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

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 created as a Canvas Assignment, Discussion Board, or Quiz with a Due DateAll 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 and sync gradebooks to 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.
Assignments & Grades Must be Visible in Navigation Toolbar. Zoom must be hidden in the Navigation Toolbar.	Student and parent demographic information will be maintained in Skyward.
Apps: Digital instructional materials such as ebooks, links to instructional applications (such as Study Island etc.) that are relevant to your class should be accessible through Canvas.	Non-traditional grade marks (I, X, M) must be reported to administration and entered into Skyward.
Teachers will post the due date for major assignments in Canvas on or before the day that the assignment is introduced.	
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 (NOTE: Skyward should also be used for high priority communication in addition to Canvas)	
Zoom Link must be posted in your Home Page or Modules	

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 (as developmentally appropriate)

- *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
    - Assignment Groups must be aligned with Skyward Grading Categories
    - Assignment Group Weights must be aligned to Skyward (if applicable, verify correct weights are aligned to district policy)
    - 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
    - Students must submit at least one assignment directly in Canvas; Teachers must grade and post grades for this assignment

- *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