

Connect to Canvas -> migration checklist and cleanup

Once your course has been migrated, you might not find things to be where you expected. You might have organized tools and content in a way that made sense in Connect, but doesn't translate well in Canvas. We've put together this list as a starting point for you to review your course and start getting it ready for delivery.

Connect	Canvas
Announcements	Announcements
Assignments	Assignments Index Page (They may need some reorganization)
Calendar	Calendar
Discussions	Discussions (They may need some reorganization)
Grade Center	Gradebook ("Grades" on the menu)
Learning Modules, including: • Blank Pages • Files (eg. HTML, PDF, etc.) • Items	Modules Pages and/or Files
Email and/or Messages	Inbox/Conversations
Journals, Blogs, Wikis	Does not import
Groups	Does not import
Rubrics	Rubrics
Tests, Surveys and Tools	Quizzes
Student View	Student View
Syllabus	Does not import
Web Links	Pages
LTI integrations/external apps	See notes below

Reviewing your imported course

[Announcements](#)

These transfer quite predictably. There are some new features, including allowing students to comment on announcements, and subscribing to RSS feeds. However, students must have notifications turned on in order to see them, so make sure you use an alternate way to contact your students (eg., Inbox) in case they don't have that turned on.

[Assignments](#)

Your Connect assignments will show up under the area of the same name in Canvas. Note: your gradable Tests and Quizzes will show up in this area, as well as in "Quizzes" in Canvas. **Canvas defines Assignments as anything that has a grade associated with it - whether that is a quiz, a discussions and an assignment.**

- When a **graded** assignment is created, it is added to the Assignments page, Calendar, and Syllabus. A **column** is also created in the Gradebook.
- Multiple submissions: students are able to resubmit any assignment as long as the due date has not passed.
- You can create Peer Review assignments.
- [SpeedGrader](#) allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. Think of it as a new and improved assignment drop box (or 'Needs Grading').

[Calendar](#)

Calendar items should transfer over as predicted.

- Calendar is automatically populated with items that have a due date.
- View multiple course calendars all at once.
- Most exciting: a [scheduling tool](#) for office hours!

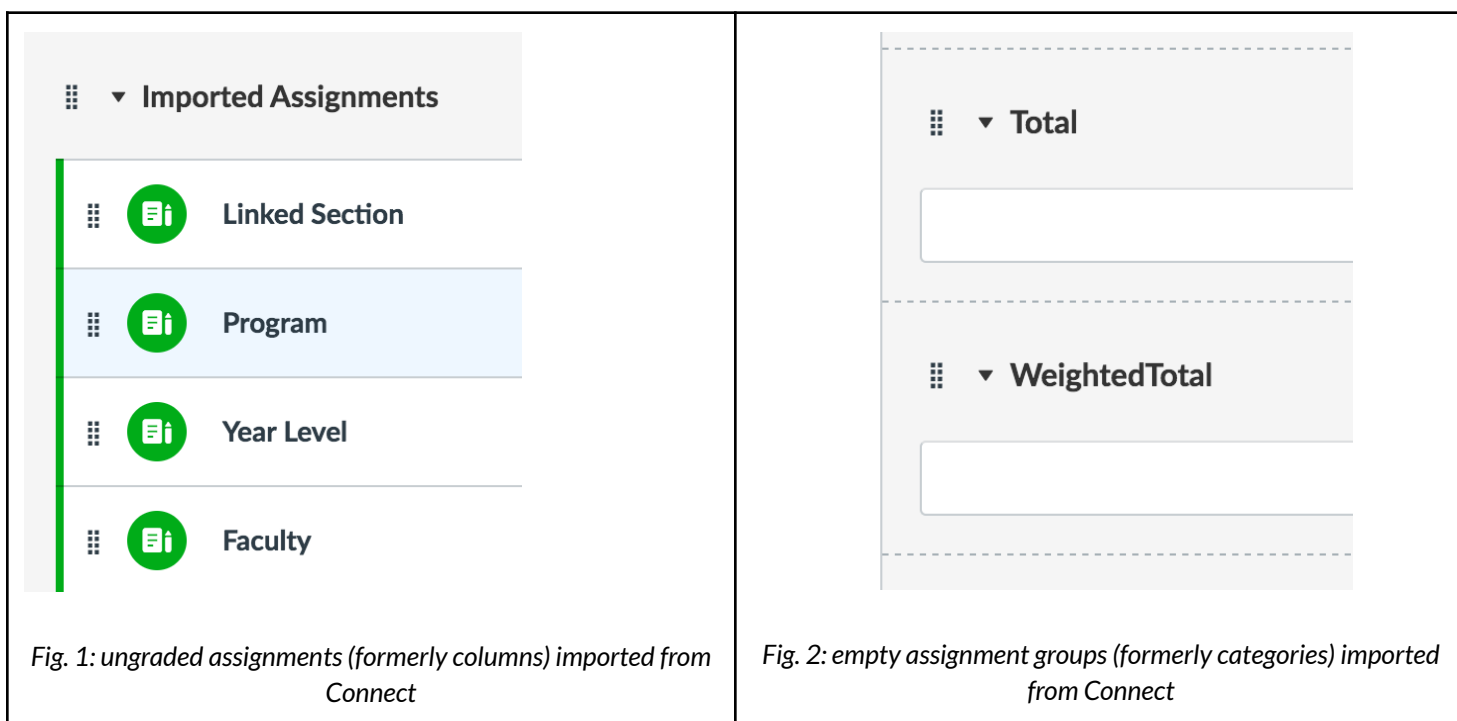
[Discussions](#)

Topics should come over, however, the Canvas discussion tool has some loss of functionality (eg. ability to restrict search by date; search only works in threads and must be performed in each forum). The nesting of the discussions is not as clear as they are in Connect; you may want to reorganize your forums accordingly (e.g., you may want to 'pin' frequently used forums to the top, like "Class Q & As" or "General Discussions").

[Grades](#)

All grade columns and categories from Grade Center will be migrated into Canvas' Gradebook ('Grades' on the menu) - *columns* as *assignments* and *categories* as *groups*.

You might see ungraded assignments such as "Linked Section" and "Year Level" (see example in Fig. 1 below) - these are remnants of SIS columns from Connect. They show up under Assignments > Imported Assignments, so if you need to delete these or other old/unused columns, this is where you can do it. You may also see some empty groups (Fig. 2 below) - these were calculated columns in Connect (not supported in Canvas) - you can go ahead and delete these as well.



You might be a bit concerned about calculated columns not being supported in the Canvas Gradebook. Canvas will add up all the assignments for you, and display a running total to students. You can use 'groups' (similar to 'categories' in Connect) to adjust weighted totals.

New features:

- ["What-if" grades](#)

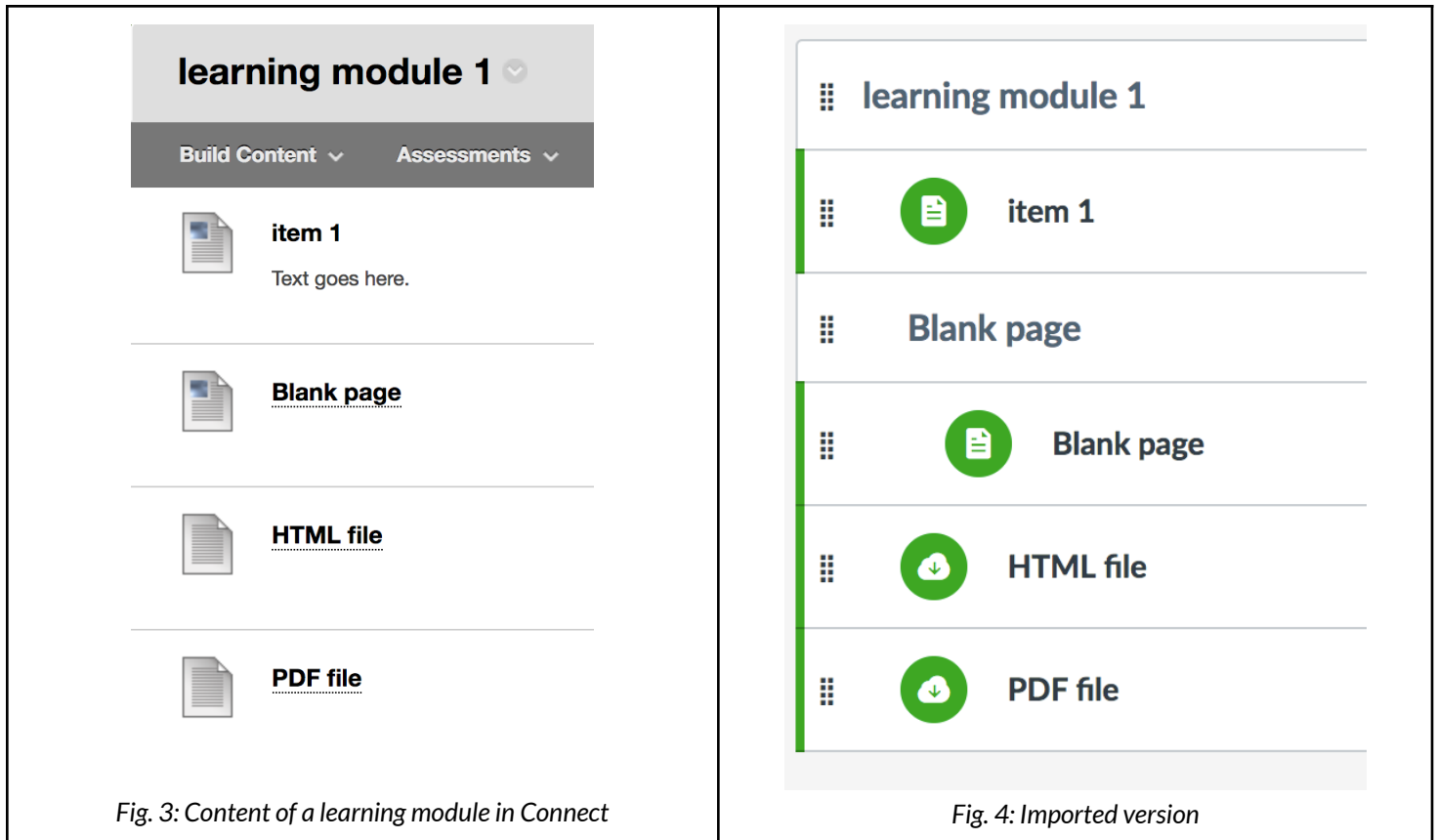
[Modules](#)

If you used Learning Modules to organize your course content in Connect, you may find those moved over fairly cleanly. You may also find empty/extraneous modules/headings you'll need to delete.

Pages vs Files

There were a few ways to present content in a module in Connect; by using Items, Files (such as PDFs or HTML files) and Blank Pages. **These will all come over slightly differently into Canvas.**

Here's a learning module in Connect (Fig. 3) containing various content types, and how they were imported into Canvas (Fig. 4):



The smoothest transition is for Items (“item 1”) - they look much like they did in Connect and shouldn’t need too much more attention. These will be found in the Pages section in Canvas, and everything here is accessible to students by default.

As you can see, the Blank page from Connect has been imported as both a slightly indented header (which is not visible in student view) and the page itself. If you used the Blank page to create content in Connect, you’ll see something similar. **You can find all the “Blank pages” content from your Connect course in Canvas under Pages (left navigation menu). You may want to hide Pages from Student View though!**

If you used files, such as HTML or PDF to present your content, those files will open much like they did in Connect (in iframes), with a few exceptions. All these types of files are found in the Files section of Canvas. Important note: all files in this section is accessible to students by default - you can, however, [hide the whole Files section from student view](#) (recommended) or you can [restrict individual files/folders one by one](#).

[Inbox/Conversations](#)

Student data is not migrated over to Canvas, so you won't see any old messages or email from Connect. The direct communication tool that takes the place of Email and/or Messages is now **Inbox**, which contains Conversations. This can be found on the global navigation menu and not the course navigation menu (see Fig. 5 below).

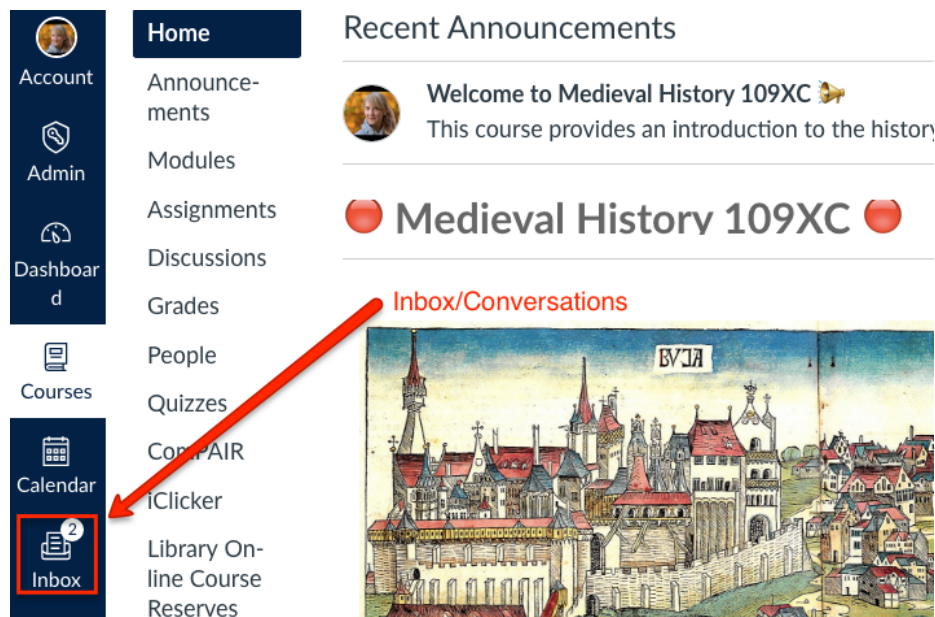


Fig. 5: where to find the Inbox in Canvas

[Journals/Blogs/Wikis](#)

Journals: There is no Journal tool in Canvas, thus, nothing will be imported over. These assignments can be recreated as a text entry assignment. Canvas allows for multiple uploads, which works great for recurring assignments like weekly journals. Alternatively, you can use Canvas' ePortfolio tool.

Blogs: There is no Blogs tool in Canvas. You could set up discussion forums specifically for this purpose, or even better, use [UBC Blogs](#) or Canvas' ePortfolio tool.

Wikis: You may be able to redesign any wiki activities you had set up in Connect, even though there is no Wikis tool as such. [Pages](#) in Canvas are 'wiki pages' - by default they are editable by students. You may want to consider using the [UBC wiki](#) to host your activity.

[Groups](#)

Connect groups do not transfer into Canvas - they'll have to be recreated from scratch. You can do that under People > Groups tab. Note: when creating names for groups, consider also adding the course name in there (e.g.,

“ENGL 101 Reading Group 1”). The reason for this is students will see all the groups they’re enrolled in over all their courses, so make it easy for them to identify which group is in which course.

Note: self-enrol groups are NOT available in Canvas at this time. This is due to the passing of PII (personally identifiable information) through the People tool - where the groups are located in a course, and where a student would have to go in order to self enrol. As such, UBC had to turn off this tool for students. There are workarounds you can employ, but ultimately, for now, groups do have to be created by an instructor, TA or other admin staff.

Rubrics

Rubrics import well into Canvas, although you’ll notice that there may be some content missing from the ‘levels of achievement/ratings’ columns - Connect allowed for the addition of explanatory text in these fields, and Canvas does not (see Figs. 6 & 7 below).

Rubric Detail

Criteria	Levels of Achievement	
	Failing	Average
Responsiveness to Discussion Assignment Prompt	0.5 Points Does not address discussion questions.	1 Points Addresses some of the discussion questions.
Communication of Ideas	0.5 Points Does not communicate an idea.	1 Points Ideas are communicated, but there is no evidence to support ideas, opinions and conclusions.

Fig. 6: original rubric in Connect with explanatory text under the different levels of achievement

Criteria	Ratings				Pts
	Failing	Average	Good	Exceptional	
Responsiveness to Discussion Assignment Prompt	0.5 pts	1.0 pts	1.5 pts	2.0 pts	2.0 pts
Communication of Ideas	0.5 pts	1.0 pts	1.5 pts	2.0 pts	2.0 pts

Fig. 7: rubric imported to Canvas with (unsupported) explanatory missing

You might also find you’ll need to re-attach rubrics to the relevant assignment(s).

You can find them in Outcomes > Manage Rubrics (button in far right corner):

+ Outcome

+ Group

Find

Setting up Outcomes

Outcomes are created here to track mastery in a course. To get started, checkout the menu bar along the top. Click on the New button to create a new outcome, or the New Group button to create a new group to organize your outcomes into. The Find button will allow you to use outcomes that have been created by your state or institution. As you create and use outcomes you will be able to use the panel to the left to navigate through your outcomes. You can drag and drop outcomes between the different levels to create structure.

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Manage Rubrics

Student View

As with Connect, you can view the course as a student would using the Student View feature. You can find it under Settings > Student View.

 Share to Commons

 Student View

 Course Statistics

 Course Calendar

Syllabus

If you used the Syllabus tool in Connect (as opposed to, say, providing a page or document outlining the course syllabus), you might find it transferred over as a Page. There is a Syllabus tool in Canvas, which is quite different than the Connect tool, but is a lot more robust. Note: If you used a PDF of your Syllabus in Connect, it will be imported into Canvas' Files area, and probably linked into a module [If that is where it resided in Connect].

Quizzes

Tests, Surveys and Pools should transfer over to Canvas, but not all question types are supported - namely, file response, hotspots, quiz bowl, either/or and matching questions with images in the answers. Those questions are transferred over as text questions and will need to be redesigned in another format. Other things to review include:

- All questions should be checked for possible broken images and links, feedback and point values
- Add letters to answer choices that rely on the A, B, C, D indicators (i.e. *A and C are correct*)
- Adjust File Response questions to the File Upload question type
- Surveys: Adjust Likert questions to the Multiple Choice question type
- Make sure you Save and Publish quizzes in order for the students to have access to them
- To view your imported Tests and Surveys, go to Quizzes.
- To access your Pools, go to Quizzes > Manage Question Banks.

LTI Integrations/external apps

There are a number of tools that were integrated in Connect that we've also tested and implemented in Canvas; some are still in the testing phase and we are still working on implementation. For the most current information, please visit: <http://faculty.canvas.ubc.ca/canvas-tools/>

Other things to check before the course opens

- Links within your course: external links should work as they did in Connect, however, links to pages and files within the course should be checked. There is a [Validate Links in Content](#) tool in your Canvas course that will help with that!
- Check that items which were unavailable in Connect are set to Unpublished (not visible to students) in Canvas.
- Review content for any references to Connect and/or Blackboard.
- Review settings and dates for all quizzes and assignments - there may be some added or lost functionality to be aware of.