West Allegheny School District
Canvas LMS and Skyward SIS Standard Operating Procedures

West Allegheny uses two key software platforms to manage student information and instructional materials.

Our Student Information System (SIS), Skyward, houses student and parent information, schedules, report cards, and transcripts. Our Learning Management System (LMS), Canvas, houses all graded assignments/assessments/quizzes, learning materials, and communication with students and parents.

To help support you with your daily teaching responsibilities, both in-person and virtual, we have prepared the following guide to outline key functions of each platform, as well as key milestones in your implementation and use of the two systems.

Canvas	Skyward
All work that will be graded must be submitted must be created as a Canvas Assignment, Discussion Board, or Quiz with a Due Date.	Daily attendance will be recorded in Skyward.
Teachers will update gradebooks in Canvas a minimum of one time per six-day rotation.	Seating charts will be created in Skyward.
Teachers will post a syllabus/course information, classroom expectations and assessment guidelines in Canvas.	Report cards and transcripts will be stored in Skyward.
Teachers who use a weighted gradebook will use assignment groups that match grading categories in Skyward.	Student schedules will be built and maintained in Skyward.
Digital instructional materials such as e-books, links to instructional software applications (such as Study Island), etc. should be accessible through Canvas.	Student and parent demographic information will be maintained in Skyward.
Teachers will post the due date for major assignments in Canvas on or before the day that the assignment is introduced.	Non-traditional grade marks (I, X, M) must be reported to administration and entered into Skyward.
Teachers will post a notification of exams in Canvas a minimum of 72 hours before the exam.	
Canvas should be used for messaging with students and parents.	
Teachers will utilize Zoom as the tool for videoconferencing and/or connecting quarantined students to the classroom.	

Below is a timeline for when key milestones should be met. This guide is intended to help you in your implementation of the Canvas LMS and your continued use of Skyward for certain key functions. If you feel you need support in any of these areas, please reach out to administration, Questeq, or your building Technology Coordinators.

- *By the end of the first day:*
  - Have seating charts made in Skyward
  - Take attendance in Skyward
  - Post a welcome message, syllabus/course information, classroom expectations, and assessment guidelines in Canvas
  - Ensure that all students login to Canvas in each class, and can access the dashboard, calendar, grades, and messages sections

- *By the end of the first rotation:*
  - Provide access to digital instructional materials such as e-books, links to instructional software applications (such as Study Island), etc.
  - Post an assignment/assessment in Canvas (to be graded in Canvas by the end of the second rotation)
  - When applicable, teacher will post a notification of exams in Canvas a minimum of 72 hours before the exam and post the due date for major assignments in Canvas on or before the day that the assignment is introduced
  - If using a weighted gradebook, create assignment groups in Canvas that match grading categories in Skyward
  - Use Canvas to communicate with students and/or parents
  - Be familiar with embedding a Zoom meeting link in Canvas and ensure that students are aware of how to access the link

- *By the end of the second rotation:*
  - Grade the assignment/assessment in Canvas that was posted during the first rotation
  - Create and post an assignment within Canvas, which will be submitted by the student directly through Canvas and graded within Canvas by the teacher
  - Create and post an assessment/quiz within Canvas, which will be taken in Canvas by the student and graded within Canvas by the teacher

- *On-going:*
  - Take attendance in Skyward
  - Record all graded assignments and assessments in Canvas
  - Teachers will post a notification of exams in Canvas a minimum of 72 hours before the exam and post the due date for major assignments in Canvas on or before the day that the assignment is introduced
  - Continue to collaborate and communicate with colleagues to support the use of Canvas and be willing to share your successes and best practices in instructional design