Guide to Updating Migrated Course Content in Canvas

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NOTE: This guide is adapted from the Before You Migrate Courses from Blackboard to Canvas web page. Many thanks to Ben Rodriguez for this helpful guide. Ben is an Instructional Technologist and Technical Trainer, specializing in professional development in higher education. He posted a link to his guide in the Canvas Blog and invited others to use it as they see fit. Visit his guide for more details on how to perform some of the steps he outlined above. .............................................................................................. 5
PART I: PREPARATION

Are you building your course from scratch or copying course content from Blackboard?
Do you want to build your course from the bottom up? Or do you plan to import your course content from Blackboard? If you plan on importing your content from Blackboard to Canvas, read on.

How is Canvas different from Blackboard?
Before you start, it will be helpful for you to understand that Canvas is not Blackboard. While they are both learning management systems, Canvas was built with a different culture in mind. Think of Canvas as an extension of your in-person classroom where all communication, course materials, due dates, assignments, and grades can be found. Ask students to check Canvas as they begin their day for upcoming assignments, feedback, and messages. Encourage them to download the mobile app so that they can stay up to date with notifications.

Have you attended a basic Canvas workshop?
Prior to building your Canvas course, you should now have a basic understanding of Canvas tools and building blocks. You have several options for acquiring this knowledge, and we encourage you to choose options that best meet your learning preferences.
- Canvas Workshops
- Recorded Canvas Workshops
- Canvas Knowledge Base Articles

How are items organized in Canvas?
Unlike Blackboard, Canvas does not have folders and content areas. Canvas uses Modules to organize course content. Modules contain pages, assignments, discussions, quizzes, and files.

Which Blackboard items will not migrate to Canvas?
Blogs, glossaries, journals and wikis do not exist in Canvas. Speak to an Educational Developer in the CTSE (Center for Teaching & Scholarly Excellence) to discuss alternative methods that meet these teaching and learning needs.

How do folders and content areas migrate from Blackboard to Canvas?
Blackboard’s folders and content areas migrate to Canvas modules, and they will likely need to be rearranged once they are imported.

Advice:
1. Determine how you will present your course to students:
   a. By week
   b. By session
   c. By topic
2. Create modules according to how you plan to present the course to your students.
Taking Stock and Vocabulary Overview
Equivalent Tools in Blackboard and Canvas

- Quizzes and Question Banks (Bb equivalent areas/tools: Tests, Surveys and Pools)
- Files (Bb: Content Collection)
- Assignments (Bb: Assignments)
- Discussions (Bb: Discussions)
- Module (Bb: Learning Module, Content Folder, sub-folders etc.)
- Pages (Bb: Learning Module, Content Folder, sub-folders, Items etc.)
- Announcements (Bb: Announcements)

PART II: MIGRATION NOTABLES
In this section, you will find some additional information about steps you will need to take with migrated course content. You will also learn about some new practices that you will need to adopt to take advantage of Canvas features.

Turnitin Replaces SafeAssign
SafeAssign is Blackboard’s plagiarism checker and is not available in Canvas. Turnitin is the tool to check for plagiarism in Canvas.
- Using Turnitin with Canvas as a Teacher
- Using Turnitin with Canvas as a Student

Rubrics
Rubrics should be built from scratch in Canvas. You can copy and paste the text from Blackboard into the Canvas Rubric Editor. We recommend that you save your Blackboard rubrics as PDF files to reference when adding your rubrics to your Canvas course.

Blackboard Tests and Question Pools Migrate to Canvas Quizzes and Question Banks
Blackboard tests can be migrated to Canvas. It is important to verify that all questions migrated correctly and that all correct answers were maintained. Canvas currently has two Quizzing Tool options; Classic Quizzes and New Quizzes. Tests migrated from Blackboard will import as Classic Quizzes. A Classic Quiz can be easily migrated to a New Quiz. We recommend scheduling a one-on-one consultation with a member of the CTSE Learning Innovation with Technology Team for an overview on reviewing an imported Quiz.

Importing Equations from Blackboard to Canvas
Equations do not import directly from Blackboard to Canvas.

Importing Student Groups, Group Assignments and Peer Review Assignments from Blackboard
Student groups, group assignments and peer review assignments should be recreated in Canvas.
Canvas Inbox
Canvas Inbox is a messaging tool within the Canvas platform. It is not the same as email. Based on your Canvas notification settings, you can receive email notifications to your Outlook account informing you that you have an Inbox message in Canvas. The best way to use the Canvas Inbox is to log into Canvas to create messages to students, teaching assistants or other teachers in your course or review message replies. Using the Canvas mobile apps is another way to create, review and reply to Inbox messages using your mobile device.

- [How do I use the Inbox as an instructor?](#)
- [Additional Information on Canvas Inbox](#)

Zoom Meetings
Zoom continues to be our video conferencing tool. The Canvas-Zoom integration allows teachers to schedule meetings as it did in Blackboard. Simply select the Zoom link from the course menu to schedule and access your course Zoom meetings.

Panopto Videos in Canvas
Panopto continues to be our solution for creating and managing videos. The Canvas-Panopto integration allows teachers to record videos and embed them in course content. In-class videos are also recorded using Panopto and can be accessed by selecting the Panopto Video link on the course menu. If the Panopto Video link is not visible on the course menu, you can [manage your course navigation menu links](#) to add it.

PART III: HOW DO I UPDATE MY MIGRATED COURSE?

Step 1: Checking the Imported Content for Broken Links
Canvas will help you identify issues through the [Course Link Validator](#), which is located in Settings/Validate Links in Content.

Step 2: Checking the Imported Content for Inconsistent Text Formatting
Canvas uses one font to support accessibility. Check your formatting and then [Clear Inconsistent Formatting](#) to provide consistency as needed.

Step 3: Reorganize Your Content to Match Using Your Organizational Plan
Course content that is imported to Canvas will not necessarily be in the same order that you wish it to be presented.

- [How do I use the Modules Index Page?](#)
- [How do I move or reorder a module?](#)
- [How do I edit a module?](#)
- [How do I delete a module?](#)
- [How do I use Draft State in Modules?](#)
Step 4: Review and Update Assignments
   a. Verify Assignment point values and submission types
   b. Bulk update availability dates and due dates
   c. Add Assignments to Modules
   d. Publish assignments

Step 5: Review and Update Discussions
You will need to adjust the Discussion setting options.
   • How do I use the Discussions Index Page?
   • How do I create a discussion as an instructor?
   • How do I assign a graded discussion to everyone in a course?

Step 6: Configure Your Weighted Grading (optional)
   • Delete any empty or unwanted assignment groups
   • Adding Assignment Weight Groups
   • Set up Assignment Group Weights

Step 7: Verify Imported Tests and Question/Item Banks
We recommend scheduling a one-on-one consultation with a member of the CTSE Learning Innovation with Technology Team for an introduction to checking following Quiz items:
   a. Question title
   b. Score
   c. Question text
   d. Answer text
   e. Correct answer
   f. Answer feedback
   g. Question feedback

PART IV: Checking Your Course Using Student View
Student View allows you to see exactly what your students will be seeing. Think of the Student View as your Test Student. The Student View button is located in the upper right corner of the screen in your course.

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