



# DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

## Purchasing Services

Nicole Westmoreland, MBA, Purchasing Agent

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727/ 774-2221 TDD: 813/794-2484

352/ 524-2221 e-mail: nwestmor@pasco.k12.fl.us

August 12, 2014

## MEMORANDUM

TO: Honorable School Board Members

FROM: Nicole Westmoreland, Purchasing Agent

SUBJECT: Approval Request – Canvas by Instructure Addenda and Renewal of Contract

<b>MUNIS Contract Number</b>	2013001130
<b>Department</b>	Pasco eSchool
<b>Contact Information</b>	Debra Reaves, Purchasing Services, Ext. 42219
<b>Vendor Name</b>	Canvas by Instructure
<b>Reference</b>	Second Year Renewal and Addenda to contract to meet technical specifications.
<b>Contract Period</b>	Second Year of Three-Year Contract
<b>Term Dates</b>	Retroactively from 7/1/2014 – 6/30/2015
<b>Funding Source</b>	Virtual Education Contribution allocation, earned by students enrolled in the district's virtual instruction program.
<b>Expenditure Amount</b>	\$450,000
<b>School Board Attorney Approval</b>	7/17/2014
<b>Other</b>	Section 1003.52, Florida Statutes, the District has the authority to engage in a contractual relationship with nonprofit corporations, which have been formed for the purpose of providing cooperative educational service to the District.

Date/Time: August 6, 2014 09:35:00

(813)794-2000 • (352) 524-2000 • (727) 774-2000 • [www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

The District School Board of Pasco County is System Accredited by AdvancED/Southern Association of Colleges and Schools



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Pasco eSchool  
JoAnne Glenn, Principal  
813/ 346-1901 FAX: 813/ 346-1991  
E-MAIL: jglenn@pasco.k12.fl.us

August 12, 2014

To: Nicole Westmoreland, Purchasing Agent

From: JoAnne Glenn, Principal for Pasco eSchool

Subject: Request for Contract Renewal (Canvas by Instructure)

To provide the students enrolled in Pasco County with a variety of learning opportunities, and to support the integration of technology and information literacy skills required for the implementation of the Common Core State Standards, Pasco eSchool requests approval to renew the contract for a district-wide implementation with the following Learning Management System (LMS) provider:

- Canvas by Instructure

A decision to partner with Canvas by Instructure offers the District an opportunity to support a blended instructional model for professional development and for classroom instruction for all staff, students, and parents. Such a model will allow for closer monitoring of student progress, increased integration of online professional development modules and virtual coursework with existing district systems, and build the capacity of our students and staff to collaborate by removing barriers of time and physical location. Additionally, this Learning Management System will include features to increase the capacity of parents to view information about student performance.

The base contract provides per-user licenses for the learning management system, as well as ongoing technical support and professional development services through June 2016. Additionally, specific addenda to the contract will be approved to meet technical specifications for implementation within our school district. Each professional services addendum will be vetted by Pasco eSchool to ensure compliance with relevant virtual school legislation, as well as compatibility with other district systems.

The second year of this agreement's license fees will be calculated based on the number of unique users enrolled within the system. The cost of the customization projects are based on the scope of work, and are developed jointly by the Instructure's Professional Services staff and Pasco eSchool's staff. The anticipated costs for 2014-2015 for this second year of the contract will be:

- Licensing, premium support, and hosting of parent enrollment tool: not to exceed \$375,000
- Professional Services Addenda: not to exceed \$75,000

We request renewal of the contract with Instructure in order to continue to provide Learning Management System services. The costs associated with any resulting contract will be funded through Virtual Education Contribution budget allocation, earned by students enrolled in the district's virtual instruction program.



# Invoice

## Instructure, Inc.

6330 South 3000 East, Suite 700  
Salt Lake City UT 84121

(801) 869-5000  
ar@instructure.com

Date	Invoice #
6/1/2014	INV3534

Bill To
District School Board of Pasco County Accounts Payable 7227 Land O' Lakes Blvd. Land O Lakes FL 34638

Remit ACH / Wire:  
Silicon Valley Bank  
ABA: 121140399  
Account: 3300926617  
International Swift : SVBKUS6S

Remit Check:  
Dept CH 16968  
Palatine, IL 60055-6968

Terms	Due Date	PO #	Sales Rep	Tax Exempt No			
Net 30	7/1/2014	(please provide)	Kisow, Michael				
Item	Qty	Description	Unit Price	Amount	Start Date	End Date	No. of FTE/User
Additional ZenDesk License	1	Additional ZenDesk License		3,000.00	7/1/2014	6/30/2015	
Canvas Cloud Subscription	1	Canvas LMS		301,500.00	7/1/2014	6/30/2015	75,000
Professional Services -Recurring	1	Parent Phone Number LTI Tool		6,000.00	7/1/2014	6/30/2015	
Support	1	Yearly Hosting Premium		60,300.00	7/1/2014	6/30/2015	75,000
						Total Amount Due	370,800.00 \$370,800.00

CONTRACT REVIEWED  
AND APPROVED:  
NW 7.31.14



6330 South 3000 East, Suite 700, Salt Lake City, UT 84121

Contract # 201300130

### Services Order Form

#### Customer Contact Information

Customer	District School Board of Pasco	Contact	Joanne Glenn
County	_____	Phone	_____
Address	7227 LAND O LAKES BLVD	Email	jglenn@pasco.k12.fl.us
City	LAND O LAKES		
State/Province	FL		
Zip/Postal Code	34638		
Country	USA		

#### Products & Fees

##### Non-Recurring

Description	Term		Metric	Quantity	Price	Total
All-in-one Dashboard	N/A	N/A	N/A	1	\$40,400.00	\$40,400.00
Annual Maintenance: year 1	7/1/2014	6/30/2015	N/A	1	\$6,000.00	\$6,000.00
Annual Maintenance: year 2	7/1/2015	6/30/2016	N/A	1	\$6,000.00	\$6,000.00
					<b>Sub-Total</b>	\$52,400.00
					<b>Grand Total</b>	\$52,400.00

**Payment Terms:** Customer agrees to pay to Instructure the applicable fees set forth on this order form.

For the initial term Customer must pay such amount to Instructure on the date of this order.

For each subsequent term, Instructure will invoice Customer 30 days prior to the beginning of such term and Customer must pay such invoice within 30 days of receipt.

**Duration:** This order begins on the initial date listed above under Term, and continues until the last date listed above, unless sooner terminated under the Agreement.

**Terms:** This order is governed by the terms of Master Subscription Services Agreement between the parties (Agreement), which terms are incorporated into this order for all purposes. If there is a conflict between the terms of this order and the Agreement, this order governs. This order and the Agreement are the entire agreement between the parties, and they supersede and replace all prior and contemporaneous negotiations, agreements, representations and discussions regarding this subject matter. Only a signed writing of the parties may amend this order. Any terms used in this order but not defined, will use the definitions in the Agreement.

District School Board of Pasco County

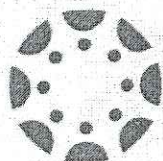
Signature:	<i>Joanne Glenn</i>
Name:	Joanne Glenn
Title:	Principal
Date:	5/28/14

Instructure, Inc.

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

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*NW 7-31-14*

7004



**canvas**

BY INSTRUCTURE

The modern, open  
learning platform

Statement of Work  
District School Board of Pasco County  
Instructor Resources Dashboard

FY2015  
Budget

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## REQUEST SUMMARY

District School Board of Pasco County would like to develop an LTI tool that will provide Instructors with one central location for multiple sets of student and course data. LTI tool will reside at the course level and will be incorporated with the existing White Pages LTI.

## PROJECT REQUIREMENTS

The listed below high level requirements and business rules will guide Instructure Professional Services through the development and User Acceptance Testing phases of the project. This set of agreed upon use cases will serve as a sole source for client acceptance testing during the project sign-off phase, any deviation from stated below requirements that reflects in additional programming engineer hours will be addressed in the subsequent Change Order requests.

### TEACHER RESOURCES : Progress Monitoring

CBIV26
Controls & Groups | Assignments | Details | Calendar

**TEACHER RESOURCES**

PROGRESS MONITORING    WHITE PAGES

Alignments

Assignments

Groups

People

Pages

Tests

Submissions

Users

Messages

Help/Support

Collaboration

Settings

**CRITERIA**

Student Status:

Section:

DR:

Student ID:

EXPORT

**STUDENT INFORMATION**

ID	STUDENT NAME	STUDENT EMAIL	PHONE	GRADE	SCHOOL	LAB	PERIOD	TYPE	GENDER	WHITE PAGES
3245	Test Student 2	student2@test.com	801-780-8507	7	Test School	YES	1	In County	F	See in profile
7865	Test Student 3	student3@test.com	801-780-8508	7	Test School	YES	1	In County	F	See in profile
9867	Test Student 4	student4@test.com	801-780-7896	7	Test School	YES	1	In County	F	See in profile
4453	Test Student 5	student5@test.com	801-780-8509	7	Test School	YES	1	In County	MA	See in profile

**GUARDIAN INFORMATION**

ID	STUDENT NAME	GUARDIAN NAME	PHONE	EMAIL	DETAILS
3245	Test Student 2	Test Guardian 1	801-780-8507	guardian1@test.com	View
3245	Test Student 2	Test Guardian 2	801-780-8508	guardian2@test.com	View
9867	Test Student 4	Test Guardian 3	801-780-7896	guardian3@test.com	View
4453	Test Student 5	Test Guardian 4	801-780-8509	guardian4@test.com	View

**GUARDIAN DETAILS**

WORK PHONE: 801-545-4375

CELL PHONE: 801-780-8509

WORK PHONE: 801-879-0380

White Pages Guardian Profile

**PROGRESS INFORMATION**

ID	STUDENT NAME	CURRENT GRADE	% COMPLETE	WEEKS ACTIVE	LAST SUBMISSION	ASSIGNMENT NAME	SCORE	ANALYTICS
3245	Test Student 2	80	80	6	4/02/2014	Mathematical Models	74	See in profile
7865	Test Student 3	80	80	6	4/02/2014	Mathematical Models	98	See in profile
9867	Test Student 4	78	80	6	4/02/2014	Mathematical Models	67	See in profile
4453	Test Student 5	80	80	6	4/02/2014	Mathematical Models	56	See in profile

**STUDENT INTERACTION**

ID	STUDENT NAME	WELCOME CALL	GRACE END	LAST CONTACT	LAST ACCESS	WEEKS ACTIVE
3245	Test Student 2	4/01/2014	4/02/2014	4/02/2014	4/02/2014	6
7865	Test Student 3	4/01/2014	4/02/2014	4/02/2014	4/02/2014	6
9867	Test Student 4	4/01/2014	4/02/2014	4/02/2014	4/02/2014	6
4453	Test Student 5	4/01/2014	4/02/2014	4/02/2014	4/02/2014	6

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## Use Case 1

1. Access the Progress Monitoring Dashboard
  - a. Select Student Status value
    - i. Active – active enrollment in Canvas
    - ii. Completed - concluded enrollment in Canvas
    - iii. All – both completed and active statuses included
  - b. Select Course Section – all sections of the course will be listed in the drop-down box, only one section at a time will be available for selection. ALL Option will be available for all sections included in the search
  - c. Select Student Name – Instructor will use one of the following values to narrow down the search requirement for Student Name : Student SIS ID, Student Login ID, Student Canvas ID, Student Email

**Note:** student status value is communicated to Canvas on nightly basis through User SIS Import. Both values are provided by CLIENT's SIS, where active generates a new enrollment for the specific course and completed will trigger the enrolment conclusion process.

### Search Business Logic :

1. When only Student status is selected → Searches for all enrollments in the course with the specified status
  2. When only Section is selected → Searches for the enrollments only in specific section
  3. When Student status and Section are selected → Searches for enrollments with selected status in selected section
  4. When there are no Student status or Section values are selected → All enrollments in the course regardless of the status or section will be displayed
- ii. BY DEFAULT: Display all active enrollments in the course ( where Student Status = Active and Section = ALL)
    1. When Student id is selected → Searches for a specific student that matches entered value of the Student ID
  - iii. BY DEFAULT: Student ID is left blank. Search could only be performed by Section and Status OR by Student ID, when Student ID and Section and Status are used, system will disregard Section and Status values and use Student ID to perform a data request.

TEACHER RESOURCES : Progress Monitoring

CANVAS Courses & Groups Assignments Grades Calendar

Geometry NGA-334-43

TEACHER RESOURCES

PROGRESS MONITORING WHITE PAGES

CRITERIA

Student Status Active

Section L1F234

OR

Student ID StudentID

STUDENT INFORMATION

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## Use Case 2

### 2. Dashboard Display

- a. Dashboard will consists of four data tables: Student Information, Guardian Information, Progress Information, Student Interaction
- b. Each section will have ON/OFF switch available to turn on and off the data display in their respected data tables
- c. By default only Student Information will be turned on. Instructors will have to manually turn off the remaining tables to view specific to their requirements information
- d. EXPORT option in the top right corner will be available to export all tables data in one single csv

### TEACHER RESOURCES : Progress Monitoring

**TEACHER RESOURCES**

**PROGRESS MONITORING** **WHITE PAGES** [EXPORT](#)

**CRITERIA**

Student Status:

Section:

OR

Student ID:

**STUDENT INFORMATION**

ID	STUDENT NAME	STUDENT EMAIL	PHONE	GRADE	SCHOOL	LAB	PERIOD	TYPE	GENDER	WHITE PAGES
3245	Test, Student 2	Student2@test.com	801-780-8907	7	Test School	YES	3	In County	F	<a href="#">Go to profile</a>
7865	Test, Student 3	Student3@test.com	801-780-8908	7	Test School	YES	3	In County	M	<a href="#">Go to profile</a>
8867	Test, Student 4	Student4@test.com	801-780-7836	7	Test School	YES	1	In County	F	<a href="#">Go to profile</a>
4433	Test, Student 5	Student5@test.com	801-780-8909	7	Test School	YES	1	In County	M	<a href="#">Go to profile</a>

**GUARDIAN INFORMATION**

**PROGRESS INFORMATION**

**STUDENT INTERACTION**

## Use Case 3

### 3. Student Information Table

- a. Student Information Table will present a collection of the following data fields:
  - i. ID = Student SIS ID
  - ii. Student Name = Sortable User Name ( Canvas value)
  - iii. Student Email = displays email address provided by user in the profile details ( Canvas DB : user communication channel where position = 1)
  - iv. Phone = phone number value currently stored in White Pages database
  - v. \*Grade = grade value currently stored in White Pages database
  - vi. \*School = school value currently stored in White Pages database
  - vii. \*Lab = lab value currently stored in White Pages database
  - viii. \*Period = period value currently stored in White Pages database
  - ix. \*Gender = gender value stored in White Pages database
  - x. White Pages – a link to an individual student profile in White Pages

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**Sortable Columns:**

- Student Name
- Grade
- School
- Lab
- Period
- Type
- Gender

**Note:** all fields marked with "\*" are flexible fields and should be properly set up in White Pages tool in order for student information table populate the listed above fields

**Use Case 3a**

**3a. Individual and Group Messaging –Faculty Journal Entry**

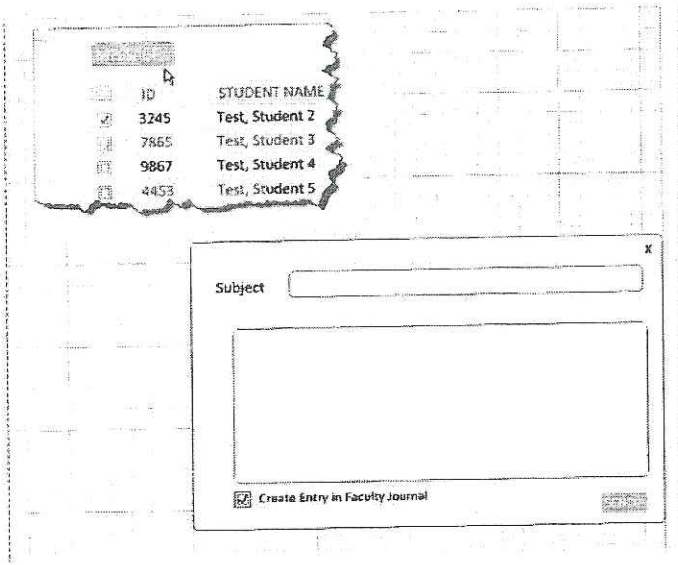
- a. **Individual Messaging** will be available through all tables, where a single student record could be selected by checking the box at the student name and clicking the MESSAGE button placed above the Student Information table.
- b. **Group Messaging** will be available through all tables, where multiple student records could be selected by checking the box at the ID field header and clicking the MESSAGE button placed above the Student Information table.

**Note:** All communication will be conducted through Canvas Conversations API where the messages are sent and stored in Canvas individual Inbox section. There is no course or group messaging available under this feature, communication will be only enabled at the individual or multiple student level.

- c. Faculty Journal Entry option will be available through the check box displayed under the Message body, when the check box is selected the message content will be captured as an individual Faculty Journal Entry for each name listed in the message recipient field. The feature will be available for an individual as well as multiple messaging options.

**Note:** Faculty Journal Entry option will be facilitated through Canvas Conversations API, it will only be available when the API allows passing the flag to turn this feature on.





**Use Case 4**

**4. Guardian Information Table**

- a. Guardian Information Table will present a collection of the following data fields:
  - i. ID = Student SIS ID
  - ii. Student Name = Sortable User Name ( Canvas value)
  - iii. Guardian Name = guardian name stored in White Pages, for student records with multiple guardian names, the name values will be listed in a separate row , where Guardian information are unique data and student information are duplicate data. Number of duplicate student name records will depend on the number of unique guardians stored in student White Pages profile
  - iv. Phone = guardian phone number stored in White Pages, only preferred phone number will be displayed.
  - v. Email = guardian email stored in White Pages. Email data will be hyperlinked as an actionable item and will allow triggering the email function through enabled user email service (gmail, outlook, etc.) if user operating system recognizes the value as an email.
  - vi. Details = View link will provide a modal with all phone contact information available for a guardian in White Pages guardian profile, if no phone information is available, modal will contain no data.  
A link to guardian information in White Pages will be provided if URLs to guardian personal data are available in White Pages.

GUARDIAN INFORMATION

ID	STUDENT NAME	GUARDIAN NAME	PHONE	EMAIL	DETAILS
3245	Test, Student 2	Test, Guardian 1	801-780-8907	<a href="mailto:guardian1@test.com">guardian1@test.com</a>	<a href="#">View</a>
3245	Test, Student 2	Test, Guardian 2	801-780-8908	<a href="mailto:guardian2@test.com">guardian2@test.com</a>	<a href="#">View</a>
9867	Test, Student 4	Test, Guardian 3	801-780-7896	<a href="mailto:guardian3@test.com">guardian3@test.com</a>	<a href="#">View</a>
4452	Test, Student 5	Test, Guardian 4	801-780-8909	<a href="mailto:guardian4@test.com">guardian4@test.com</a>	<a href="#">View</a>

GUARDIAN DETAILS

HOME PHONE : 801-567-8976

CELL PHONE: 801-780-8909

WORK PHONE : 801 - 679-0980

[White Pages: Guardian Details](#)

- Sortable Columns:**
- Student Name

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- Guardian Name

### Use Case 5

#### 5. Progress Information Table

- a. Progress Information Table will present a collection of the following data fields:
  - i. ID = Student SIS ID
  - ii. Student Name = Sortable User Name ( Canvas value)
  - iii. Current Grade = a current grade value computed in Canvas gradebook. Current grade value will be hyperlinked to the student Individual Gradebook in Canvas (see example in the addendum).
  - iv. % Completed = Total Number of Submissions/Total Number of Learning Activities (Quizzes, assignments, etc.) X 100.
  - v. Last Submission = the date of the last submission provided by the student regardless whether the submission was graded
  - vi. Assignment Name = the name of the learning activity of the last student submission. Assignment Name value will be hyperlinked to Submission preview page in Canvas.
  - vii. Score = score received for the last submission, if no score is available, will display a blank cell. Score value will be hyperlinked to the specific student gradebook records (see example in the addendum).
  - viii. Analytics = a link to an individual student analytics report in Canvas ( URL example [https://pasco.instructure.com/courses/<course\\_id>/analytics/users/<user\\_id>](https://pasco.instructure.com/courses/<course_id>/analytics/users/<user_id>) ) see addendum for screenshot

#### PROGRESS INFORMATION

ID	STUDENT NAME	CURRENT GRADE	% COMPLETE	WEEKS ACTIVE	LAST SUBMISSION	ASSIGNMENT NAME	SCORE	ANALYTICS
3245	Test, Student 2	80	80	6	4/02/2014	Mathematical Model II	78	<a href="#">Go to report</a>
7865	Test, Student 3	57	80	6	4/02/2014	Mathematical Model II	98	<a href="#">Go to report</a>
9867	Test, Student 4	78	80	6	4/02/2014	Mathematical Model II	67	<a href="#">Go to report</a>
4453	Test, Student 5	50	80	5	4/02/2014	Mathematical Model II	56	<a href="#">Go to report</a>

#### Sortable Columns:

- Student Name
- Current Grade
- % Complete
- Assignment Name
- Score
- Last Submission

### Use Case 6

#### 6. Student Interaction Table

- a. Student Interaction Table will present a collection of the following data fields:
  - i. ID = Student SIS ID
  - ii. Student Name = Sortable User Name ( Canvas value)
  - iii. \* Welcome Call = time/date stamp value captured on the "Welcome Call" Faculty Journal Entry subject line for the specific student. This value will be linked to the student Journal Entry page (see example in the addendum) *see Faculty Journal details below for naming convention rules*
  - iv. Grace End = calculation based on Welcome Call date + 28 days. Displays date value
  - v. \* Last Phone Contact = time/date stamp value captured on the "Last Phone Contact" Faculty Journal Entry subject line for the specific student *see Faculty*



Phone contacts happen monthly, each teacher will have numerous phone contacts for their course. The value displayed in this field will be the most recent date/time stamp of the Journal Entry title that matches the naming convention.  
*Journal details below for naming convention rules*

- vi. Last Access = time/date stamp of the student last courses access (currently captured in Student Access Report). This value will be linked to student profile Activity List (see example in the addendum)
- vii. Weeks Active = (Current Date - Welcome Call Date)/7 (this value will be rounded down to the nearest whole number, i.e. 5.0=5, 5.3=5, 5.8=5, etc.)

**Note:** All date fields should be calculated using calendar days (not based on business days).

STUDENT INTERACTION

ID	STUDENT NAME	WELCOME CALL	GRACE END	LAST CONTACT	LAST ACCESS	WEEKS ACTIVE
3245	Test, Student 2	4/01/2014	5/09/2014	5/02/2014	4/02/2014	6
7865	Test, Student 3	4/01/2014	5/09/2014	5/02/2014	4/02/2014	5
9867	Test, Student 4	4/01/2014	5/09/2014	5/02/2014	4/07/2014	6
4453	Test, Student 5	4/01/2014	5/09/2014	5/02/2014	4/08/2014	6

**Sortable Columns:**

- Student Name
- Welcome call
- Grace End
- Last Contact
- Last Access
- Weeks Active

**Faculty Journal Naming Convention:**

In order for the following dates to be captured and displayed in the Student Interaction table, CLIENT will follow a specific naming convention for Welcome Call and Last Phone Contact faculty journal entry titles:

*Welcome Call* – Canvas Course ID\_Welcome Call ( e.g. 768546\_Welcome Call)

*Last Phone Contact* - Canvas Course ID\_Last Phone Contact (e.g. 768546\_Last Phone Contact)

Canvas Course ID could be found in course URL:

[https://pasco.instructure.com/courses/<course\\_id>](https://pasco.instructure.com/courses/<course_id>)

CLIENT will provide naming convention prior to the feature development phase.

**Use Case 7**

7. Dashboard Settings: Color Coding

- a. All dashboard fields will be available in the field drop –down but only numeric fields should be used to apply color coding. Selecting the numeric fields and setting up the colors will administrators responsibility and should be carefully conducted to avoid any conflicts
- b. Three types of values will be available for selection: Days, Points, %
- c. Three threshold limits/signs will be available for selection : ≤, ≥, =

**Color Coding Logic:**

- Days

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- o Current Date – (Selected For Color Coding Field Name Value e.g. Welcome Call) = N  
 $N \leq, \geq, = \text{Threshold} \rightarrow \text{change color to selected color code}$   
*(N could be positive or negative whole number)*
- Points
  - o Selected For Color Coding Field Name Value e.g. Current Grade = N  
 $N \leq, \geq, = \text{Threshold} \rightarrow \text{change color to selected color code}$   
*(N is a positive whole number)*
- %
  - o Only works with % Complete Field Name
    - $(\text{Weeks Active}/18) * 100 - \% \text{ Complete current value} = N$   
 $N \leq, \geq, = \text{Threshold} \rightarrow \text{change color to selected color code}$

E.g:

Weeks Active = 9  
 % Complete = 30

$N = (9/18) * 100 = 50$   
 Threshold = 10  
 Color Code = Red

$20 \geq 10? \rightarrow \text{YES}$

% Complete value in the Student Interaction table changes to Red.

Administrator View

The screenshot shows the Canvas Administrator interface. At the top, there are navigation tabs for 'Courses & Groups', 'Assignments', 'Grades', and 'Calendar'. Below this is a sidebar menu with options like 'Courses', 'Users', 'Statistics', etc. The main content area is titled 'TEACHER RESOURCE MANAGEMENT' and has two sub-sections: 'WHITE PAGES FORM' and 'DASHBOARD SETTINGS'. Under 'DASHBOARD SETTINGS', there is a 'GRADE COLOR SCHEME' section. It contains a table with columns for 'Status Name' and 'Threshold'. The table lists several status names with their corresponding thresholds: 'Last Phone Contact Alert' (≥ 28), 'Last Phone Contact Approaching' (≥ 27), 'Last Phone Contact On the Border' (≥ 26), and 'Last Access Alert' (≥ 14). There are 'Edit' and 'Remove' buttons next to each row. A confirmation dialog box is open, asking 'Are you sure you would like to remove Color Status?'.

The 'Add/Edit Status' form is shown. It has four main fields: 'Status Name', 'Color Code', 'Field', and 'Threshold'. The 'Status Name' field is filled with 'Last Phone Contact Alert' and has a checked checkbox. The 'Color Code' field has a color picker set to red. The 'Field' field is filled with 'LAST CONTACT'. The 'Threshold' field has a numeric input set to 28. A note at the bottom right states: 'Only includes numeric fields, basic validation on field value and threshold selected'.

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**DATA REFRESH SCHEDULE:**

Data will be refreshed every 24h, data jobs will be triggered daily at 12 am MT

**MILESTONES:**

<b>Additional Data Set Up:</b>	
Faculty Journal Custom Report	5,000
White Pages Database Migration	2,800
<b>LTI Development:</b>	
LTI Backend Jobs	5,800
Instructor Dashboard User Interface	4,200
Administrator Color Coding	3,000
Message Feature with Faculty Journal Option	1,400
Build Links for Dashboard Field Values	2,800
Table Column Sorting	4,200
Export to csv	1,500
Quality Assurance	7,500
<b>Project Administration:</b>	
Business Analysis/Project Management	2,400
<b>Sub Total</b>	<b>40,400</b>
Annual Maintenance	6,000
<b>TOTAL 1<sup>st</sup> Year</b>	<b>46,400</b>

\* Each milestone will be billed separately according to the delivery schedule. By completion of each development tasks Instructor Professional Services will provide a screencast of the feature staged in the development environment. Project Administration Milestone will be billed by the successful completion of User Acceptance Testing.

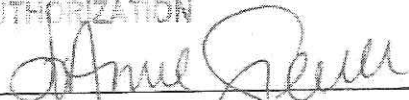

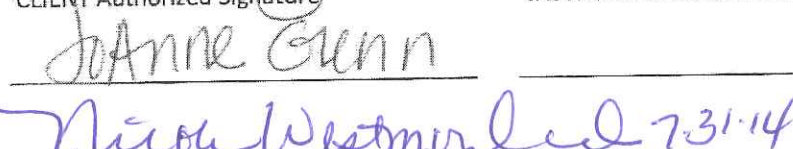
**INSTRUCTURE PERSONNEL**

Name: Oxana Barth  
Title: Project Manager  
Contact Info: oxana@instructure.com

**CLIENT PROJECT LEADER**

Name:  
Contact Info:

**AUTHORIZATION**

 _____ CLIENT Authorized Signature	 _____ INSTRUCTURE Authorized Signature
 _____ Signature	7.31.14 _____ Date

Nicole Westmoreland, MBA, Purchasing Agent  
District School Board of Pasco County

Printed Name

Printed Name

Principal  
Title Date

\_\_\_\_\_  
Title Date

**PROJECT DELIVERABLES:**

Deliverable	Task	* Completion Date
1.0 Additional Data Setup		June 16 <sup>th</sup> , 2014
Total: \$ 7,800	a. Faculty Journal Report	
	b. White Pages Database Migration	
2.0 LTI Development		July 18 <sup>th</sup> , 2014
Total: \$ 22,700	a. User Interface ( Instructor)	
	b. Message feature	
	c. Data Jobs	
	d. Color Coding	
	e. Data links to Canvas pages	
	f. Table Column Sorting	
	g. Export to csv	
2.0 User Acceptance Testing ( UAT) –Client Sign Off		July 25 <sup>th</sup> , 2014
Total: \$ 9,900	a. Quality Assurance	
	b. Project Administration	
	c. Beta Release	
3.0 Production Release		TBD

\* Completion Dates are calculated based on availability of INSTRUCTURE Professional Services Development and QA resources as well as Client's QA Resource. In order to avoid any schedule creep this SOW should be signed prior to May 30<sup>th</sup>, 2014.

**RESPONSIBILITIES OF THE CLIENT:**

- Any viable use cases, user stories or available API or development direction can be provided by CLIENT, but is not a requirement
- The Client will designate a Primary Contact with the responsibility as the primary point of contact for INSTRUCTURE regarding this project. If this individual or their contact information should change in the future, the Client will provide updated information to INSTRUCTURE
- In order to accomplish the tasks outlined in this proposal and provide the deliverables in accordance with the project plan and timeline, INSTRUCTURE will require the following from the Client:
  - Provide timely authorization for the project and for each approval required during the project ( responses provided within 24h)
  - Designate content-knowledgeable reviewer(s) to review each deliverable prior to acceptance to ensure that acceptance represents an INSTRUCTURE commitment
  - Provide timely review, feedback, and approvals to enable successful completion of the project per the defined schedule
  - Assist INSTRUCTURE in resolving any problems that arise both during and after the implementation of this project

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## RESPONSIBILITIES OF INSTRUTURE:

1. INSTRUTURE's Professional Services will designate a Project Manager to serve as the primary point of contact and coordinate Instruture resources, tasks, and deliverables
2. INSTRUTURE's responsibilities also include the following:
  - a. Complete project deliverables in a timely manner, in support of the project deadlines
  - b. Provide day-to-day management of the project work plan
  - c. Host periodic team meetings to review the status of project activities against the plan
  - d. Provide project status updates - ongoing, as required
  - e. Maintain project documentation throughout the life of the project

## CODE MAINTENANCE AND SUPPORT:

Code maintenance support shall be included under terms of this Statement of Work.  
The support will be provided for the following code:

1. Custom Conference LTI
2. All Canvas APIs developed by INSTRUTURE to support integration between custom LTI and Canvas

As a part of code maintenance agreement, INSTRUTURE Professional Services will troubleshoot any issues caused by custom code failures but limited to the listed below cases.

System failure was due to:

1. Changes in Canvas API end point
2. Changes in LTI tool and Canvas LMS data location
3. Code bugs related to LTI tool user interface
4. Recent Canvas code release

Client should expect 5 to 10 business days resolution timeframe ( depending on complexity) for any maintenance issues related to INSTRUTURE triggered code changes, common bugs that occurred in the Conference tool after its release to production.

Server maintenance, hosting and data backup functions will be fully assumed by INSTRUTURE Professional Services and will be included in the annual maintenance charge.

## ADDENDUM

1. Assignment Name Linked to Submission details

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**Submission Details**

Assignment: 1 Test 1 (Exam) Submission: Apr 28 at 10:08am EDT

Grade: 90% (18/20)

View Feedback: 90% (18/20)

View Comments: See how well you did on this assignment.

View Comments: See how well you did on this assignment.

Save

2. Link Current Grade to Student gradebook view

**Student Test 1**

Item	Out of	Score	Out of	Weight
Test 1	20	18	90%	100%
Test 2	20	18	90%	100%
Assignments	200	180	90%	100%
<b>Total</b>			<b>90%</b>	

Print Details

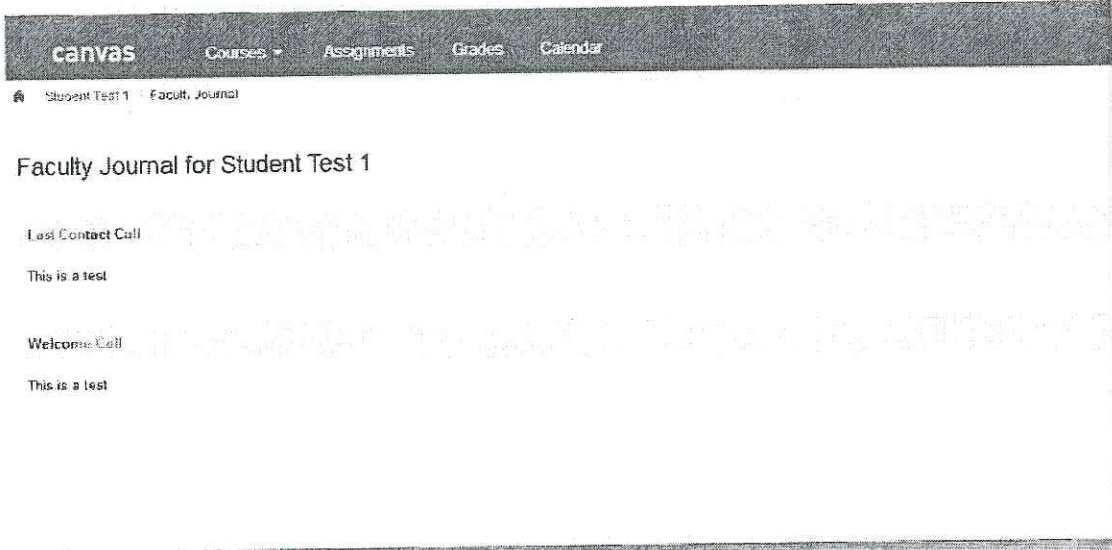
Show All Details

Each assignment's weight is 100%

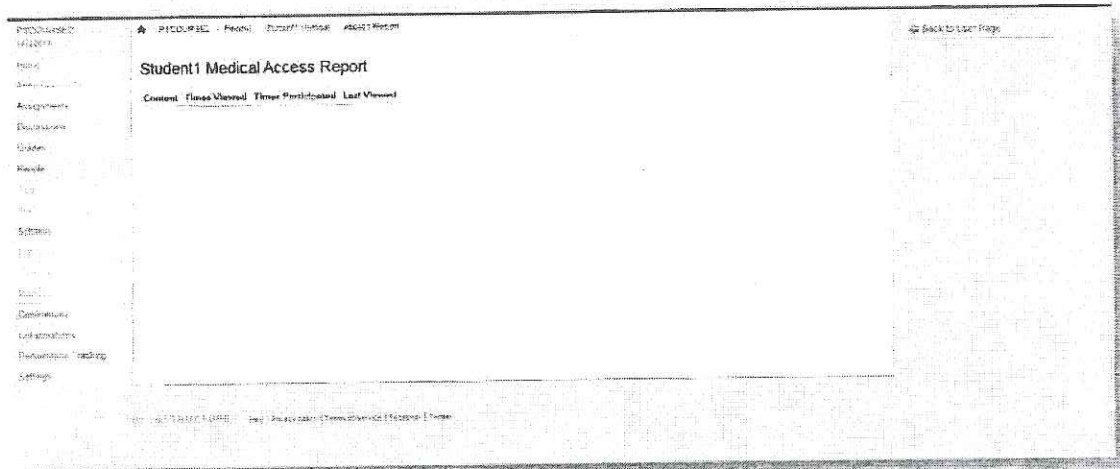
100% (20/20) of 100% assignments

3. Welcome Call links to Faculty Journal Page

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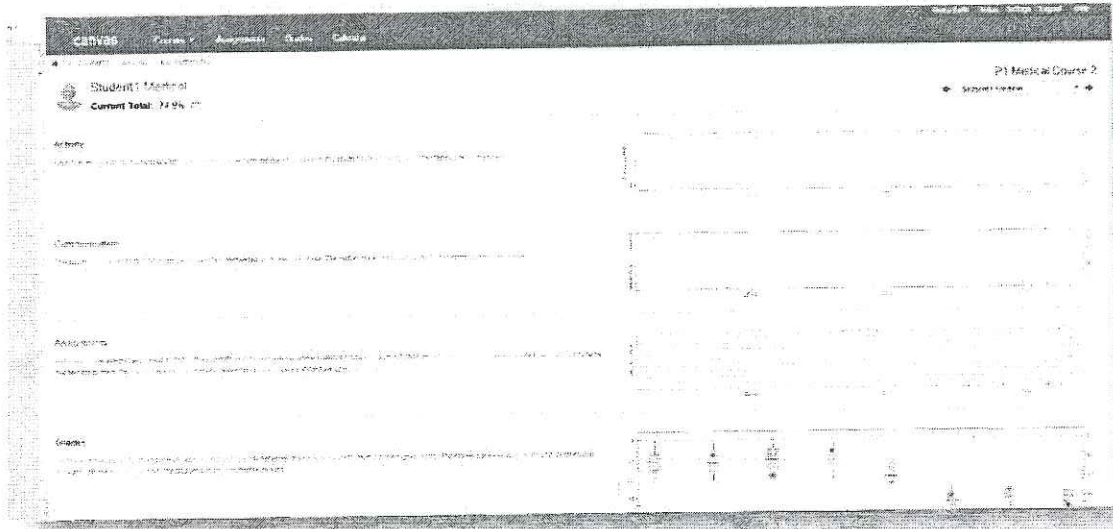


- 4. Last Student Access links to Student Course Access Page ( Student Profile)



- 5. Analytics Link to student Analytics Report

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## General Terms and Conditions

### 1. Definitions.

"Professional Services" means the professional services to be performed as detailed in a statement of work(s) attached to this Agreement and incorporated herein.

"Statement of Work" means each description of the Professional Services to be provided to Customer by Company hereunder, associated fees, and other details, in the form attached hereto as Exhibit A.

"Deliverable" means each item that is (a) described in, and developed by Instructure in accordance with, a Statement of Work and (b) delivered by Instructure to Customer under this Agreement.

### 2. Engagement.

**Customer's Responsibilities.** Customer must provide Instructure with all information, access, and full good faith cooperation reasonably necessary to enable Instructure to deliver the Professional Services, and must do anything that is identified in the Statement of Work as Customer's responsibility. If Customer fails to do this, Instructure will be relieved of its obligations to the extent that the obligations are dependent upon Customer's performance.

**Change Orders.** A party desiring to make a change (the "Requestor") to the Statement of Work must submit a written change request ("Change Request") to the other party (the "Requestee"). The Requestee will use commercially reasonable efforts to promptly notify the Requestor of its acceptance or rejection of the Change Request. If the Change Request is accepted, Instructure in its discretion will determine whether implementing the suggested change would result in a delay in schedule or increase in costs and will advise Customer on the effect of the Change Request. If Customer accepts the effects on schedule and costs, the applicable Statement of Work will be modified to reflect the terms of the Change Request. If either party rejects a Change Request submitted by the other party, this Agreement will remain in effect with no change to the applicable Statement of Work.

**3. License.** Subject to the terms and conditions of this Agreement, Instructure hereby grants to Customer a nonexclusive, nontransferable, worldwide, license solely to use the Professional Services solely for Customer's internal business purposes. Customer agrees not to (a) modify, adapt, alter, translate, or create derivative works from the Deliverables; (b) sublicense, lease, rent, loan, or otherwise transfer the Deliverables to any third party, or (c) otherwise use or copy the Deliverables except as expressly allowed herein. Instructure shall maintain all ownership rights to the Professional Services.

### 4. Payment.



Fees. Customer must pay all fees as specified on the order, but if not specified then within 30 days of receipt of an invoice. Customer is responsible for the payment of all sales, use and other similar taxes. All orders are non-cancelable and the fees are non-refundable (except as expressly provided herein).

Incidental Expenses. Unless otherwise set forth in the applicable Statement of Work, Customer shall reimburse Instructure for material(s) and reasonable travel, administrative, and out-of-pocket expenses incurred in conjunction with the Professional Services.

#### 5. Term and Termination.

Term. This agreement continues for the duration specified on the order (Term).

Mutual Termination for Material Breach. If either party is in material breach of this agreement (including without limitation non-payment of any amounts owed Instructure), the other party may terminate this agreement at the end of a written 30-day notice/cure period, if the breach has not been cured.

Effect of Termination. Termination of this Agreement shall not limit either party from pursuing any other remedies available to it, including injunctive relief, nor shall termination relieve Customer of its obligation to pay all charges and expenses accruing prior to such termination.

Return or Destroy Upon Termination. Upon termination or expiration of this agreement for any reason, Customer must pay Instructure all amounts owed, and destroy or return all property of Instructure. Customer will confirm this destruction or return requirement in writing upon request of Instructure.

#### 7. Mutual Confidentiality.

Definition of Confidential Information. Confidential Information means all confidential information disclosed by a party (Discloser) to the other party (Recipient), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure (Confidential Information).

Protection of Confidential Information. The Recipient must use the same degree of care that it uses to protect the confidentiality of its own Confidential Information (but in no event less than reasonable care) not to disclose or use any Confidential Information of the Disclosing Party for any purpose outside the scope of this agreement. The Recipient must make commercially reasonable efforts to limit access to Confidential Information of Discloser to those of its employees and contractors who need such access for purposes consistent with this agreement and who have signed confidentiality agreements with Recipient no less restrictive than the confidentiality terms of this agreement.

Exclusions. Confidential Information excludes information that: (i) is or becomes generally known to the public without breach of any obligation owed to Discloser, (ii) was known to the Recipient prior to its disclosure by the Discloser without breach of any obligation owed to the Discloser, (iii) is received from a third party without breach of any obligation owed to Discloser, or (iv) was independently developed by the Recipient without use or access to the Confidential Information. The Recipient may disclose Confidential Information to the extent required by law or court order, but will provide Discloser with advance notice to seek a protective

#### 8. INDEMNITY.

By Instructure for Infringement. If a third-party claims that the Professional Services (other than related to any Customer provided content) infringes that party's patent, copyright or other proprietary right, Instructure will defend Customer against that claim at Instructure's expense and pay all costs, damages, and attorney's fees, that a court finally awards or that are included in a settlement approved by Instructure, provided that Customer: (i) promptly notifies Instructure in writing of the claim; and (ii) allows Instructure to control, and cooperates with Instructure in, the defense and any related settlement.

If such a claim is made, Instructure could continue to enable Customer to use the Professional Services or to modify it. If Instructure determines that these alternatives are not reasonably available, Instructure may terminate the Professional Services without any liability to Customer upon notice to Customer and with the return of any prepaid and unused fees. This indemnity does not apply to the extent of any technology not provided by Instructure, if the Professional Services are used other than in accordance with this agreement, or with third party technology it is not designed to operate with.

By Customer. If a third-party claims against Instructure that any part of the Customer provided content infringes or violates a patent, copyright or other right, Customer will defend Instructure against that claim at Customer's expense and pay all costs, damages, and attorney's fees, that a court finally awards or that are included in a settlement approved by Customer, provided that Instructure: (i) promptly notifies Customer in writing of the claim; and (ii) allows Customer to control, and cooperates with Customer in, the defense and any related settlement.

#### 9. Warranty and Disclaimers.

Instructure warrants that the Professional Services will be performed in a professional and workmanlike manner, in accordance with generally accepted industry standards.

Customer must report any deficiencies in the Professional Services to Instructure in writing within sixty (60) days of performance of such Professional Services in order to receive warranty remedies.

This warranty is exclusive and in lieu of all other warranties, whether express or implied, including any implied warranties of merchantability or fitness for a particular purpose.

10. WARRANTY REMEDY. For any breach of the warranty in section 9, Customer's exclusive remedy, and Instructure's entire liability, shall be the re-performance of the Professional Services. If Instructure is unable to re-perform the Professional Services as warranted, Customer shall be entitled to recover the fees paid to Instructure for the deficient Professional Services.

#### 11. EXCLUSION OF DAMAGES AND LIMITATION OF LIABILITY.

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Exclusion of Certain Damages. Instructure IS NOT LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT (INCLUDING, WITHOUT LIMITATION, COSTS OF DELAY, LOSS OF DATA, RECORDS OR INFORMATION, AND ANY FAILURE OF DELIVERY OF THE SERVICE).

Limitation of Liability. EXCEPT FOR Instructure'S INDEMNITY OBLIGATIONS, Instructure'S liability for DIRECT damages ARISING OUT OF OR relatED TO This Agreement (WHETHER IN CONTRACT, TORT OR OTHERWISE) does not exceed the amount paid by CUSTOMER for the Professional Services giving rise to the claim.

12. GENERAL.

Choice of Law and Venue. This Agreement and all questions relating to its validity, interpretation, performance and enforcement shall be governed exclusively by the laws of the State of Utah, without giving effect to Utah's choice of law rules or principles. Any dispute arising out of or related to this Agreement may only be brought in the state and federal courts for Salt Lake County, UT. Both parties consent to the personal jurisdiction of such courts and waive any claim that it is an inconvenient forum. The prevailing party in any litigation is entitled to recover its attorneys' fees and costs from the other party.

Survival of Terms. Any terms that by their nature survive termination or expiration of this agreement, will survive.

Enforceability. If any term of this agreement is invalid or unenforceable, the other terms remain in effect.

Independent Contractors. The parties are independent contractors with respect to each other.

Assignment. Neither party may assign or transfer this agreement or an order to a third party, except that this agreement with all orders may be assigned as part of a merger, or sale of all or substantially all of the business or assets, of a party.

Order of Precedence. This Agreement includes all Statements of Work, which are incorporated herein by reference. In the event of a conflict, ambiguity, or inconsistency between the provisions of any Statement of Work and the terms of the body of the Agreement, the provisions of the body of the Agreement will govern and control.

Notices. All notices, consents, and approvals under this Agreement must be delivered in writing by courier, by electronic facsimile (fax), or by certified or registered mail, (postage prepaid and return receipt requested) to the other party at the address set forth beneath such party's signature, and will be effective upon receipt or three (3) business days after being deposited in the mail as required above, whichever occurs sooner. Either party may change its address by giving notice of the new address to the other party.

Force Majeure. Neither party is liable for force majeure events.

Counterparts. This Agreement may be executed in counterparts, each of which will be considered an original, but all of which together will constitute the same instrument.

Final Agreement. This Agreement, including any incorporated Statement of Work, constitutes the entire agreement and understanding between the Parties and supersedes all other prior and contemporaneous communications, discussions, understandings, negotiations, arrangements and agreements between the Parties, whether written or oral, relating to the subject matter of this Agreement.

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