

## Board of Management Learning & Teaching Committee

<b>Date of Meeting</b>	<b>Tuesday 7 September 2021</b>
<b>Paper No.</b>	<b>LTC1-G</b>
<b>Agenda Item</b>	<b>4.3</b>
<b>Subject of Paper</b>	<b>Digital Learning Transformations: Virtual Learning Environment</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Joe Wilson</b>
<b>Date of production</b>	<b>29 August</b>
<b>Action</b>	<b>For Discussion</b>

### 1. Recommendations

Members are invited to discuss the progress of the Virtual Learning Environment Project.

Q. What broader questions do the committee have about the project and its deliverables?

## **2.Purpose**

The purpose of this paper is to provide an update on the adoption of the new virtual learning environment Canvas, supplied in the cloud by Instructure. The project highlight table is included in the appendices along with membership of core roll out team and some introductory links to the Canvas platform, a glossary of terms and some frequently asked questions from the College intranet.

## **3.Key Insights**

The project team meets weekly on Thursday's at 4pm, tracking the roll out of the platform. In this roll out phase we meet the Instructure team each Wednesday and on request, as we make final preparations to give staff and student access. The platform and online training courses for staff and students will be available to staff from 30/8 and for students 3/9.

In this project reporting period (end June – end August) we completed the procurement process of Canvas by Instructure and gained test access to the platform at the start of August.

This month we worked our way through the initial workshops from Instructure, tested the platform in the beta test environment and prepared it for staff and student access for week beginning 30/8/21.

The core team completed:

- Four Technical Integration workshops (the learning being used to integrate platform with College systems)
- Two Teaching with Canvas workshops (initial teacher training sessions)
- One Canvas Course Template workshop (we will customise a course template to support consistency of delivery and ensure College branding is reflected across the platform)
- One Running Canvas Help Desk Workshop (the College learning technology team will operate the Canvas help and support desk as the system rolls out)

Along with weekly project meetings we report developments and progress through a dedicated area on the staff intranet. Staff development has commenced with 80 staff attending initial Canvas familiarisation workshops in week beginning 23/8. A full workshop programme is in place to support staff as they come on to the system. In the system there is access to online courses for staff and students.

The initial work has been around the structure and technical integration of the new platform. The platform comes with a full beta test platform which has allowed the IT and LT team to load and test the operation of the platform before we make it live for staff and students.

The structure of the accounts in Canvas will allow us to track and monitor staff and student activity cross College, by faculty, by curriculum area and by class group. This will radically improve the reporting available from our virtual learning environment.

The selection of an appropriate course template will encourage staff to adopt a consistent approach to the presentation of their programmes and improve the learner experience.

When staff come onto the system. They will have access to Growing with Canvas an online development programme and a personal sandbox (development area). This in addition to face to face workshops and support to move content from Moodle onto the new platform. Students will access a Passport to Canvas development programme and their own course when invited by their course tutor.

The platform integrates with Microsoft 365, Turnitin, ClickView, Zoom, and Microsoft Teams.

We are on track to populate the system over the coming session and close Moodle to new learners in session 22/23 in line with the project plan.

The project will have support of the new project office from September 2021.

#### 4. Impact and Implications

As project progresses we are managing a number of high level risks.

Risk description	Effect if the risk is realised	Mitigation
1. That we encounter a technical challenge in making new system available within planned timescale	That this delays system roll out –	We have now tested account structure , staff and student logins and integration – risk now low  The technical integration has proceeded to schedule with support of learning technology, IT and Instructure the supplier the system is now ready for roll out and the availability of a beta test platform minimises any risk to productivity.
2. That students find it a challenge to transition to a new platform	That students are confused when introduced to a new VLE within same academic year	We will work closely with student services and with the students association to make clear the benefits of the new

within the academic year.		platform and provide training and support.
3. That teaching staff find it a challenge to transition to a new platform by start of new teaching block.	That staff resist moving to new platform within the academic year	We will encourage all staff to come on to the new system by end of block one but we will provide support over the academic year and Moodle will only retire at the end of session 21/22 .

The new system offers the College opportunities to improve the overall student experience. It provides a range of tools that will support a more inclusive learning experience and compliance with the Disability Discrimination Act. The College commercial team are already exploring the functionality of Canvas to expand the College's commercial offerings. Canvas Commons the open learning component of Canvas will allow the staff and students access and participation in a global learning community of Colleges and Universities.

## **Appendix 1**

### **Some useful links**

#### **Example model programme templates**

<https://design.instructure.com/courses/110/pages/higher-education-%7C-template-preview-and-access>

**Gateway to College Canvas portal** – Available only to registered users currently. When system is up and running board members with a @cityofglasgowcollege.ac.uk email address will be able to access to the platform upon request.

<https://cogc.instructure.com/>

#### **Online Guides to Canvas**

[https://community.canvaslms.com/t5/Canvas-Guides/ct-p/canvas\\_guides](https://community.canvaslms.com/t5/Canvas-Guides/ct-p/canvas_guides)

#### **Canvas Global Community**

<https://community.canvaslms.com/>

#### **Selected resource a Guide to Canvas Commons**

<https://community.canvaslms.com/t5/Video-Guide/Commons-Overview/ta-p/383846>

## **Appendix 2 Glossary of terms related to College systems**

### **Active Directory**

A Microsoft Platform that holds staff and student identities

### **BLC**

Blended Learning Consortium materials – structured learning materials built in a SCORM package that work inside a virtual learning environment.

### **Canvas**

The College's new virtual learning environment supplied in the cloud by Instructure. The product is called Canvas by Instructure.

### **ClickView**

The college's platform for video content

### **Drupal**

A technology used to build websites and services. MyCity currently sits around Moodle and is built in Drupal

### **Enquirer**

A City of Glasgow College developed management information system

### **H5p**

A free tool that allows the easy creation of interactive learning materials

### **Instructure**

The global company providing the Colleges Canvas Virtual Learning Environment Platform

### **LT**

A learning technologist in the learning technology team

### **Microsoft Teams for Education**

In tandem with the new VLE we are supporting the roll out of Class teams. This will improve communication and collaboration for staff and students at class level and reduces need for shadow solutions using whatsapp and facebook. Microsoft class teams will integrate with Cavas.

### **Microsoft 365**

Staff and students have access to the comprehensive suite of Microsoft tools including One Drive. For staff and students OneDrive integrates with Canvas making positioning of teaching materials easier for teaching staff and submission of assessment easier for learners.

### **Moodle**

The current College virtual learning environment and open-source product that we currently run-on College based servers. We will not be renewing this service in session 22/23

### **MyCity**

The login layer and information layer for students built in Drupal

### **Open Learn**

A version of Moodle used to deliver pre-induction courses and materials to learners before they have enrolled fully at College.

### **Poodl**

A moodle plugin that allows students and staff to add sound in assessments and for feedback

### **SCORM Package**

A standard that allows images, video, text, and questions to be packaged and loaded into a virtual learning environment to make more appealing learning content. Think a web design tool that combine learning and assessment. Correctly uploaded these can mark students work and report on performance.

### **The Cloud**

It is still on a computer but on a server in someone else's building

### **Turnitin**

The similarity or plagiarism detection engine used currently in the College

### **Unit E**

The College Management Information System – recording enrolments and providing internal and external reports.

**VLE**

The Virtual Learning Environment in City of Glasgow College this is Moodle currently and we are transitioning over the current year to Canvas . In some organisations called a Learning Management System.

## **Appendix 3**

### **Project Board and Implementation Group Membership**

#### **Project Board meets every Thursday 4pm**

Claire Carney VP Project Sponsor

Barry Ashcroft, Head of IT Sponsor / **Technical Integration / IT and Learning Tech**

Joe Wilson, Head of Digital Skills Learning and Teaching Academy Project Manager / **Technical Integration / IT and Learning Tech/ Staff Development /Student liaison and Comms**

Tom Duff, Associate Director Learning and Teaching Academy / **Technical Integration / IT and Learning Tech/ Staff Development**

Kemp Anderson, Head of Digital Services IT / **Technical Integration / IT and Learning Tech**

Craig Dowling Head of Infrastructure IT / **Technical Integration / IT and Learning Tech**

Nicolas Garcia, Student Association (to be replaced by incoming Student President or nominee /**Student liaison and Comms**

Joe Mulholland, Associate Dean STEM / **Staff Development**

Chris Rooney, Performance /**Analytics/Quality and Reporting (need replacement Jacqui McCormick and Julie Mccorkindale)**

George Howie/ Pauline Barker Learning Technologies Manager / **Technical Integration / IT and Learning Tech/ Staff Development / /Student liaison and Comms**

Scott Harrison Student Services /**Student liaison and Comms**

Graeme Brewster Student Services (Accessibility) /**Student liaison and Comms**

Michelle Watt Head of Brand and Communications (**Template design and external comms**)

Penny Roberston Head of Libraries / **Technical Integration / IT and Learning Tech/ Staff Development**

Iain Hamilton, Digital Champion Hospitality and Leisure Lecturer / **Staff Development**

Digital Champion Hospitality and Leisure CH / **Staff Development**

Digital Champion Education and Humanities Lecturer / **Staff Development**

Digital Champion Education and Humanities CH / **Staff Development**

Digital Champion Creative Industries Lecturer / **Staff Development**

Digital Champion Creative Industries CH / **Staff Development**

Digital Champion Nautical Science and STEM Lecturer / **Staff Development**

Digital Champion Nautical Science and STEM CH / **Staff Development**

Gordon Craig, Systems Development Officer IT / **Technical Integration / IT and Learning Tech**

Carla Gethin, Business and International / **Project Oversight and commercial opportunities**



Martin Taylor, OD / **Project Oversight and application of platform for OD use**

Charles Kennedy Procurement /**Contract Evaluation**

Julie Mccorkindale / **Quality and Analytics**

Jackie McCormick / **Quality and Analytics**

### **Subgroups**

#### **/ Technical Integration / IT and Learning Tech**

IT/LT Members from above with Lewis Ross, Stephen Boyd,  
Stephen McKean, Marco Landi, Liam Mulgrew

#### **/ Staff Development**

Digital Champions and LT members from above – all LT Faculty support staff

#### **/Student liaison and Comms**

Members from above and ...

#### **/Analytics/Quality and Reporting**

Julie Mccorkindale, Jackie McCormick and ...



## Canvas adopted as new VLE

Below are FAQs on our new Virtual Learning Environment, Canvas , which will replace the college's current learning platform, Moodle.

### **What is the new VLE platform?**

The new VLE Platform is called Canvas, supplied by an organisation called Instructure.

### **Does it replace MyCity?**

No. MyCity is a landing page for a range of services and will still be there. Students and staff will continue to access MyCity for links to college services, staff resources and mandatory training.

### **Do we access the new VLE through MyCity as we did for Moodle?**

Like Moodle you will be able to access Canvas through MyCity. or directly through a URL using your college email address and password.

### **Will Moodle be switched off?**

No, but you will be supported to transition to the new VLE by the start of the second teaching block. In session 2022-23 Moodle will be archived.

### **Can we choose to still use Moodle?**

While Moodle will remain available, you need to start planning with the LT team how you will transition to Canvas.

## **Which elements of Moodle interactive content can we keep or transfer?**

What interactive content you have can quickly be positioned in Canvas, eg, H5P, BLC learning materials, SCORM packaged content. There will also be access to a broader set of interactive tools in the new platform.

## **Will material on Moodle be moved over to Canvas for us?**

Canvas will support some of the transition and training will allow staff to move elements of their Moodle courses into the new courses within the new system. The look, feel and process will be different. If there are units or materials you are concerned about speak to your learning technologist.

## **What items should I prioritise to move, create or merge?**

Your decision. Most students will see immediately that Canvas offers a better learning experience, but you need to plan their transition to the new platform. Start with a course landing page and some of the key resources you will use with learners.

## **What is the best way to create, move or merge content from Moodle to Canvas?**

Canvas has a different look and feel. The main difference is that you can drag and drop, cut and paste content very quickly. We will have a college template and exemplars to help structure and create courses.

## **How will we know which system to use if both are running at same time?**

Curriculum teams can decide at start of session. By end of block one we expect you to be teaching on Canvas so planning should reflect this.

## **What are the benefits of the new VLE to students and staff?**

Canvas is easier to use and will provide a reliability of service that we have not previously experienced.

## **What can Canvas do better than Moodle?**

Canvas makes the presentation of materials easier, provides better and more easily manageable assessment tools and make communication and collaboration more effective - this among many other things.

### **What courses/faculties will use the new VLE to start with?**

Several curriculum teams have expressed an interest in using Canvas from the start of session. All teams are expected to have adopted Canvas by the start of block two. We will know who the early adopters at start of new session 21/22.

### **What support plans are in place?**

Across the college there will be training and development sessions for everyone from initial access and onwards. The learning technology team will be supported by academic staff designated as digital champions to give you additional support.

### **Will login details stay the same?**

Logins for staff and students remain the same and we are working towards single sign-on across all college services.

# APPENDIX 5

Plan name	Shared Project Timetable Towards New VLE									
Plan ID	aRbj5-px00yAMz1F_Fk95cAE7ro									
Date of export	29/08/2021									
Task Name	Bucket Name	Progress	Priority	Created By	Created Date	Start Date	Due Date	Late	Description	
Early staff and student adopters feed back on initial Canvas training courses in system	New Solution goes live August 21	Not started	Medium	Joe Wilson	26/08/2021			false		
Complete and share Canvas Help desk system training	New Solution goes live August 21	In progress	Medium	Joe Wilson	26/08/2021			false	Training complete to cascade to LT team	
Position Canvas recordings and materials for training on College intranet	New Solution goes live August 21	In progress	Medium	Joe Wilson	24/08/2021			false		
Weekly project update on intranet	Implementing and Initial Training April- August	In progress	Medium	Joe Wilson	24/08/2021			false		
Finalise contract and procurement and pay Instructure	Tender and procurement Jan-August 21	In progress	Medium	Joe Wilson	24/08/2021			false		
staff user group through innovations in learning channel	Canvas Roll out August -December 21	Not started	Medium	Joe Wilson	24/08/2021			false		
create student user group	Canvas Roll out August -December 21	Not started	Medium	Joe Wilson	24/08/2021			false		
provide guidance and support in moving elements of Moodle courses into Canvas course	Canvas Roll out August -December 21	Not started	Medium	Joe Wilson	24/08/2021			false		
Ensure technical integration with Click-View , Zoom , Turnitin , Microsoft 365 and other services	New Solution goes live August 21	In progress	Medium	Joe Wilson	24/08/2021			false		
On going workshops and support	Canvas Roll out August -December 21	Not started	Medium	Joe Wilson	24/08/2021			false		
Using Course data monitor - Canvas take up across College	Canvas Roll out August -December 21	Not started	Medium	Joe Wilson	24/08/2021			false		
work with marcomms to agree branding of Canvas portal and course templates	New Solution goes live August 21	In progress	Urgent	Joe Wilson	24/08/2021		27/08/2021	true		
Agree Canvas course template	New Solution goes live August 21	In progress	Medium	Joe Wilson	24/08/2021			false		
Agree Canvas Account level permissions	New Solution goes live August 21	In progress	Medium	Joe Wilson	24/08/2021			false		
add all academic staff to system	New Solution goes live August 21	In progress	Urgent	Joe Wilson	24/08/2021			true		
Agree Canvas Account structure and push it into new system	New Solution goes live August 21	In progress	Medium	Joe Wilson	24/08/2021		25/08/2021	true	Tested and agreed goes live 30/8	
IT/LT and project staff complete initial teacher training workshops x2 from Canvas	New Solution goes live August 21	In progress	Medium	Joe Wilson	24/08/2021			false		
monitor adoption by faculty and CH teams	New Solution goes live August 21	In progress	Medium	Joe Wilson	04/05/2021			false	We will use College spreadsheet on course occurrences to track roll out and adoption of Canvas	
Position messaging with internal comms and student services on arrival of new VLE	Implementing and Initial Training April- August	In progress	Medium	Joe Wilson	31/03/2021			false		
On going communication across College - reassurance that Moodle will not be deleted but n	Implementing and Initial Training April- August	In progress	Medium	Joe Wilson	24/03/2021			false	On going using teams and intranet	
With vendor plan programme of webinar and face to face training for all staff	Implementing and Initial Training April- August	In progress	Medium	Joe Wilson	24/03/2021			false	completed	
Position learner and staff training materials in appropriate places	Implementing and Initial Training April- August	In progress	Medium	Joe Wilson	24/03/2021			false		
Add new students to system	New Solution goes live August 21	In progress	Medium	Joe Wilson	24/03/2021		27/08/2021	true		
On appointment of tender winner scope what if anything move across from existing Moodle	Implementing and Initial Training April- August	In progress	Medium	Joe Wilson	24/03/2021			false		
recruit digital champions to support roll out	Implementing and Initial Training April- August	In progress	Medium	Joe Wilson	24/03/2021			false		
With IT Ensure integration with all existing systems as per tender	Implementing and Initial Training April- August	In progress	Medium	Joe Wilson	14/10/2020			false	Nearing completion - should be completed by 30/8	
Roll out plan and staffing resources in place	Implementing and Initial Training April- August	In progress	Medium	Joe Wilson	14/10/2020			false	Roll out plan in this project plan	
IT/LT staff undertake technical training 4 workshops from Instructure	New Solution goes live August 21	Completed	Medium	Joe Wilson	24/08/2021			false		
Get Outcome of Tender and initial initiation	Implementing and Initial Training April- August	Completed	Medium	Joe Wilson	14/10/2020			false		
Complete procurement with project team completing tendering process	Implementing and Initial Training April- August	Completed	Medium	Joe Wilson	24/03/2021			false		
Put procurement out to tender	Implementing and Initial Training April- August	Completed	Urgent	Joe Wilson	24/03/2021		03/05/2021	false		
Week of tender evaluation	Implementing and Initial Training April- August	Completed	Medium	Joe Wilson	24/03/2021		24/05/2021	false	complete	
with sign off from all relevant college stakeholders make tender document live and initiate pi	Tender and procurement Jan-August 21	Completed	Medium	Joe Wilson	29/03/2021			false		
contine to evaluate staff/student reaction to sandboxes	Tender and procurement Jan-August 21	Completed	Medium	Joe Wilson	14/10/2020			false		
Liaise with Procurement and build procurement documentation	Tender and procurement Jan-August 21	Completed	Important	Joe Wilson	24/03/2021		30/03/2021	false		
Book VLE Vendors for live demos	Tender and procurement Jan-August 21	Completed	Medium	Joe Wilson	24/03/2021			false	Canvas , Brightspace , ITSlearning confirmed - meeting APUC to see who else to invite - No responses from Blackboard or Cloud Based Moodle supplier	
Require further technical input from IT	Tender and procurement Jan-August 21	Completed	Medium	Joe Wilson	24/03/2021			false	Kemp assisting on MOSCOW document see procurement documents	
Distribute with vendors access to VLE sandboxes	Tender and procurement Jan-August 21	Completed	Medium	Joe Wilson	29/03/2021			false		
Contact Deans and ADs and get curriculum team names for deeper evaluation	Tender and procurement Jan-August 21	Completed	Medium	Joe Wilson	24/03/2021			false	Awaiting names - returns to date from Nautical Faculty - awaiting responses from three other deans	
Contact Marketing and ask for more prominent project page on College intranet	Tender and procurement Jan-August 21	Completed	Important	Joe Wilson	24/03/2021		26/03/202	false	Meeting Friday 26/3 with Michelle	
Create sign up form and Recruit student and staff initial evaluators	Scoping October/November/December	Completed	Medium	Joe Wilson	24/03/2021			false		
Scope size of Moodle and any items we may wish to consider for porting across to new platf	Scoping October/November/December	Completed	Medium	Joe Wilson	24/03/2021		22/04/2021	false	Moodle MyCity Stats Reports	
Consult College Equality, Diversity & Inclusion Naira Dar	Tender and procurement Jan-August 21	Completed	Medium	Joe Wilson	31/03/2021			false		
share starter document	Initial Engagment	Completed	Important	Joe Wilson	13/10/2020		13/10/2020	false	This action is completed pinning here as project reference point	
Get Student Services Acceibility input	Tender and procurement Jan-August 21	Completed	Medium	Joe Wilson	31/03/2021			false	Graeme Brewster consulted and Graeme and Scott Harrison on working group and will be evaluators	
Recruit staff and student platform evaluators	Scoping October/November/December	Completed	Medium	Joe Wilson	31/03/2021			false	Completed for students	
Get Data Protection Officer input	Tender and procurement Jan-August 21	Completed	Medium	Joe Wilson	24/03/2021			false		
source sandboxes from prospective VLE providers	Scoping October/November/December	Completed	Medium	Joe Wilson	13/10/2020			false	This moved into Jan-March work stream	
Finalise paper / proposal to SMT / to be green light for procurement	Scoping October/November/December	Completed	Medium	Joe Wilson	13/10/2020			false		
Alert Procurement that scoping as started and that task will potentially arrive early in New Ye	Scoping October/November/December	Completed	Medium	Joe Wilson	03/11/2020			false		
ensure that staff who need analytics have fed in to process	Scoping October/November/December	Completed	Medium	Joe Wilson	26/11/2020			false		
Take paper on go to tender proposal to College Board	Tender and procurement Jan-August 21	Completed	Medium	Joe Wilson	13/10/2020			false		
include options appraisal in paper	Scoping October/November/December	Completed	Medium	Joe Wilson	26/11/2020			false		
Add relevant people to team	Initial Engagment	Completed	Medium	Joe Wilson	13/10/2020		13/10/2020	false		
Agree Terms of Reference	Initial Engagment	Completed	Medium	Joe Wilson	13/10/2020		01/10/2020	false		