



FLORIDA STATE UNIVERSITY
OFFICE OF DISTANCE LEARNING

Using Cidi Design Tools to Enhance Canvas Course Site Design



Prepared for: Student Technology Fee Advisory Committee

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Office of Distance Learning

December 9, 2016

Project Description

Purpose

In 2017, Florida State University (FSU) will transition its learning management system (LMS) from Blackboard to Canvas. To facilitate the transition and ensure that FSU is equipped with the best tools and applications for teaching and learning, the Office of Distance Learning (ODL) is evaluating the effectiveness of third-party tools to enhance the new LMS environment. Cidi Design Tools is a course-building application specifically designed for working with Canvas. Originally developed by instructional designers and programmers at Utah State University, Design Tools was created to effectively reduce the course development time needed in Canvas, to quickly create course shells, and to easily build and style content in courses. Design Tools helps instructors and designers improve the quality, consistency, and accessibility of Canvas courses.

Goals

Cidi Design Tools is proposed to enhance Canvas course site design as well as reduce course development effort. The application would allow instructors, students, and staff to work in Canvas to achieve the following goals:

- **Streamline the design process:** Design Tools provides developers with easy access to ready-made course components and facilitates quickly applying changes across a course site. Users in the Canvas community speak highly about the tool's efficiency and ease of use.
- **Maintain consistency and sustainability among course sites:** The look and feel of template sites that are easily created and deployed will help maintain the consistency, easy navigation, and content access of both online and face-to-face courses.
- **Support a smooth transition from Blackboard to Canvas:** The tools facilitate a simple LMS transition process by providing Content Editor tools, the Multi-Tool, and the Upload/Embed Image Tool.

These goals would support our transition to a new LMS by providing an enhanced system interface and redesign of online courses as well as ease the workload of faculty.

The goals would also benefit the university's continued commitment to supporting our mission of teaching and learning by aligning with Goal 2 of FSU's Strategic Plan:

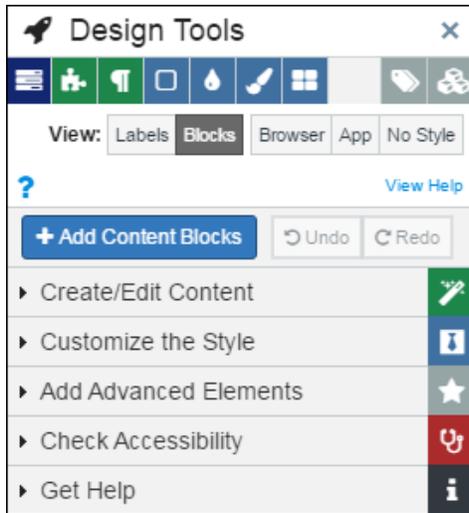
- Goal 2—Amplifying Excellence Across our Academic and Research Programs
 - Recognize and support a wide variety of strategies for learning technologies, including online courses, hybrid learning, online collaboration, technology-assisted advisement, and support for lifelong and “life-wide” learning.

Project Benefits

Benefits

Installation of the Cidi Design Tools will allow for a more user-friendly and streamlined course development environment, in addition to an enhanced and robust learning environment. Design Tools will be available for use by both distance learning and face-to-face courses.

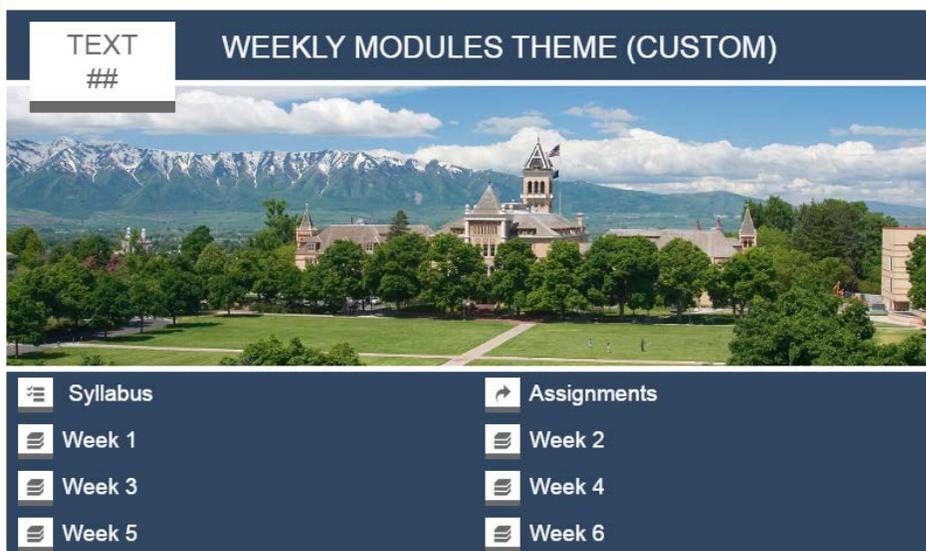
Specific benefits include:

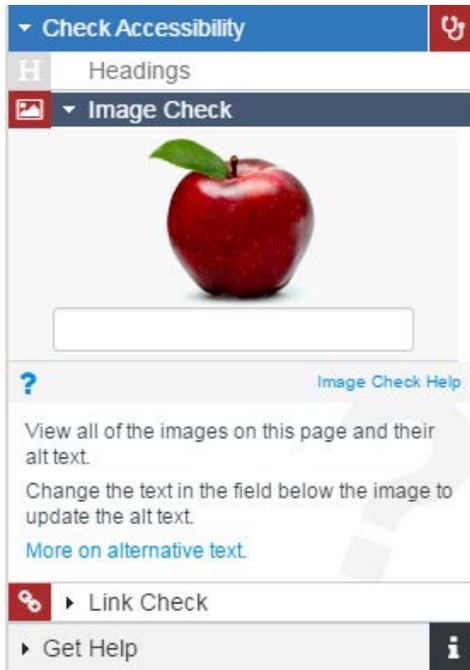


Design Enhancement: By using Content Editor Tools, course builders can easily customize the Front, Content, Discussion, Assignment, and Syllabus pages. Design options include predefined themes with customizable styles, boilerplate sections, and the ability to duplicate existing content pages. Course designers can also apply styles from the Canvas Style Guide and adjust element colors, borders, margins, and padding. This tool enables Canvas to have a more tailored web page feel and provides easy navigation for a student-centered learning environment. An additional feature, the Multi-Tool incorporates three separate functions that help instructors reduce the time and effort to create their course shells. The tool includes a (1) template page creator, (2) module builder, and (3) due date modifier, which allows instructors to update

all assignment due dates, as well as lock and unlock dates, all from the same screen.

Below is a front page template example with Weekly Modules Theme:





Accessibility: Making course content accessible is a priority initiative for FSU. The Check Accessibility subtool ensures that banners, colors, header structures, and links meet accessibility standards. Colors can be selected according to a specific banner color scheme, similar to the color picker feature in Microsoft Office. Accessible color combinations can be checked to meet the color contrast requirements. If the heading levels are skipped or not in order, the checker has the indicators to address the issue. Image Check pulls all images in the content area and identifies those missing alt text. This allows a central location for instructors to add or modify descriptions for alt text. Link Check is another feature of the accessibility checker that helps ensure links make sense out of context and can be reviewed and updated where needed. This is not only for screen readers, but also for learners who routinely scan texts for hyperlinks.

Improved Learning Experience: Canvas course sites created with Design Tools enrich students' learning experience on different levels.

- **Customizable Front, Content, Discussion, Assignment, and Syllabus pages:** These allow instructors to tailor their specific requirements and course layout to students and make the course site more personalized.
- **Easy navigation and access:** By having the opportunity for a more robust design, students' motivation for accessing and navigating the course site will be greatly increased. It is important for learners to access course content easily and accurately.

If used effectively, Design Tools addresses the majority of the nationally recognized Quality Matters Rubric General Standard 8— Accessibility and Usability: The course design reflects a commitment to accessibility and usability for all learners.

- 8.1 Course navigation facilitates ease of use.
- 8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.
- 8.4 The course design facilitates readability.
- 8.5 Course multimedia facilitate ease of use.

The Quality Matters Rubric is used by ODL to design high-quality online courses as well as to provide guidance on enhancing technology-supported face-to-face courses.

Impact

Design Tools is accessed through Canvas and, if implemented, has the potential to impact thousands of FSU students and instructors. During the 2016 fall semester, our current Blackboard LMS was used by:

- **40,333 students** who are enrolled in at least one Blackboard course each semester.
- **2,652 faculty members** acting as “instructor” in at least one Blackboard course each term.

Cost

The cost for a one-year subscription for the Enterprise version of Cidi Design Tools is \$17,500. This covers the SaaS subscription to use Cidi Design Tools, which includes the Design Tools, Multi-Tool, and Upload/Embed Image LTI tool. The SaaS agreement will cover face-to-face as well as online courses. The cost for a one-time fee for implementation, configuration, and training services is \$3,000.

The total cost for the project would be \$20,500.

Action Plan

Implementation

Cidi Design Tools will be installed and implemented alongside the Canvas conversion from the current Blackboard LMS. ODL's deployment approach will be as follows:

1. **Configuration/Testing:** Design Tools will be set up and configured to work with the Canvas implementation and integration. The ODL technology administration team will test the services for performance issues and adjust accordingly.
2. **Support Staff Training:** The ODL technology support staff and other staff engaged in instructional design will attend train-the-trainer workshops offered by Cidi Labs and will create sandbox sites for hands-on experience with the tool.
3. **Development of Training Materials:** Create course templates, support articles, and training videos for FSU users.
4. **Beta Testing:** Test with pilot groups selected from colleges and schools within the university.
5. **Deployment:** After testing and staff training has been completed, the Design Tools will be made available for general release to all instructors.
6. **User Training:** Training opportunities and materials will be provided for any instructors who are interested in learning more about using the tools.

Milestones

Following the above implementation plan, each step would represent a project milestone:

1. **Configuration/Testing (Week 1):** This milestone is reached upon successful configuration and testing of the Design Tools.
2. **Support Staff Training (Weeks 2–3):** All support staff has been trained in using the Design Tools.

3. **Development of Training Materials (Weeks 4–6):** Training materials are ready to disseminate in workshops and campus wide.
4. **Beta Testing (Weeks 4–6):** Pilot group testing sessions are completed.
5. **Deployment (Weeks 7–9):** Design Tools has been successfully deployed and is available for use by faculty.
6. **User Training (Weeks 7–9):** All initial training sessions have been completed and training materials are available for users. Training sessions will be ongoing and will parallel Canvas training.

The service can be in place within nine weeks, and training for support staff and early faculty adopters will also be completed within nine weeks of deployment.

Project Team

The team necessary for the implementation and support of Cidi Design Tools for the university consists of four primary groups:

- **ODL Instructional Development Faculty:** ODL faculty will manage the adoption of Cidi Design Tools and ensure that best practices are integrated into course designs.
- **ODL Technology Administrators:** The ODL technology administrators are responsible for configuring, testing, and deploying the tools.
- **ODL Technology User Support:** The ODL technology help desk provides user support, documentation, and training for students and faculty.
- **Cidi Design Tools Representatives:** Staff from Cidi Design Tools may be called upon to provide documentation or software required to install and run the service. They will also provide training for administrators and support in the event of an issue.



STUDENT TECH FEE BUDGET TEMPLATE

2016-2017 Project Funding Proposal

Project Details	
Project Title:	Using Cidi Design Tools to Enhance Canvas Course Site Design
Organization or College:	Office of Distance Learning
Department or Unit:	ODL Technology Support Group/Instructional Development Faculty
Project Period:	May 2017- April 2018
Start Date:	9-May-17
End Date:	28-Apr-18

I. Senior/Key Personnel (list senior and/or key personnel whose compensation will be funded through project non-recurring funds)						
First Name	Middle Name	Last Name	Project Role	Requested Salary	Fringe Benefits	Funds Requested
Total Funds Requested for Senior/Key Personnel						\$ -

II. Student & Other Personnel (insert description)				
Type	FTE	Requested Salary	Fringe Benefits	Funds Requested
Graduate Students				
Undergraduate Students				
Other Personnel				
Total Funds Requested for Students & Other Personnel				\$ -
Total Salaries, Wages & Benefits				\$ -

III. Equipment (list items and dollar amounts for each item or multiple items of the same type, including software, with a total cost of over \$2,000)		
Item	Description	Funds Requested
Annual Design Tools Subscription	SaaS subscription to use Cidi Design Tools, which includes Design Tools, Multi-Tool, and Upload/Embed Image LTI tool. FTE between 12,000 - 17,999	\$ 17,500.00
Implementation Services	One-time fee for implementation, configuration, and training services	\$ 3,000.00
Total Funds Requested for Items Over \$2,000		\$ 20,500.00
Total Funds Requested for Items Under \$2,000		\$ -
Total Funds Requested for Equipment Costs		\$ 20,500.00

IV. Other Costs		
Category	Funds Requested	
Materials & Supplies		
Consultant Services		
Equipment or Facility Rental/Use Fees		
Additional Project Costs (describe in budget justification)		
Total Funds Requested for Other Costs		\$ -

Total Project Cost	\$ 20,500.00
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1 Year Partial Enterprise Quote 16-0102



55 W 900 S
Salt Lake City, UT 84101
USA
(385) 404-2434

Quote Number: 16-0102
Issue Date: 11/10/2016
Expires: 12/10/2016

Quote Details:

Name:	Scott Bickley	Subscription Term:	1 Year Enterprise
Organization:	Florida State University	Payment Terms:	Net 30
Address:		Currency:	USD
Email:	sbickley@campus.fsu.edu		
Phone:	(850) 645-9778		

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED
1	Annual Design Tools Subscription	SaaS subscription to use Cidi Design Tools which include the Design Tools, Multi-tool, and Upload/Embed Image LTI tool. SaaS agreement for FTE between 12,000 - 17,999.	\$17,500	\$17,500
1	Implementation Services	One-time fee for implementation, configuration and training services	\$3,000	\$3,000

Total: \$20,500.00

Payment Schedule:

Year 1	Year 2	Year 3
\$20,500	N/A	N/A

If you have questions about this quote please contact:
Mike Zackrison at mikez@cidilabs.com

A Enterprise SaaS License and Support Agreement will be forwarded after acceptance of this quote.
Please email purchase orders to sales@cidilabs.com
Cidi Labs Federal ID #: 37-1816981

This Quote is subject to execution of a signed Order Form between Cidi Labs, LLC ("Cidi Labs") and Customer for the products or services quoted and it is subject to Cidi Lab's Enterprise SaaS License and Support Agreement. Pricing is valid through this Quote Expiration date and does not include any applicable taxes.

Payment terms are noted above. Interest will be charged at the rate of one and one-half percent (1.5%) per month or the highest lawful rate whichever is less, on all unpaid amounts 30 days past the due date.

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