AGENDA REQUEST FORM
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Broward County Public Schools

MEETING DATE	2019-05-07 10:05 - School Board Operational Meeting	**Special Order Request** ○ Yes ● No
ITEM No.: EE-22.	**AGENDA ITEM** ITEMS	**Time**
	CATEGORY EE. OFFICE OF STRATEGY & OPERATIONS	
	DEPARTMENT Procurement & Warehousing Services	**Open Agenda** ● Yes ○ No

TITLE:

Recommendation to Approve Third Amendment and Additional Spending Authority - 58-102E - Instructure Canvas Learning Management System (LMS)

REQUESTED ACTION:

Approve the Third Amendment with additional spending authority. Contract Term: June 15, 2016 through December 19, 2021, 4 Years; User Department: Innovative Learning; Additional Requested Amount: $173,200; New Award Amount: $5,799,645; Awarded Vendor(s): Instructure, Inc.; Small/Minority/Women Business Enterprise Vendor(s): None.

SUMMARY EXPLANATION AND BACKGROUND:

The Instructure Canvas Agreement included an onsite personnel and remote individual to assist in multiple aspects of the Learning Management System deployment. This request is to amend the Agreement to extend the embedded individuals providing professional services through June 2020.
The Third Amendment to the Agreement has been reviewed and approved as to form and legal content by the Office of the General Counsel.

SCHOOL BOARD GOALS:

● Goal 1: High Quality Instruction   ○ Goal 2: Continuous Improvement   ○ Goal 3: Effective Communication

FINANCIAL IMPACT:

The estimated financial impact to the District will be $173,200. The contract award was for $5,626,495. The request is to increase the spending authority by $173,200, bringing the new contract value to $5,799,645. The funding source will come from the Digital Classroom Plan. The financial amount represents an estimated contract value; however, the amount authorized will not exceed the contract award amount.

EXHIBITS: (List)

(1) Executive Summary (2) Third Amendment Agreement (3) Financial Analysis Worksheet (4) Appendix A

BOARD ACTION:	**SOURCE OF ADDITIONAL INFORMATION:**	
APPROVED (For Official School Board Records Office Only)	Name: Dr. Daryl Diamond	Phone: 754-321-2630
	Name: Mary C. Coker	Phone: 754-321-0501

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Senior Leader & Title

Maurice L. Woods - Chief Strategy & Operations Officer

Approved In Open Board Meeting On: MAY 0 7 2019

By: _Heather P. Brinkworth_ (signature)
School Board Chair

Signature

Maurice Woods
4/22/2019, 3:46:24 PM

EXECUTIVE SUMMARY

Recommendation to Approve Third Amendment and Additional Spending Authority
58-102E – Instructure Canvas Learning Management System (LMS)

Introduction
Responsible: Procurement & Warehousing Services (PWS)

This request is to approve additional spending authority and the Third Amendment to the Agreement between Instructure, Inc. (Instructure) and The School Board of Broward County, Florida (SBBC), to add functionality and extend the onsite consultant personnel for one (1) school year. The additional spending authority amount requested is $173,200.

The Agreement was approved as item FF-2 June 15, 2016. The First Amendment was approved as item EE-7 on December 19, 2017. The Second Amendment was approved as item EE-12 on May 8, 2018.

Goods/Services Description
Responsible: Innovative Learning

This request is to extend the onsite professional services provided by the Strategic Customer Success Manager (SCSM) for the fourth year and to provide a custom solution for the validation of teachers in a course.

Strategic Customer Success Manager (SCSM)
The SCSM is the Instructure counterpart to the Innovative Learning Project Manager Technology and Instruction and was originally contracted onsite until June 30, 2018. The Second Amendment to the Agreement provided SBBC a one hundred (100) percent dedicated onsite SCSM for the 2018-2019 school year. This Third Amendment to the Agreement will provide SBBC a seventy-five (75) percent dedicated onsite SCSM for the 2019-2020 school year. The SCSM will be assigned to the Innovative Learning Department and will continue to work closely with all SBBC departments, the Canvas Remote Administrator at twenty-five (25) percent, and the Remote Customer Service Manager at twenty-five (25) percent (all Instructure personnel as part of the original contract).

The successful implementation of Instructure's Canvas from 2016-2019 led SBBC's Office of Academics to identify ways in which Canvas can be further leveraged to meet unique SBBC needs. These unique needs will require continued support from the SCSM to coordinate custom configurations, expand integrations, coordinate District-wide assessments, assist with the creation of advanced Canvas courses and many other mission-critical activities.

The chart on Appendix A describes the activities and services to be provided by the SCSM and the benefits derived by students, teachers, and District.

Custom Development - Validation of Teachers in a Course
Broward County Public Schools is engaging Instructure Professional Services to add new functionality for teachers adding other teachers to courses in Canvas. This custom validation is necessary to ensure only teachers are added into Canvas as a teacher role.

Financial Impact
Responsible: PWS and Innovative Learning

The additional spending authority requested for the Third Amendment is $173,200 as detailed below:

Strategic Customer Success Manager	$	160,000
Third Amendment	$	13,200
New spend authority	**$**	**173,200**

The funding source is the Digital Classroom plan budget and the summary of spending authority requested is below:

Original Agreement	$ 5,304,045
First Amendment	$ 73,900
Second Amendment	$ 248,500
Third Amendment	$ 173,200
Total spend authority (rounded)	**$ 5,799,645**

The approval of this recommendation does not mean the authorized amount will be spent.

THIRD AMENDMENT TO AGREEMENT

THIS THIRD AMENDMENT TO AGREEMENT is made and entered into as of this 7th day of May, 2019, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

INSTRUCTURE, INC.
(hereinafter referred to as "INSTRUCTURE"),
having its principal place of business at
6330 South 3000 West East, Suite 700, Salt Lake City, Utah 84121

WHEREAS, SBBC and VENDOR entered into an Agreement that commenced on June 15, 2016 and concludes on June 30, 2021 (hereafter "Agreement"); and

WHEREAS, the Agreement is to provide a Learning Management System and dedicated personnel; and

WHEREAS, the parties mutually desire to amend certain provisions of the Agreement through this Third Amendment to Agreement (hereafter "Third Amendment").

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1.01   **Recitals**.   The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

1.02   **Amended Provisions**.   The parties hereby agree to the following amended provisions to the Agreement:

a)   Within **Exhibit A**, the first paragraph immediately following the section heading "Strategic Customer Success Manager" on page 27 of 65 of the Agreement shall be replaced, by interlineation, with the following:

The Strategic Customer Success Manager (SCMS) is the counterpart to the Customer Project Manager and will be dedicated 100% onsite to the Customer for the first three (3) years and 75% for year four (4) of the contract at the charge

specified in the "fees and Billing" section. The SCMS is expected to work 40 hours a week. During years 4-5, the SCSM will transition to remote resource at 25% dedicated time for no cost.

b)   Within **Exhibit A**, in the Fees and Billing section, under the table entitled "Year 4 Costs 7/1/2019-6/30/2020" on page 35 of 65 of the Agreement, the entire line item entitled "Resource 1" shall be replaced, by interlineation, with the following line item:

Description	Total Cost
Resource 1: Strategic Customer Success Manager -75% Dedicated	$160,000

c)   The following provision shall be added to section 2.20 entitled **Fees**, of the Agreement, by interlineation, as follows:

2.20.2 Cost of "Services" for year 3, year 4 and year 5 Notwithstanding any other provision in this Agreement, subsequent to both parties signing the Third Amendment and Instructure's receipt of an appropriate purchase order, during year 3, year 4 and year 5 of this Agreement, Instructure shall invoice SBBC fifty percent (50%) of the respective year's (year 3, year 4 and year 5) full year cost on June 1 of each year, and the remaining balance will be invoiced on December 1 of each year. All fees will be due from SBBC within thirty (30) days of the date of proper and appropriate invoice.

d)   **Exhibit J** (Teacher Enrollment Application - Statement of Work) shall be added to the Agreement, to allow SBBC to engage INSTRUCTURE to enhance the Canvas learning management system to include additional functionality for teachers, referenced as the Teacher Enrollment Application. Fees and Billing will occur as outlined according to the milestones assigned in **Exhibit J**.

1.03   **Order of Precedence among Agreement Documents**. In the event of conflict between the provisions of the Agreement and the provisions contained herein, the provisions of the following documents shall take precedence in this order:

a)   this Third Amendment to Agreement; then
b)   the Second Amendment to Agreement; then
c)   the First Amendment to Agreement; then
d)   the Agreement.

1.04   **Other Provisions Remain in Force.**   Except as expressly provided herein, all other portions of the Agreement remain in full force and effect.

1.05   **Authority**. Each person signing this Third Amendment to Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Third Amendment to Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Third Amendment to Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Third Amendment to Agreement on the date first above written.

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]

(Corporate Seal)

ATTEST:

Robert W. Runcie
Robert W. Runcie, Superintendent of Schools

THE SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA

By _Heather P. Brinkworth_
Heather P. Brinkworth, Chair

Approved as to Form and Legal Content:

Eric Abend

Digitally signed by Eric
Abend
Reason: Instructure 2019
Date: 2019.04.15
09:11:36 -04'00'

Office of the General Counsel

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

FOR INSTRUCTURE:

(Corporate Seal)

ATTEST:

INSTRUCTURE, INC.

By _~~Mat Searle~~_____

Mat Searle, Director, Finance Operations

_____, Secretary

-or-

_____
Witness

_____
Witness

STATE OF _____UTAH_____

COUNTY OF _____Salt Lake_____

The foregoing instrument was acknowledged before me this _____12_____ day of _____April_____, 2019 by _____MAT Searle_____ of

<div align="center">Name of Person</div>

_____Instructure Inc_____ on behalf of the corporation/agency. He/She is personally known to me or produced_____as identification and did/did not first take an oath.   Type of Identification

My Commission Expires:
April 13, 2020

Signature – Notary Public

_____Burke Price_____
Printed Name of Notary

(SEAL)

> BURKE R PRICE
> NOTARY PUBLIC
> STATE OF UTAH
> COMMISSION # 688413
> MY COMMISSION EXPIRES ON
> APRIL 13, 2020

_____688413_____
Notary's Commission No.
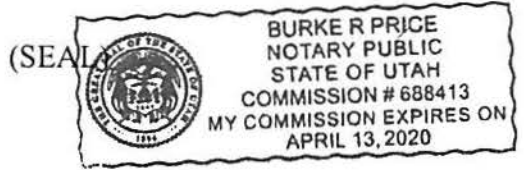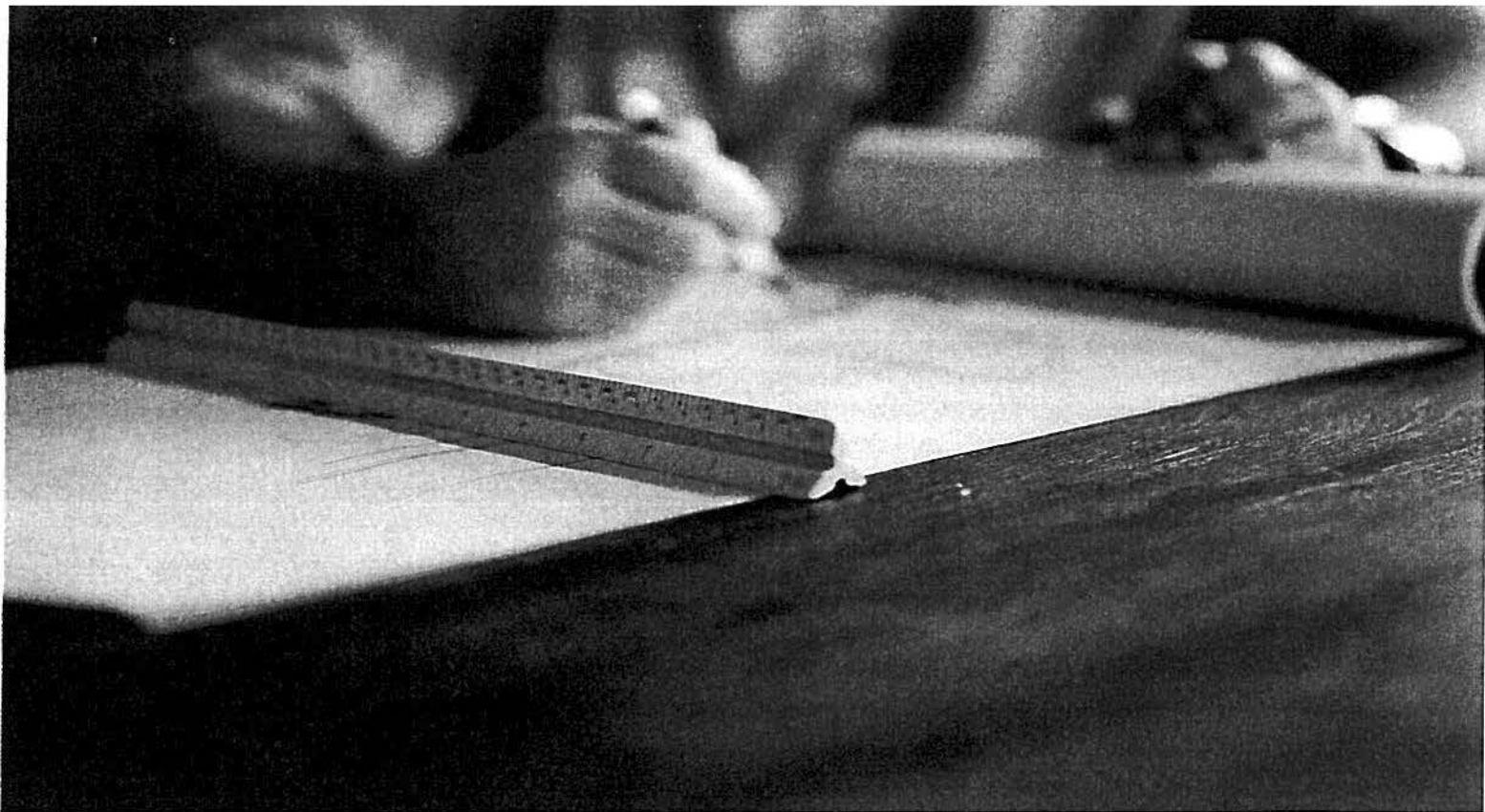
INSTRUCTURE

STATEMENT OF WORK | ⚙ canvas

Broward County Public Schools
Teacher Enrollment Application

SUBMITTED BY:

Brian M. Vibert
Created: February 15, 2019
Updated: March 1, 2019

EXHIBIT J

Summary

Broward County Public Schools ("Customer") is engaging Instructure Professional Services ("Instructure") to develop and implement an application to restrict teachers' enrollment ability to only other teachers in Canvas ("the Solution").

IMPLEMENTATION COST[1]	ESTIMATED DURATION[2]
$13,200	20 Days

Project Approach

Deliverables will be created in phases (referred to as milestones in this SOW) according to the requirements documented in Appendix A.

Communication Plan

- After this SOW is signed, Instructure will review objectives, plans, and risks with Customer.
- A weekly, written update from Instructure will communicate status, schedule, open issues, and risks.
- A closing document will be provided to Customer after the Solution is delivered.
- Additional communication (e.g., weekly calls, User Acceptance Testing status emails) may be required, depending on Solution complexity.

Change Management

This SOW contains the complete scope of the project as understood by Instructure and Customer. Any changes to the scope defined by this SOW will be subject to review by Instructure. If approved, changes will be classified and handled by Instructure as follows:

- Changes to the Solution affecting scope, specifications, timeline or milestone schedule, pricing, or estimates may be requested in writing and are only effective if signed by both parties (each, a "Change Order").
- Minor changes to the Solution that do not affect the scope, specifications, timeline or milestone schedule, pricing, or estimates may be accepted by Instructure via email confirmation and without a signed Change Order.

---

[1] Excludes hosting, maintenance, and support fees; see Fees & Billing for full pricing.
[2] Base estimate, after development begins, of business days to complete all project development work and testing; see Development Timeline & Milestones for details.

User Stories

User stories briefly and simply describe the Solution's users, what features they need, and why. They are the foundation for the Solution's requirements, milestones, and test cases.

1	As a user, I can access a user interface so that I can interact with data.
2	As a teacher, I can search for other users to add as course administrators in my course, so that I can find the faculty I want to add to my course.
3	As a teacher, I can enroll faculty as course administrators in my Canvas course, so that other users can assist in course delivery.

Development Timeline & Milestones

Development will begin approximately 6-8 weeks after this agreement is executed. Instructure's base estimate is **20 business days** to complete all project development work and testing (i.e., user interface design[3], development, quality assurance, and user acceptance testing for all milestones).

Detailed descriptions of the Solution's milestones and deliverables are included in Appendix A.

Assumptions

1.   The Solution will be installed at the root account level of the Customer Canvas instance.

Limitations & Exclusions

1.   The Solution will not support enrolling a user that does not already exist in the Customer's Canvas instance.
2.   Only teachers with the base Canvas Teacher role will be permitted to use the Solution. Custom roles based on the teacher role will not be supported.

Fees & Billing

Implementation Costs

DESCRIPTION	AMOUNT
Milestone 1: Design Solution	$3,000

---

[3] If applicable

Milestone 2: Teacher Enrollment Application	$10,200
TOTAL	**$13,200**

Invoices for implementation will be generated upon acceptance of each milestone[4]. Invoices are due at net 30 days.

Hosting, Maintenance, and Support Costs

DESCRIPTION	AMOUNT
Year 1	$6,000

The first annual maintenance invoice will be prorated to align with Customer's Canvas subscription renewal and is generated upon either the date of delivery of the final deliverable (i.e., the full Solution) to Customer[5] or 12 weeks after execution of this SOW, whichever is earlier. Invoices are due at net 30 days.

Maintenance and support will be provided at the amounts quoted in the table above, provided Customer retains an active subscription contract with Instructure.

After the period(s) quoted in the table above, the following applies:
- Instructure reserves the right to review and adjust hosting, maintenance, and support costs annually and will provide notice of changes. If no review occurs, maintenance fees will increase by 2% annually.
- Either Instructure or Customer may opt out of continuing maintenance and support by providing written notice 60 days before the Solution-delivery anniversary date. There will be no refunds provided if either party opts out of maintenance and support.

User Acceptance Testing

User Acceptance Testing (UAT) is Customer-performed validation after development and internal quality assurance testing are complete. UAT ensures that user stories and requirements defined in this SOW and Appendix A are delivered. The UAT process is as follows:

1. Instructure schedules UAT dates.
2. Instructure provides UAT instructions and test cases to Customer.
3. Instructure stages the deliverable to an environment that Customer can access.
4. Customer has **up to 4 business days** to validate the Solution is functioning as specified in this agreement.
5. Instructure reviews any reported issues and determines which, if any, are defects.
   5.1. If any defects are identified, Instructure provides a defect-resolution plan to Customer within 4 business days.
      5.1.1. Only defects or in-scope changes will be resolved; new functions or scope will require a separate SOW.
   5.2. Instructure notifies Customer when defect fixes are complete.

---

[4] See Acceptance & Delivery
[5] See Acceptance & Delivery

5.3. Customer has 2 business days to validate defect fixes.

Acceptance & Delivery

A deliverable is considered accepted when Customer acknowledges that it is performing as designed (i.e., either no defects were found or issues in Instructure's defect-resolution plan are resolved).

Note: Acceptance is automatic if Customer does not perform UAT[5] or validate defect fixes within 2 business days[7].

After the last deliverable is accepted, the Solution will be delivered (e.g., moved to Customer's production environment). Issues identified after acceptance or delivery will be addressed as defined in the Maintenance & Support section, below.

User Documentation

A basic user guide describing the Solution's functions will be produced by Instructure. Work on the user guide will begin after the Solution is accepted by Customer, and it will be delivered within 2-4 weeks. No other user documentation is included with this SOW.

Maintenance & Support

Instructure agrees to provide maintenance and support to the Solution as detailed below. Support request responses will be handled according to the service level in Customer's purchased support package.

INCLUDED	EXCLUDED
Instructure Support Desk answers Customer's questions. Instructure Professional Services prioritizes and fixes bugs reported to Support Desk. Bugs are: Features or processes not performing as defined in this SOW, including issues caused by supported browser updates. Solution outages. User access issues. Instructure Professional Services hosts the Solution; includes scheduled tasks and running the custom solution code.	Any modifications to the Solution other than bug fixes, including but not limited to solution changes to utilize feature enhancements or new features for Instructure's core products. Using changes to an integrated application. Adding these at Customer request requires a separate SOW. Instructure may opt to apply these changes (at **no charge** to customer) to meet its business needs and maintain the Solution's functional integrity.

Expiration & Effective Date

This SOW is only valid if signed and returned to Instructure thirty (30) days following the Version date (shown in the footer) of the document ("**Expiration Date**"). Instructure has the right, in its

---

[6] Step 4 in User Acceptance Testing
[7] Step 5.3 in User Acceptance Testing

sole discretion, to reject this SOW if it is received after the Expiration Date; acceptance of this SOW after the Expiration Date is subject to Instructure's discretionary review and revision. The Effective Date of this SOW is the date of the last signature below.

APPENDIX A

Project Milestones

Milestone 1: Design Solution

USER STORIES INCLUDED	1. As a user, I can access a user interface so that I can interact with data.
DELIVERABLES	Finalized user interface design mockups for the Teacher Enrollment Application.

Note: Solution designs proposed and accepted in this milestone supercede any other mockups.

Instructure Requirements
1. Provide a UI/UX design resource.
2. Create visual mock-ups for the deliverables identified above which reflect the requirements in the remaining milestones.
3. Present mock-ups for review and iterate once (if necessary) to integrate customer feedback.

Customer Requirements
1. Provide a primary stakeholder to review and approve mockup designs.
2. Provide any feedback needed to complete the mockup.
3. UAT consists of review and approval of final draft of UI mockup for the Teacher Enrollment Application interface.

Milestone 2: Teacher Enrollment Application

USER STORIES INCLUDED	2. As a teacher, I can search for other users to add as course administrators in my course, so that I can find the faculty I want to add to my course. 3. As a teacher, I can enroll faculty as course administrators in my Canvas course, so that other users can assist in course delivery.
DELIVERABLES	Application that allows teachers to add other course administrators in Canvas.

Instructure Requirements
1. Implement an application that can be used as an external tool with Canvas.
   1.1. Application must be configured to launch from the course navigation menu.
   1.2. Application will use the 'admins' visibility setting for external tools (see https://canvas.instructure.com/doc/api/file.navigation_tools.html).
2. When a user launches the tool who is not identified as a Teacher or Account Administrator, show the user a message that informs the user that they are not able to use the application.
3. When a Teacher (base Canvas Teacher role only) or Administrator launches the tool, provide the following functionality:
   3.1. Search for users to enroll.
      3.1.1. Search can be performed by any of the following:
         3.1.1.1. Email address

        3.1.1.2.   Login ID

        3.1.1.3.   SIS ID

  3.1.2.   Search results will include only users in the Canvas instance who have one or more login IDs that match the following criteria:

        3.1.2.1.   Login ID begins with the letter "p" in uppercase or lowercase.

        3.1.2.2.   Login ID ends with "@browardschools.com".

3.2.   Select user(s) from search results to be enrolled.

  3.2.1.   Resetting search criteria will not clear the selection of the user as one to be enrolled.

3.3.   Select role for enrollment.

  3.3.1.   Options should include all course administrator level roles.

        3.3.1.1.   Course administrator level roles consist of the following: Designer, Teacher, Non-Editing Staff, and TA.

3.4.   Select section for enrollment.

  3.4.1.   All active sections in the course will be shown as options into which the selected user(s) can be enrolled.

3.5.   Added course administrators can interact only with users in their section.

  3.5.1.   When selected, users will be enrolled into sections and only allowed to interact with users in their section as implemented by the limit_privileges_to_course_section attribute of enrollments (see https://canvas.instructure.com/doc/api/enrollments.html).

APPENDIX B
User Access

The following table defines user access to the application.
- Custom roles based on standard Canvas roles have the same access as standard roles.
- All administrator roles are treated equally for access purposes.

ROLE	CAN ACCESS	LAUNCH POINT
Administrator	Yes	Course Navigation
Teacher	Yes	Course Navigation

TA*	Yes	Course Navigation
Designer*	Yes	Course Navigation
Student	No	N/A
Observer	No	N/A

*Note: Canvas does not permit Course Navigation external tool visibility to be shown to Teachers and to be hidden from TAs and Designers. Although Canvas will show the option to TAs and Designers, they will not be able to add teachers to the course as specified in the requirements of Appendix A.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):		Preparation Date:	April 2, 2019
Previous Bid # (Ex: 10-004R):	58-102E	Buyer/PA:	HARMONI CLEALAND
New Bid Award Total:	$5,799,645	Bid Title:	Instructure Canvas Learning Management System (LMS)
Previous Award Total:	$5,626,495		
Bid Type:	INCREASE TO BID		
Previous Bid Term (Start Date):	6/15/2016	New Bid Term (In Months):	
Previous Bid Term (End Date):	6/30/2021	# of Months Into Bid:	34

SPEND REPORTING	
Purchase Order(s) Spend:	$3,093,035
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	$3,093,035
Average Monthly Expenditure:	
Unused Authorized Spending:	$2,533,460
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	M/WBE Status (If applicable):	Spend:
130640-INSTRUCTURE INC		$ 3,093,035
	PO VENDOR SPEND:	$ 3,093,035
	P-CARD SPEND:	$ -
	TOTAL SPEND:	$ 3,093,035

NOTES (Type Below):

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	1380098580	Name (First & Last)	Daryl Diamond
Fund	1000	Title	Director
Functional Area	7790721710000000	Department/School Name	Innovative Learning
Commitment Item	53990300	Sign-off provided by	Jose Laverde, Ph.D.

*To ensure accuracy, pease type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	Prepared on:	4/1/2019

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.

Activity/Service Provided	Description	Benefit	Status
Coordination of Canvas Custom Configurations – Validation of teachers in a course	**Purpose:** Provide a provide a custom solution for the validation of teachers in a course. **Responsibilities:** The SCSM will run reports and conduct system checks to ensure that the custom solution is delivered as intended.	Affords teachers the ability to add other teachers to a course for collaboration and facilitation purposes. This solution validates that only teachers (Broward Staff) are added to teachers in courses and that other Canvas users do not inadvertently have access which they should not be entitled.	Planning in Progress
Coordination of Canvas Custom Configurations – Student Instructional Impacts (SII) App Development **Phase I & II Completed** **Phase III** - will include the remaining educational plans found in Ellevation, Accelify, and BASIS.	**Purpose:** Expand Phase II work to provide full interoperability with the Public Consulting Group (PCG), Ellevation, Accelify, and BASIS platforms and Canvas. This will allow teachers the ability to apply and document specific accommodations or instructional strategies when creating Canvas assignments, discussions, or quizzes for all education plans used by the District. **Responsibilities:** The SCSM leads project meetings with BCPS and PCG, Ellevation, Accelify, and BASIS to expand development process, timeline, and technical support for the SII App development to include additional platforms. Develop and implement teacher training and support plan.	Enables teachers to access information within Canvas regarding Gifted, ELL, ESE, 504 plans, health plans, RTI – Academics and RTI – Behavior plans; and to then identify specific accommodations and strategies that are used for each student while in Canvas. Teachers no longer need to access multiple platforms (PCG, Ellevation, Accelify, and BASIS) to view information found in all education plans. All information can be viewed in Canvas.	Pre-planning in progress with vendors.
Coordination of Canvas Custom Configurations – Coordination of expanded Gauge use for District-Wide Assessment	**Purpose:** Gauge is a district assessment management system that Instructure built with input from Broward County Public School to create a single assessment system. Currently being used for District-wide curriculum assessments and performance data with Science summative assessment and will expand to other curriculum areas.	Enables Broward to consolidate the number of test prep applications (Achieve 3000, USA Test Prep, School City, etc.) currently used at schools. SBBC has a secure testing platform to facilitate End of Year and End of Course Assessments in Gauge.	In Progress

Activity/Service Provided	Description	Benefit	Status
	Responsibilities: Lead project meetings to finalize Gauge development for Broward Student Assessments (BSA), including Charter Schools. Support Student Assessment and Research staff to develop End of Year and End of Course Assessments in Gauge. Facilitate development of assessment reports at district, school, teacher, and student levels. Act as Canvas Assessment Manager for Year 4 implementation.		
Instructional Materials and Support	**Purpose:** Expand the repository of curriculum content for teachers in Canvas aligned to the District's scope and sequences across all grade levels and subject areas. **Responsibilities:** Develop and implement teacher training and support plan. Develop strategies for increasing Canvas usage at all levels. Develop support plans for schools with limited Canvas implementation. Create processes and manage Canvas content creation by students and teachers. Facilitate Executive Business Reviews, Canvas Data Dashboards, and Reporting Platform for schools.	Succession planning and transfer of ownership to remote CSM and Remote Admin for Year 5. Assist in the assembling of the Broward Digital Army (Canvasadors, Champions, and Certified Educators) to build a school-based mentorship program with Canvas, Newsela, Vocabulary.com, and Nearpod. Liaise with other Florida School Districts to develop the Florida Canvas Consortium for state-wide Canvas partnerships to share content and best practices. Reduce instructional materials cost by transitioning to digital materials.	In-Progress

Activity/Service Provided	Description	Benefit	Status
Catalog for Teacher and Student Courses	**Purpose:** Expand the Canvas Catalog to include self-paced professional development courses, open courses for student to promote "Learning Never Closes, and district-wide staff courses. **Responsibilities:** Create best practices documentation for utilization of the Canvas Catalog. Coordinate and develop course offerings within the Canvas Catalog. Communicate processes for utilizing the Canvas Catalog. Support district departments to adding course offerings.	Enables teachers, staff, and students to access just-in time training based on individual needs.	In-Progress
Custom Report Development	**Purpose:** Continue to build out Canvas reporting structures to provide insight into usage. **Responsibilities:** Coordinate with SBBC and Instructure to create needed reporting metrics. Ensure timely delivery of developed reports.	Provide district, school, and individual with Canvas usage data to help inform training and implementation goals and strategies. Identify schools that need additional Canvas support and/or training.	In-Progress
Expand and Document Vendor LTI Partnership Integrations Project	**Purpose:** Continue to expand, create, and document partnerships between Canvas and 3rd party vendors to ensure integration success. **Responsibilities:** Coordinate conversations between SBBC, 3rd Party Vendor, and Instructure Partnerships Team.	Documentation creation to provide a best practice model for working with vendor partners, as well as, informs teachers of how external tools may be accessed in Canvas. This Digital Resource course serves as a one-stop shop that houses all information teachers need to successfully use instructional materials and third-party tools in Canvas.	In-Progress

Activity/Service Provided	Description	Benefit	Status
	Provide LTI Technical support when appropriate. Document integrations as needed. Continue to build out the Digital Resources are Easy as 1 2 3 course.		
Development of Teacher and Student Created Content	**Purpose:** Provide a mechanism for students (& teachers) to create Canvas course content. **Responsibilities:** Create best practices documentation for utilization of the Canvas Student Instance. Coordinate with teachers overseeing student created content. Enable student access and create course shells. Communicate processes for utilizing the Canvas Student Instance.	Teachers will have access to approved lesson plans to enhance instruction. Creates a collaborative culture for sharing instructional content and club/after-school activities. Continue development of the Canvas Student Instance enabling students to create content in Canvas. Student interns could participate in course design.	In-Progress