

PORTERVILLE COLLEGE REQUEST PROCESS FOR CANVAS EXTERNAL APPLICATIONS

Porterville College understands that there can be many potential instructional and learning benefits to using external applications (apps) within Canvas. There are several apps that the College has already made available to all courses, and there are others that we have whitelisted so faculty can install in their individual courses as desired.

With new apps being developed daily it is partially the responsibility of instructors to research and advise the College on apps they may find beneficial. Because some apps can pose security risks, be an invasion of student privacy, or may not comply with federal or state laws, the College has instituted a vetting process for approving external app additions to Canvas. The steps in this process, using the "Porterville College Canvas External Application (App) Request Form," are as follows:

1:

Enter your name, the division in which you teach and the intended use of the application. Route the form to the Canvas Admin (sphinney@portervillecollege.edu), so it can be determined if this or a similar app is already installed.

2:

Complete the "Vendor Contact Info" section of the request form.

3:

Will the college have to pay for the application? If so include the amount of the cost. Also find out from the vendor whether or not the application's privacy setting is "Public" or something else. After completing the "Application Information" section, route the request form to your Dean or to the Vice President of Instruction for approval.

4:

Gather the documents from the vendor that are outlined in the section, "Documents Required from Vendor - All Apps". After the documents have been received, forward the documents along with the request form to the Canvas Admin (or a designee) for approval of accessibility.

5:

If the application's privacy level setting is "Public", gather the documents from the vendor that are outlined in the section, "Documents Required from Vendor - "Public" Privacy Level Apps". After the documents have been received, forward the documents along with the request form to the IT Director (or a designee) for approval of data security.

6:

If the application's privacy level setting is "Public" or if there is a cost to the college, submit a request of approval to the KCCD Board of Supervisors. Initial and date the request form to indicate that the request was submitted to the board.

Once voted on, indicate the outcome of the vote on the request form, and return the form and all documents to the Canvas Admin (sphinney@portervillecollege.edu) for record keeping.

**PORTERVILLE COLLEGE
CANVAS EXTERNAL APPLICATION (APP) REQUEST FORM**

#1 FACULTY INFORMATION

Name: _____

Division: _____

Intended Use of App:

Today's Date:

#2 VENDOR CONTACT INFO

Name of App: _____

App Vendor: _____

Contact:

- Name _____
- Email _____
- Phone _____

APPROVAL ROUTING

#1 Is this app or a comparable one installed (Canvas Admin)? Yes No

#3 Intended use and funding, approved by Dean or VP (signature):

#4 Accessibility approved by Canvas Admin or designee, attach conditions if any (signature):

#5 Data security approved by IT Director or designee (signature):

#6 If there is a cost or is "Public" (#3), submit to the Board of Supervisors for approval:

Initial: _____ Date: _____

Vote: Approved Not Approved

#3 APPLICATION INFORMATION

Is there a cost to the college?: YES Amount: _____ NO

App privacy level: PUBLIC (complete #4-6) OTHER (complete #4)

#4 DOCUMENTS REQUIRED FROM VENDOR - ALL APPS

- Voluntary Product Accessibility Template (VPAT) for the application.
- End User License Agreement (EULA)
- Assurance that vendor will provide ongoing technical support to students for the app.

#5 DOCUMENTS REQUIRED FROM VENDOR - "PUBLIC" PRIVACY LEVEL APPS

- FERPA Agreement
- Vendor's data security documentation, if hosting any student data outside of Canvas.
- Vendor's assurance they will not attempt to market directly to students through Canvas or by any other means, and will not sell student data to any third party.

#6 BOARD APPROVAL & CONCLUSION

Please return form and docs to the Canvas Admin sphinney@portervillecollege.edu for record keeping.