LMS Course Provisioning

Objective

• Determine and propose the appropriate and allowable Course Provisioning methods

Deliverable

• Proposal on Course Provisioning guidelines and methods
  • Overall course provisioning process
  • Roles and responsibilities
  • Administrative controls
  • Service levels and expectations

Problem Statement

• An uncontrolled provisioning process will inevitably lead to unintended use of the LMS
What is Provisioning?

• For LMS (Canvas), provisioning is the creation and management of courses, sections, users, and enrollments.
Provisioning - Considerations / Discussion Points

• What level of control should be provided to the various stakeholders: Schools / Departments / Instructors?
• What levels of administrative controls should be allowed?
• What is the current process for provisioning? Can a single process be agreed upon?
• What service levels can be developed or offered to streamline provisioning?
• Who will be responsible for aspects of the provisioning process and the actual course template?
Rutgers Learning Management Systems (LMS)
Two Types of Course Sites Used in Canvas

- **Live Course Sites** are loaded with an academic or non-credit roster and are used for instruction.
- **Sandbox Course Sites** do not have an attached roster and are used for practice and development.
Live Course Sites in Canvas

• Live Course Sites are the official worksites for an academic course and are linked to the Rutgers Student Information Systems to automatically populate its roster. The supported systems are REGIS, BANNER, and ANCOR (non-credit professional development).
Undergraduate and Graduate Courses

• For-credit courses are automatically created using course information settings in the Student Information Systems (SIS): SIMS & Banner.

• The departmental administrator, local registrar, or scheduling officer performs these settings.
CURRENT PROCESS

• Instructor Assignments
  1. Click Add Instructor
  2. Select “IN – Instructor” as the Course Role
  3. Enter the NetID for that Instructor

• Print Comments
  – Add a comment for “05 – Go to http://canvas.rutgers.edu“
For Summer and Winter Session course approval, please contact the Summer/Winter Session Office.

* Indicates required fields.
** At least one person on campus is required for each meeting that is not "by arrangement". Either campus code or building is required for each meeting.
*** Please contact Campus Safety office for any changes to prerequisites and co-requisites in the Department memo box.

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**Add Instructor NetID**

**Select "IN-Instructor"**

**Add Comment**

"05 – Go to http://canvas.rutgers.edu"
Banner

CURRENT PROCESS

• Course Section Information
  1. Instructional Method Code: select code “CA“
• Meeting times and Instructor
  1. Enter the **Instructor ID** and check the “**Primary Instructor**“
  2. Verify there is a **NetID** associated with the Primary Instructor
# Development Timeline

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Development Start Date</th>
<th>System Integration Testing Start Date</th>
<th>Production Launch Date</th>
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<tbody>
<tr>
<td><strong>Phase 1</strong></td>
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<tr>
<td>New Canvas website</td>
<td>12/1/2018</td>
<td>2/1/2019</td>
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<td>Canvas website &amp; announcement API integration</td>
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<td>6/1/2019</td>
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<td>Course provisioning web application for admin</td>
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<td>7/1/2019</td>
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<td><strong>Phase 2</strong></td>
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<td>Gradebook integration for IMS</td>
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<td>* Course provisioning web application for faculty</td>
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