

ESSENTIAL IMPLEMENTATION SELF-GUIDED COURSE

Complete the priority actions and additional steps (as needed) to stay on-track with Canvas implementation

WEEK 1

WEEK 2

WEEK 3

GETTING TO KNOW CANVAS

Beta, Production, Test Environments, Account Settings, External Apps, Roles and Permissions, Themes

PRIORITY ACTIONS

- ✓ Log into production environment* (yourdomain.instructure.com)

*If no access, contact:
implementationhelp@instructure.com

ADDITIONAL STEPS

- ✓ Add additional admins
- ✓ Make desired adjustments to account settings
- ✓ Explore external apps ([EduAppCenter](#), [Partner Portfolio](#))
- ✓ Create custom account and course roles/permissions
- ✓ Create custom theme

AUTHENTICATION

Canvas Authentication, Third-Party Authentication

PRIORITY ACTIONS

- ✓ Configure Authentication: Canvas or Third-Party (SSO)
- ✓ Configure Authentication: Observers

ADDITIONAL STEPS

- ✓ Build Discovery Page

DATA PROVISIONING

Manual/CSV Files, SIS Integration

PRIORITY ACTIONS

- ✓ Provision Data:
 1. Manual
 2. CSV
 3. SIS Integration*

*SIS Integration Only:
Complete "SIS Integration Intake Form"
AND email project consultant
(implementationhelp@instructure.com)
for next steps

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SUPPORT

Canvas Help, Tier 1 Support, Training Services Portal, Change Management

PRIORITY ACTIONS

- ✓ Complete Support Set-Up Form
 - Choose "Tier 1-Faculty Only"
 - Do not complete "Standard 24/7 Support" form
- ✓ Complete "Training Set-Up Form" to activate Training Services Portal
- ✓ Field Admins complete Knowledge Base (KB) details tab section and any KB Update Requests using Field Admin console

Note: Field admins were designated on Implementation Request form. To update Field Admin accounts, email priorityservicesk12@instructure.com

ADDITIONAL STEPS

- ✓ Review Canvas Success Model

WEEK 5

CONTENT MANAGEMENT

Canvas Commons, Blueprints, Course Import Tool, Direct Share, Templates

PRIORITY ACTIONS

- ✓ Select an existing template from the [template library](#) and Complete "Ready-Made Template Request Form" in your Canvas course. Note that additional or custom templates are *not included* free of charge.

ADDITIONAL STEPS

- ✓ Configure Commons settings
- ✓ Develop blueprint courses

WEEK 6

WRAP-UP

Checklists, Follow-up Resources, Next Steps

PRIORITY ACTIONS

- ✓ Congratulate yourself on completing the course!

ADDITIONAL STEPS

- ✓ Review [Canvas Course Evaluation](#)
- ✓ Explore [Beginning-and-End-of-Course Checklists](#) for Instructors
- ✓ Explore [Mobile App Design Course Evaluation Checklist](#) for Canvas success