Creating and Facilitating DOE Courses as a Vendor or Consultant

Accessing the Platform

Vendors can register and access the platform like any other user. Information on registering for and accessing the pd platform. The registration process is different if you are using a K12.sd.us email.

Onboarding

1. After accessing the platform, you will only have student access at first. To gain instructor access, email Canvas Support and share the following information:

    a. Have you used Canvas before? How proficient are you with Canvas?

    b. Who is your contact/collaborator at the DOE? Please provide their email address.

    c. What will you be using Canvas for? How long will you be using it for?

2. Support will then provide you with a blank course shell in the corresponding division/office account of your contact/collaborator. This will give you full instructor access for the division/office's sub-account.

3. Vendors are encouraged to then take the *DOE Professional Learning Essentials* self-paced training course. New Canvas users are encouraged to take the *Growing With Canvas (Teacher Training)* first. Feel free to skip through or modify items as needed.

4. Vendors are welcome to begin building your course in Canvas. Ensure that your course meets at least the "required" level in all categories of the *DOE Course Evaluation Checklist* document that is located at the top of any newly created course shell. If you are importing content from another account, you must still ensure that it meets this same criteria.

5. When course is created, reach out to your contact/collaborator and review the *I am Done With My Course… Now What* document located at the top of any newly created course shell.

Additional Support & Coaching

For additional support, schedule a meeting with support staff.