Learning Management Systems

Transition to Canvas
Steering Committee
April 12th, 2019
Agenda

• Current Moodle Migration status
• Migration process discoveries
• Migration expectations
• Timeline estimations by type of course
• Work groups - outline of deliverable, nominations
• Unizin Consortium Membership
• Open forum
# Current Migration Activities - Moodle

<table>
<thead>
<tr>
<th>School</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biopharma Educational Initiative</td>
<td>Kickoff completed, awaiting inventory verification</td>
</tr>
<tr>
<td>Rutgers School of Dental Medicine (RSDM)</td>
<td>Progressing smoothly, target complete Summer 2019</td>
</tr>
<tr>
<td>School of Graduate Studies (SGS)</td>
<td>Kickoff completed, actively migrating 130 courses; target complete Summer 2019</td>
</tr>
<tr>
<td>School of Health Professions (SHP)</td>
<td>Kickoff completed, awaiting inventory and timeline</td>
</tr>
<tr>
<td>New Jersey Medical School (NJMS)</td>
<td>Kickoff completed, working on SGS</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>Kickoff on 4/15, courses have been migrated over the past year or two</td>
</tr>
<tr>
<td>School of Public Health (SPH)</td>
<td>Kickoff completed, no inventory of Moodle courses, need to verify remaining courses from eCollege</td>
</tr>
<tr>
<td>Robert Wood Johnson Medical School</td>
<td>Need to confirm remaining courses for Radiology</td>
</tr>
</tbody>
</table>
## Migration process discoveries

<table>
<thead>
<tr>
<th>Identified</th>
<th>Plan of action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roles and responsibilities for migration</td>
<td>A kickoff and initiation package is being developed that will document all roles and responsibilities during migration</td>
</tr>
<tr>
<td>Expectations on involvement of Instructor, School and TLT</td>
<td>A clearly outlined process will be documented and discussed with each migration team and instructor</td>
</tr>
<tr>
<td>Internal communications plan during migrations</td>
<td>A revised process will be implemented where standard communications and notifications will take place. The migration project team will manage and track the communications to ensure timeliness and follow-up</td>
</tr>
<tr>
<td>Communications process between migration resources and instructors concerning course issues</td>
<td>Instructional Designers (ID) will be assigned to all course migrations and will be single point of contact for managing the migration from start to end. During the Review phase the ID will provide recommendations on course optimization as necessary and will work with Instructors to complete as required.</td>
</tr>
<tr>
<td>Training recommendations</td>
<td>Training will be discussed and agreed upon during the planning phase to provide ample time to schedule times and resources. During large migrations, several sessions can be arranged.</td>
</tr>
<tr>
<td>Archival options</td>
<td>We continue to discover varied requirements on Archival. The team will continue to collect and will present recommended solutions in the near future.</td>
</tr>
</tbody>
</table>
Migration Expectations

• Migration type
  – Bulk migrations vs individual migrations
  – Teachable course (white-gloved) vs archive

• Migration effort
  – Migration specialist (the "moving company")
  – Instructional designer (white-gloving)
  – Single Point of Contact from School or Program for approvals
  – Instructor verification, edits, and acceptance
Transitioning To Canvas - Course Migration Timeline / Process

1. Planning
   - Kickoff w/School
   - Course Inventory
   - Data Collection

2. Assessment
   - Gap Analysis Complete
   - Solution Development

3. Migration
   - Course Migrated and Optimized

4. Verification
   - Copy or develop Canvas Course
   - Optimize and resolve gaps
   - Faculty Training

5. Production Turnover
   - Course run through
     - Testing
     - User Acceptance
   - Publish Course
     - Archive old LMS
     - Enroll Students

6. Student Registration
7. Course Approval
8. Inventory Complete
9. Gap Analysis Complete
10. Course Migrated and Optimized
11. Student Registration
12. Course Approval
13. Inventory Complete
14. Gap Analysis Complete
15. Course Migrated and Optimized
16. Student Registration
17. Course Approval
18. Inventory Complete
19. Gap Analysis Complete
20. Course Migrated and Optimized
21. Student Registration
22. Course Approval
23. Inventory Complete
24. Gap Analysis Complete
25. Course Migrated and Optimized
26. Student Registration
27. Course Approval
28. Inventory Complete
29. Gap Analysis Complete
30. Course Migrated and Optimized
31. Student Registration
32. Course Approval
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34. Gap Analysis Complete
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37. Course Approval
38. Inventory Complete
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122. Course Approval
123. Inventory Complete
124. Gap Analysis Complete
125. Course Migrated and Optimized
126. Student Registration
127. Course Approval
128. Inventory Complete
129. Gap Analysis Complete
130. Course Migrated and Optimized
131. Student Registration
132. Course Approval
Migration Roles, Responsibilities, Flow (WIP)
## Work effort by Function (WIP)

<table>
<thead>
<tr>
<th>Moodle</th>
<th>Equivalent in Canvas</th>
<th>Work Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>News Feed</td>
<td>Announcements</td>
<td></td>
</tr>
<tr>
<td>Assignments</td>
<td>Assignments</td>
<td></td>
</tr>
<tr>
<td>Calendar</td>
<td>Calendar</td>
<td>Must change dates</td>
</tr>
<tr>
<td>Chat</td>
<td>Chats</td>
<td>Not copied</td>
</tr>
<tr>
<td>BigBlueButton</td>
<td>Conferences</td>
<td></td>
</tr>
<tr>
<td>Import</td>
<td>Import Content</td>
<td></td>
</tr>
<tr>
<td>Sections</td>
<td>Modules</td>
<td></td>
</tr>
<tr>
<td>Forums</td>
<td>Discussions</td>
<td>Not Copied(?)</td>
</tr>
<tr>
<td>Gradebook</td>
<td>Grades</td>
<td></td>
</tr>
<tr>
<td>Groups</td>
<td>Groups</td>
<td></td>
</tr>
<tr>
<td>Mail</td>
<td>Conversations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inbox</td>
<td></td>
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</table>

<table>
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<th>Moodle</th>
<th>Equivalent in Canvas</th>
<th>Work Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Files</td>
<td>Files</td>
<td>Review organization</td>
</tr>
<tr>
<td>Repositories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rich Content Editor</td>
<td>Rich Content Editor</td>
<td></td>
</tr>
<tr>
<td>Edit Settings</td>
<td>Settings</td>
<td>Review</td>
</tr>
<tr>
<td>Participants</td>
<td>People</td>
<td>Not copied</td>
</tr>
<tr>
<td>Statistics</td>
<td>Course Analytics</td>
<td></td>
</tr>
<tr>
<td>Add File</td>
<td>Syllabus</td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td>Quizzes</td>
<td>Review</td>
</tr>
<tr>
<td>Wiki</td>
<td>Pages</td>
<td>Update Content</td>
</tr>
<tr>
<td>Moodle App</td>
<td>Mobile App</td>
<td>N/A</td>
</tr>
<tr>
<td>Topic/Issue</td>
<td>Deliverable/Expectation</td>
<td>Group Assigned</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Guidelines on Use of LMS</td>
<td>• Guiding Principles for LMS course Implementation</td>
<td>Faculty Advisory</td>
</tr>
<tr>
<td></td>
<td>• Use case mapping of “course” types to be implemented in LMS/Canvas</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Definitions / Glossary</td>
<td></td>
</tr>
<tr>
<td>Non-Instructional Project Sites Use Cases</td>
<td>• Use case matrix/mapping of solutions</td>
<td>Faculty Advisory</td>
</tr>
<tr>
<td></td>
<td>• Definitions / Glossary</td>
<td></td>
</tr>
<tr>
<td>Course Provisioning</td>
<td>• Allowable methods (pros/cons)</td>
<td>Faculty Advisory</td>
</tr>
<tr>
<td></td>
<td>• Administrative requirements / controls</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Service level requirements / objectives</td>
<td></td>
</tr>
<tr>
<td>Best Practices on Canvas Course Development</td>
<td>• Canvas Feature/Function awareness training</td>
<td>Instructional Technology</td>
</tr>
<tr>
<td></td>
<td>• Sample course discussion / dissection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Instructional Design approach</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Migration lessons</td>
<td></td>
</tr>
<tr>
<td>LMS Support (e.g. Service Desk)</td>
<td>• Process development / optimization</td>
<td>? (Service Management / OIT)</td>
</tr>
<tr>
<td></td>
<td>• Knowledge Management / Development</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Service Desk expectation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Service Level requirements</td>
<td></td>
</tr>
</tbody>
</table>
## Working Groups (2/2)

<table>
<thead>
<tr>
<th>Guidelines on LMS Use</th>
<th>Non-Instructional Project Sites Use Cases</th>
<th>Course Provisioning</th>
<th>Canvas Course Development Best Practices</th>
<th>LMS Support/Service Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Stoerger, SCI</td>
<td>Paula Voos, SMLR</td>
<td>Chris Valera, OIT</td>
<td>Erica Lucci, SCI</td>
<td>Charlie Collick, OIT</td>
</tr>
<tr>
<td>Charlie Collick, OIT</td>
<td>Will Pagan, TLT</td>
<td>Sharon Stoerger, SCI</td>
<td>Veronica Armour, SCI</td>
<td>Warren Nevins, DoCS</td>
</tr>
<tr>
<td></td>
<td>Sharon Stoerger, SCI</td>
<td></td>
<td>Will Pagan, TLT</td>
<td>David Schober, DoCS</td>
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<td>William Pagan, TLT</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Chris Valera, OIT</td>
</tr>
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<td>Edward Bedikian, DoCS</td>
</tr>
</tbody>
</table>

LMS Transition to Canvas
Unizin Consortium

- Rutgers joins Unizin, a higher education consortium
  - 27 institutions, Rutgers becomes one of 13 full members
  - Joins the likes of other Canvas schools, OSU, UF, UM, and PSU.
- Creating common standards for learning technologies like Canvas.
- Having a forum to discuss advancements in the ever-changing digital teaching and learning landscape with our peers.
Unizin Consortium (cont.)

• Improving the learner experience with teaching and learning analytics and resources.
• Leveraging the consortium’s size and reach to negotiate favorable licensing terms for member institutions.
• Consortium pricing available for:
  • Canvas
  • Engage
  • Examity
  • Kaltura
  • LoudCloud
  • NameCoach
  • Pressbooks
  • TopHat
  • Turnitin
Next Steps

• Complete preliminary inventory of existing LMS courses
  – Audit of courses to be migrated
  – Development of data retention plans for each Legacy LMS
  – Identify all non-academic use cases in Legacy LMS

• Prioritize migration units

• Establish project governance committees and prioritize working group activities

• Initiate discussion on course fee structure and funding model
Appendix
Key Project Risks and Issues (1/2)

<table>
<thead>
<tr>
<th>Risk / Issue</th>
<th>Impact</th>
<th>Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need of guidelines on use of LMS for non-academic scenarios</td>
<td>The need of established guidelines on the use of LMS for non-academic student use cases (demographically based sites, student groups, etc.) could negatively impact the student experience</td>
<td>Establish a Committee comprised of Faculty, Staff, Stakeholders and IT to develop guidelines and policies on the use of LMS</td>
</tr>
<tr>
<td></td>
<td>The need of guidelines creates risks around what new solutions will or won't be needed for non-instructional project sites.</td>
<td></td>
</tr>
<tr>
<td>Need of Project Sites Solution</td>
<td>Approx 25,000 project sites are on Sakai.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Users can continue to utilize legacy LMSs for non-academic use until further notice.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A use case matrix is in development to identify solutions for projects sites.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Steering Committee and Project Teams will work to fill gaps via development or procurement of new solutions.</td>
<td></td>
</tr>
<tr>
<td>A streamlined help desk support model would improve customer experience.</td>
<td>Current help desk process is a direct handoff from OIT help desk to the LMS help desk</td>
<td>A coordinated optimization effort should be initiated with the Rutgers Service Management Office and the two help desks.</td>
</tr>
</tbody>
</table>
## Key Project Risks and Issues (2/2)

<table>
<thead>
<tr>
<th>Risk / Issue</th>
<th>Impact</th>
<th>Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sakai GradeBook passback functionality to Rutgers SIS is not available in Canvas</td>
<td>The lack of GradeBook passback functionality in Canvas would require a manual workaround</td>
<td>A development effort has been identified to provide the necessary functionality in Canvas, however, target date for completion is 4Q19. Thus Sakai migrations will be deferred until available.</td>
</tr>
</tbody>
</table>
| Sakai migration pathways are typically inefficient                          | Migration of Sakai content mired with issues that lead to course content to be misplaced, scrambled or not migrated at all. | Investigate alternative methods for migration:  
  • Work with Unizin/BTAA/Instructure on a migration tool  
  • Engage and work with an experienced migration vendor service  
  • Hire additional instructional designers to handle lengthy (5-40 hours/course) white-glove migration |
| Guidelines on course provisioning                                           | Related to guidelines on LMS use, uncontrolled provisioning may lead to unintended uses | Task committee to recommend guidelines  
  • Scheduling/Registration generated  
  • On-Demand  
  • User-Requested |
## Outstanding Decisions

<table>
<thead>
<tr>
<th>Decision</th>
<th>Impact</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need of guidelines on use of LMS for non-academic scenarios</td>
<td>The need of established guidelines on the use of LMS for non-academic student use cases (demographically based sites, student groups, etc.) could negatively impact the student experience. The need of guidelines creates risks around what new solutions will or won't be needed for non-instructional project sites.</td>
<td>Guidelines to be developed by working teams and should be recommended by the SC and be submitted for policy development. Guidelines should be developed around “use cases” such as academic courses, user training, student-oriented administrative sites, student groups, etc. to ensure all potential uses are covered under future policy. Cutover dates for Legacy LMS project sites and current Canvas project sites dates need to align with AUP effect.</td>
</tr>
<tr>
<td>Solution for “Project” sites – Migrate to Canvas, then grandfather or migrate to new solution?</td>
<td>Approx 25,000 project sites have no transition solution. Many are actively being used.</td>
<td>Based on Peer Institution Feedback, do not allow transition of these sites to Canvas. An alternate solution should be developed.</td>
</tr>
</tbody>
</table>