

## Strategic Communication IDE

### ACSC Canvas Transition

The eSchool of Graduate PME is transitioning our learning management system from Blackboard to Canvas. ACSC DL will transition to Canvas on 9 Oct 2019. Students already in a Blackboard-based course prior to 9 Oct will continue that course in Blackboard until the course is complete. Any courses started on or after 9 Oct will be conducted in Canvas.

Simultaneously, we are also launching a new version of ACSC DL referred to as ACSC DL 7.0. The current version of ACSC DL 6.0 will be phased out over 10 months so students in the current version 6.0 will have adequate time to complete the program. Due to the way the transition points occur, the fastest way for a current student to finish ACSC DL is to complete their remaining 6.0 courses. See the “New ACSC DL Program 7.0 FAQs” section in this document for program specifics.

We have found the best way to access Canvas is using the Chrome browser on a non-NIPRNET computer. Other systems will work but the likelihood of encountering problems increases.

Please accomplish the steps below any time before 9 October to facilitate your transition to Canvas.

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## Critical Steps

### 1. Load DoD Certificates (necessary for all non-NIPRNET computers)

**Background:** Personnel who access Canvas from personal devices via the internet must manually add the DoD Certificates and Certification Authority to their PCs. This is not a technical issue with Canvas; it is a DoD access requirement. AU's Canvas is hosted on a DoD website just like the AF Portal, webmail, etc. which requires DoD certificates to be loaded onto your computer so the browser will recognize the website as legitimate. Otherwise it will flag the website as unknown and possibly dangerous. For reference, Blackboard was hosted on a commercial website. The commercial certificates automatically download during browser installation.

The direction for loading certificates depends on which type of computer (Mac or PC) and which browser you intend to use. Click [here](#) to access the instructions and links for loading certs.

### 2. Go to the login page and reset password

You already have a Canvas account. The email you have listed in the AU Portal as your primary contact is your Canvas username, but you will have to go to the Canvas website to reset the password. Please accomplish the following steps:

- a. Go to our Canvas website (<https://lms.au.af.edu/login/canvas>)
- b. Enter your AU Portal primary contact email as the Username
- c. SELECT the "Forgot Password?" link and complete the information
- d. An email will be sent to the email account listed in the AU Portal. Check for the email (it may be in your junk mail folder). Click on link in the email to reset your password.

### 3. Log into Canvas

- a. Go to our Canvas website (<https://lms.au.af.edu/login/canvas>)
- b. Login using your username (AU Portal email) and the password you just created
- c. Review the announcements
- a. If you have trouble logging into Canvas, submit a help ticket via the AU Service Desk (<https://auservicedesk.af.edu/sp>):
  - i. Correct ticket routing is critical to receiving a timely response. Once logged into AU Service Desk, Select "Student Request" -> "eSchool Request" Populate the help ticket fields as follows:
    1. Priority: High
    2. Reason: Cannot access Canvas
    3. User Type: Current Student
    4. Program: (PDE, IDE-JPME 1, or SDE)
    5. Request Type Detail: Other
    6. Specific Issue: Other

7. eSchool Course: (select course)
8. Request Details: (describe attempted Canvas login in actions and request additional support as required. Provide a valid and accessible email address to receive Canvas password reset emails.)

#### 4. Signup for and accomplish the Canvas-100 self-enrollment course

Once you have successfully logged into Canvas, we need you to self-enroll into the Canvas-100 course, which provides an orientation of the Canvas learning management system. NOTE: enrollment into regular PME courses still takes place in AUSIS. To enroll in the Canvas 100 course:

- i. LOGIN to Canvas
- ii. SELECT the “Help & Support” button on the left side vertical menu
- iii. SELECT “Welcome to Canvas”
- iv. SELECT the “Enroll Now” button next to “Canvas 100: Introduction to Canvas for Students”

The course is designed to take approximately 30 minutes. It covers how to navigate in Canvas as well as walking you through setting up your profile and notifications options.

#### 5. Backup Blackboard coursework

We strongly recommend you save a copy of all previously submitted coursework (e.g., papers) from Blackboard onto your personal computer. Once the transition from Blackboard is complete then material from Blackboard will no longer be accessible nor retrievable. This primarily involves saving a copy of any papers you wrote for self-paced courses that would need to be accessible for the facilitated course.

## Canvas Transition FAQs

### 6. What happens during the week of transition?

On **7 October**, operations are identical to how they are today.

On **8 October**, students should be blocked from enrolling into courses (please do not try to enroll on this day). This is to prevent students getting lost in the system during the transition. Students already in a Blackboard course will be able to continue normally through the course within Blackboard.

On **9 October**, AUSIS will be unlocked and students can begin enrolling in courses again. At this point, every new course enrollment will go to Canvas. All courses that were previously in Blackboard will still be in Blackboard until you either complete or timeout of the course. All new courses will take place in Canvas.

### 7. Do I have to transition to Canvas?

Yes! Any course you are currently taking will finish in Blackboard but all new courses will be in Canvas. Both ACSC DL 6.0 and the new 7.0 programs will use Canvas starting 9 October.

### 8. How do I enroll in Canvas courses?

Other than the "Canvas 100" course mentioned in the Critical steps portion of this message, all course enrollments are identical to how it occurs today. Just like today, you will log into AUSIS to enroll in a course and for facilitated courses select the course group (monthly offering).

### 9. If I enrolled in a November facilitated course before 9 October what happens?

Facilitated courses are actually generated in the LMS (Blackboard or Canvas) just prior to the course start date. This means it doesn't matter when you sign up, if the facilitated course starts after 9 October it will take place on Canvas.

### 10. How is Canvas different from Blackboard?

Canvas is different from and in many ways better than the version of Blackboard we are currently using. The Canvas 100 course is designed to inform you about the differences and minimize the learning curve for the new system. Two significant improvements are the notifications capability which allows you to tailor the type and frequency of notifications including text messages, and the modules page which provides a clear display of your progress through the course and remaining items.

### 11. Will I be taking courses in two difference LMSs at the same time?

It is possible. If you are in a course in Blackboard on 8 October you will stay in Blackboard to finish that course. If you enroll in a second course on or after 9 October, that course will be in Canvas. However, you will not be in both systems for the same course at the same time.

### 12. How does this affect my previous progress through the program?

There will be no impact on your previous progress in the program. All completed course grades are maintained in AUSIS regardless of the LMS in which they are accomplished. The only issue is that you will not have access to course content or your course submissions after Blackboard goes away (see step 5 regarding backing up your paper submissions for previous courses).

### 13. Does it change the courses or course flow through the program?

This does not affect any future courses or course flow through the program. The only difference is the course content is on Canvas instead of Blackboard.

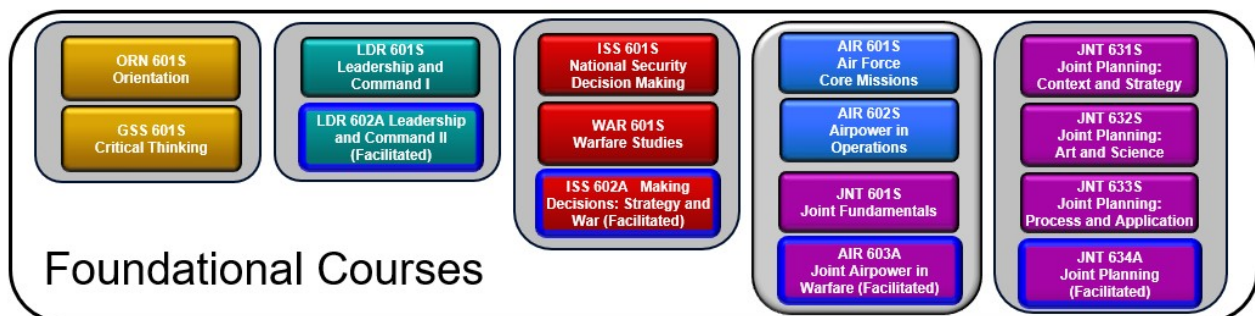
## New ACSC DL Program 7.0 FAQs

The launching of Version 7.0 affects most of our 12,000+ students. Our six-member support staff is committed to helping you through this transition. However, we ask that you thoroughly read all of the information below and especially the advice provided in question 18 dealing with whether or not to transition to the new program.

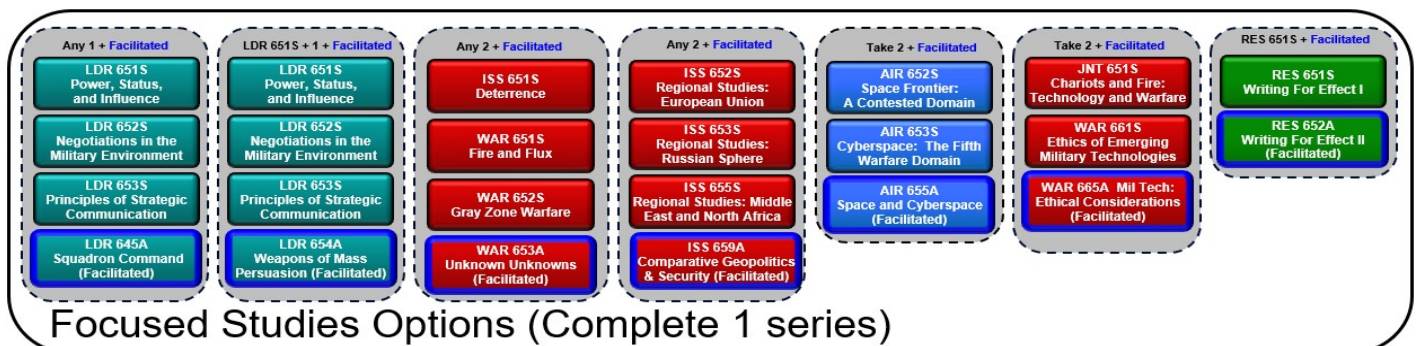
### 14. How is the new Version 7.0 program different?

Like the current program (6.0), 7.0 is a blend of self-paced and instructor facilitated courses that offers students a mixture of learning environments to include peer to peer interaction. The new program (7.0) has foundational courses that every student will take and then focused studies options that allow students to choose an area to gain a more in depth understanding.

This first graphic provides a visual depiction of the five units within the foundational portion of the ACSC DL 7.0 program starting with the Orientation course in the upper left and ending with the Joint Planning Facilitated course in the lower right. These foundational courses represent the core courses that every Airman needs.



After completing the foundational courses, students choose one specific series in the focused studies portion of the program to gain more in depth knowledge. To complete the program you must complete all the foundational courses plus one of the seven focused studies series.



15. The new program (Version 7.0) has 18 courses, the old program (Version 6.0) had 12 courses. Does that mean the new program will require more hours of effort to complete?

There are more courses, but they are designed to require fewer hours per course. The total hours required to complete the program is about the same. However, due to the location of the transition points, **if you are already in 6.0, then the shortest path to program completion is to stay in 6.0 and finish.**

16. Must I transition to the new program?

No, we will run the last Applied Joint Warfare (AJW) course in the August 2020. This requires all self-paced prerequisites to be complete by 23 July in order to register for the August AJW course. This timeline provides ample time for anyone currently in 6.0 to finish that program. We highly recommend you complete 6.0 rather than transitioning. Due to the significantly different course flow, transitioning will result in more hours of work to complete 7.0 than to finish 6.0. If you are meeting your promotion board next year, we strongly recommend staying in 6.0 and completing it as soon as possible. Students who are not progressing through 6.0 in a timely manner will be removed from 6.0 over time based on scheduled phaseout points of the various courses.

17. What are phase-out points and do I get transitional credit for courses completed in Version 6.0?

The 6.0 program will phase out over time. At each of the phase-out points, students who have not progressed past the phase-out point will be removed from the 6.0 program. At that point students can elect to enroll in the 7.0 program. Each phase-out point has a specific entry point in the 7.0 curriculum providing appropriate credit for comparable courses. There are 5 phase-out points in 6.0.

**Note: Your 5-year clock for completing ACSC DL will not be reset by transitioning to 7.0.**

**P1** – Phase-out point one is **18 Nov 19**. At that time all students who have not progressed beyond the self-paced Leadership and Command course will be removed from the ACSC 6.0 program. Students who have completed Applied Leadership and Command (ALC) and students who are enrolled in either the November or December ALC course will remain in the ACSC 6.0 program. Students who have been removed may submit a student request to transition to 7.0 but will be enrolled at the beginning of the 7.0 program and will be required to complete the entire program.

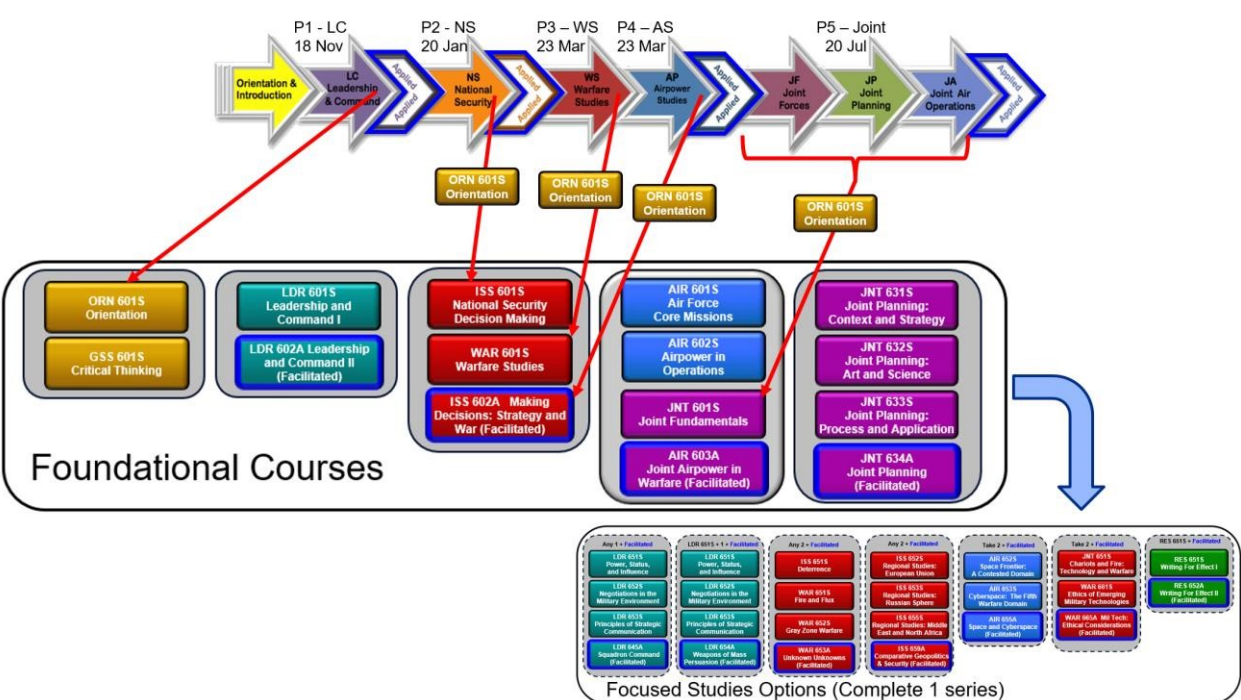
**P2** – Phase-out point two is **20 Jan 20**. At that time all students who have not progressed beyond the self-paced National Security will be removed from the ACSC 6.0 program. Students who have completed Applied National Security (ANS) and students who are enrolled in one of the January ANS courses will remain in the ACSC 6.0 program. Students who have been removed may submit a student request to transition to 7.0. If the student request is submitted before 31 Dec 2020, students who request to transition to 7.0 will be given credit for GSS-601S, LDR-601S, and LDR-602A. They will accomplish ORN-601S followed by ISS-601S and then complete the remaining 7.0 courses.

**P3/4** – Phase-out points three and four are both on **23 Mar 20**. At that time all students who have not progressed beyond Airpower Studies (AS) will be removed from the ACSC 6.0 program. Students who have completed Applied Warfare (AW) and students who are enrolled in either the March or

April AW courses will remain in the ACSC 6.0 program. Students who have been removed may submit a student request to transition to 7.0. If the student request is submitted before 31 Dec 2020, students who request to transition to 7.0 will be given credit for GSS-601S, LDR-601S, LDR-602A, and ISS-601S. If they have completed Warfare Studies (WS) in 6.0 they will also be given credit for WAR601S. Students will accomplish ORN-601S followed by either WAR-601S (P3 - WS incomplete) or ISS602A (P4 - WS complete) and then complete the remaining 7.0 courses.

**P5 – Phase-out point five is 20 Jul 20.** At that time all remaining students who have not enrolled in either the July or August Applied Joint Warfare Courses will be removed from the ACSC 6.0 program. Due to the significant difference between 6.0 and 7.0 Joint courses, students requesting to transition to 7.0 will take all the 7.0 program joint courses followed by the focused studies requirement. Students who submit requests to transition to 7.0 before 31 Dec 20 will be given credit for GSS-601S, LDR-601S, LDR-602A, ISS-601S, WAR-601S, ISS-602A, AIR-601S, and AIR-602S. They will accomplish ORN-601S followed by JNT-601S and then complete the remaining 7.0 courses.

These phase-out points are illustrated in the graphic below.



### 18. Should I transition to Version 7.0 or just continue with the old program (Version 6.0)?

In all cases the quickest way to complete ACSC DL is by completing the 6.0 program rather than transitioning. We have provided a closeout strategy for 6.0 to accommodate nearly all situations for students who actively pursue completion of 6.0. We strongly advise you to complete the old program (6.0).



### 19. Can I transition from 6.0 to 7.0 before the phase-out points?

No, transitioning early cannot be supported for two reasons. First, the transitions are manually loaded and our support staff is too small to transition all students simultaneously. Second, we need to ensure facilitated courses have a sufficient number of students to meet education requirements. Therefore the startup of 7.0 facilitated courses is scheduled to accommodate a student progressing rapidly from the beginning of the 7.0 program. A student entering at P5 (JNT-501S) will end up waiting for applied courses to be offered.

### 20. When does Version 7.0 start?

ACSC DL 7.0 starts on 9 Oct 19. At that point only new program enrollees will enter the program. After the phase-out points (as noted above) 6.0 students can transition into the 7.0 program.

### 21. Will my 5-year clock reset?

No, we have provided transitional credit so your 5-year clock stays the same. You have five years from your initial ACSC DL program enrollment to complete ACSC DL.

### 22. How do I transfer from Version 6.0 to Version 7.0?

After the applicable phase-out point you will need to submit a student request to transition to the new 7.0 program. Submit the student request using the normal AU Service Desk system (<https://auservicedesk.af.edu/>).