle. It is recommended to make a copy of this document, make edits according to your district strategic plans, and share with appropriate internal teams.

Areas of Focus

- [Training & Professional Development](#)
- [Canvas Vision, Goals, Adoption, & Strategic Planning](#)
- [Content Creation & Distribution](#)
- [SIS Integration Resources & Best Practices](#)
- [Administrative Tasks, Best Practices, and Resources](#)

THANK YOU

As an **Admin**, please reach out to your **CSM team** if you have any questions about what was covered today. Thank you for joining us!