

Timeline for Migration

Fall 2013

1. It is assumed most faculty will migrate in this semester (if not sooner), and this is the suggested best practice so that the incoming class of students has a consistent experience. However, Blackboard will remain open for business, in case faculty members have a compelling reason to use it for one last semester.

Spring 2014

2. Blackboard is turned off, with no further access possible. (Migrate everything you need before December 31, 2013!)

Simple Use of Canvas – Files Only

3. Ignore your old material in Blackboard (assuming you have copies on your local computer); log in to Canvas via my.usf.edu
4. Hover mouse over "Courses" and select a class from the pulldown menu
5. The bottom-screen popup includes a link for "Publish Course" – publish it immediately. (variation: you can always publish it later under Settings)
6. Click left-side button for "Files". Add folders as needed and upload files from your computer (using links at the top-right). Example: folder for PowerPoints/handouts, folder for syllabus, etc.
7. Click left-side button for Settings and select the tab at the top for Navigation. Drag (left-click and hold) all the items from the top of the screen down to the bottom of the screen and then let go. Leave the HOME button and the FILES button at the top of the screen. Click SAVE at the bottom.
8. Verify everything looks good using the Student View button at the top right (once you've clicked on the Settings button).

Options for Starting Out

9. Migrate a course from Blackboard
10. Start fresh in Canvas (real course)
11. Start fresh in Canvas (development shell)

Migrating from Blackboard

12. Log in to Blackboard in the usual fashion, and click into a course. In the bottom-left menu called "Course Management" click the link for "Packages and Utilities."
13. Sub-links pop open. Click the link "Copy Files to Collection" and select Modules (or wherever the files are that you ever uploaded, such as PDFs or PPTs).
14. Click on Content Collection in the top right interface. Navigate to the desired sub-folder and click to "download as package". This will be a zip file you can store on your computer.
15. Return to "Packages and Utilities". Click the link for Export/Archive Course
16. Click the green EXPORT button near the top-left
17. Place a checkmark in the areas where you want content exported (probably including Discussion Board, Tests/Surveys/Pools). The Grade Book, Calendar, and Announcements might be best re-done from inside Canvas to avoid confusion. If you already downloaded the Content documents (basically, PPTs and PDFs and anything you ever uploaded manually), we suggest you NOT checkmark them now. We will import those separately into Canvas.
18. Click the green SUBMIT button at the bottom (or top) of the page. You will receive an email when the process is complete. Navigate back to the Export Course page and a new file has been created. Click the file name (it ends with .zip) to download it to your computer.
19. Log in to Canvas at <http://usflearn.instructure.com> (using your normal NetID)
20. Click on the Courses button (top left) and select a class
21. The bottom of the screen should already offer options including IMPORT CONTENT (if not, the Settings button in the left side menu is another way to import content). Click to Import Content.
22. The Import Wizard page loads. Click the bottom button for "Import content from a content package or from another system."
23. Click the pulldown menu and select "Blackboard 6/7/8/9 export.zip file"
24. Click the Browse button and select the export zip (not the Content Collection zip) you downloaded onto your computer.
25. The "Import Course" button is no longer grayed out; click it to start the process. You will receive an email when the process is done.
26. When the email arrives, click the link in that email to see the list of items that can be imported. Uncheck anything you don't want imported, and click the IMPORT COURSE CONTENT button at the bottom. Note: if you do not click this button, the material will never be added to your Canvas course (the zip file upload is only part of the process).
27. After the importing is finished, you will need to clean up the interface. Most artifacts are now located in FILES, and most things worth points are not considered ASSIGNMENTS. It is advised that you re-link material step by step, leaving nothing to chance.

28. If you previously downloaded a zip file from Content Collection, you now need to upload that to the Files tool in Canvas. If you just select a zip file, it will upload it. To have it unzip while uploading, drag-and-drop the zip file into the upload screen/window and it will unzip automatically. You will still need to re-link to these files/folders from within the course via Modules or Pages. Or: you can simply leave the FILES tool visible to students and do nothing.
29. Best practice: use the MODULES tool as the main organizing function for students (other tools can be hidden). Files, discussions, quizzes are not located *in* the modules tool, but are linked from there.
30. See page 286 onward in the Canvas Instructor Manual for more info:
<https://s3.amazonaws.com/tr-learncanvas/screensteps/pdf-manuals/Canvas+Instructor+Guide.pdf>

Options for Course Logic

31. Organized around Files
32. Organized around Pages
33. Organized around Modules

What You'll Love in Canvas

34. **Speedgrader:** you are able to see the student work AND have a place to enter grades or comments all on the same screen. A simple click will bring up the next student's work (and grading zone).
35. **Verbal commentary:** in addition to typing comments, you can click the microphone icon and leave audio (or video!) feedback for anything that earns a grade (assignment, discussion, etc).
36. **Targeted emails:** special functionality in the grade book allows you to quickly and easily email only those students who meet a certain criteria (such as not having yet turned in that assignment, or those who scored below a certain score in the test). Fantastic for improving D/F/W rates.
37. **Drag and drop seating chart:** a grid onscreen represents seats; once set up, you simply click each student by day to take attendance.
38. **Student notification avenues:** students can individually elect to receive notifications to Facebook and twitter whenever they receive an inbox item. However, the reverse is also true—they can turn OFF notifications to their Gmail, so the class emails will "stop" inside Canvas and not go out.

39. **Wikis (pages) can link to specific subtools:** most systems that offer wikis only let you link to the generic "Discussions" tool, but Canvas allows you to choose a specific discussion (ex: Week 3 Discussion) as a discrete link within your wiki. This will reduce student confusion and the amount of clicks they have to perform.
40. **LTIs allow you to "Velcro on" third party tools:** external tools (LTIs) can be natively bolted onto Canvas and work fluidly with the same login. Examples include YouTube, Khan Academy, TED videos, Pantopto, Quizlet flashcards, and dozens more.
41. **Interface is intuitive:** There is a lot of drag-and-drop functionality supported, such as dragging over folders or files to the FILES tool instead of navigating by "browse" button.

Major Differences between Canvas and Blackboard

Navigation and Interface

42. To hide tools, click SETTINGS and then NAVIGATION and you can drag tools to the bottom, which will hide them from students.
43. The landing page is always 'home' – you can't choose your own start page. However, you can customize HOME (it displays an HTML editor and is treated like a wiki page). If you don't customize it, HOME will always show "recent activity."
44. The Inbox and Calendars are not course-specific, but rather show you (and the students) items from ALL their courses in one spot.
45. Groups must fall within a larger 'set' of groups (you can't have Groups unless you first define a Set, even if you plan to have only the one set).
46. Students (or teachers) can choose how Canvas informs them of notifications. They can turn on Facebook or texting in addition to email, or can turn everything off completely (including email).
47. The Syllabus page populates itself (as does Assignments) based on other stuff you added elsewhere in the course
48. Access the student view under SETTINGS (look on the right side menu)
49. The dialog box for embedding/inserting files and tools is small and cannot be expanded. Workaround: each time you type the first letter of the document you're looking for, it will jump around the list to the next document that starts

with this letter. So to find syllabus.doc in the long list of your uploaded files, type "s" over and over again until it jumps to syllabus.

Email and Inbox

50. Inbox items are threaded 'conversations' rather than discrete messages.
51. Students can turn off "forwarding" to their gmail, so if you use Canvas to email them, the message MIGHT make it only to their Canvas inbox. There is no override from the teacher's side.
52. Messages cannot be sent to students before a course is published.

Files and Content Collection

53. Canvas has both Pages and Files – you should use Pages rather than .html files uploaded as "Files." The reason is that pages are like wikis, with a WYSIWYG (what you see is what you get) editor, and unlike Blackboard, in Pages you can link to specific tools (say, Quiz #3) as a direct link on the page amid your other content. Also, if you will be using the plug-in Learning Tools (LTIs), you have to use the Pages rather than HTML files you upload.
54. In Bb, you could link up HTML files in your modules, and re-upload revised HTML files with no problems. In Canvas, such an action will break the link in the module, and the HTML file will simply not appear in the module. It's safer to use Pages from within the Canvas interface instead.
55. Javascript won't work in the HTML editor for Pages - Canvas rejects it automatically. iFrames and widget embeds do work.
56. To add a zip file to the Files tool, don't click "add files" and then select file. Instead, click the green-arrow icon in the top right to select a zip file (otherwise, there is no unzip function built into Canvas)
57. To link to content created with Articulate: navigate to FILES and click on the green upload arrow (this is the button to "import a zip file") to select your .zip file. After Canvas imports and extracts everything, you will see a couple of folders and an HTML file. Simply create a link to the player.htm file (using Pages or Modules) and the Articulate-created movie file will play like normal.

Grades and Gradebook

58. Canvas has a Speedgrader that puts all useful functions on a single screen, including the option to provide feedback by audio or video with a single button click.
59. The Canvas grade book comes with a column that has an auto-sum function, and the semester total can weight based on 'groups' (types/categories) of graded events. There is NOT a way to create other gradebook columns to do things like drop lowest test scores.

60. If you don't set up separate categories called "Assignment Groups," then anything graded will be considered 'assignments' in Canvas (this matters for the gradebook, as a weighted average won't be possible without different Assignment Groups).
61. Each column in the gradebook lets you add a default grade ("everyone gets a 10") or add a "real" curve (meaning the enforcement of a bell-shape). For the fake curve of +2 (a "fudge grade") you have to add an extra credit assignment.
62. The gradebook pulldown option called "message students who..." lets you email only SOME students in the class, such as those who don't yet have a grade, or those who scored below a value that you determine. This will be huge in terms of improving DFW rates and graduation.
63. SCORM-compliant external tools (Cengage, McMillan, Flash, Articulate, etc) will not port directly to the gradebook.
64. Beware the "ungraded" scores when exporting. If not converted to zeroes first, they can alter the formulas after CSV export. A related problem can occur with grades for discussion posts if there is more than one column (such as dividing up one assignment into different groups). Suggestion: turn ungraded dashes into zeros as you grade the assignment for everyone else.
65. To add a column to the gradebook, create an assignment in the Assignment tool. Click on More Options and Advanced Options to select "No submission" to create a column the teacher can manually enter data for. Grading type options include point, complete/incomplete, or Not Graded, among others.
66. If recording audio/video in Speedgrader, you'll want to override the "ask everytime" default for Shockwave Flash; in Windows, go to Control Panel and Flash Player, then "camera and mic" tab and click to "set by site." Locate usflearn.instructure.com, highlight it, and pulldown the menu at the bottom to switch to "allow."

Quizzes

67. The image button links to files that are housed in a separate URL online (such as Picasa, flickr, or Photobucket). Image embed of something YOU upload is possible by looking to the right-side navigation for the Images tab.
68. Use RESPONDUS to upload quiz questions easily at a single click. See ATLE website for details (under "technology")
69. SDS quizzes: click into a quiz and then click Moderate this Quiz (upper left). In the popup that appears, find and check the box for the student who will get the special circumstance, then click to give an extra attempt or extra time.

Assignments / Turnitin

70. Instead of SafeAssign, Canvas uses Turnitin for plagiarism detection and prevention. Create a new assignment and click on More Options, then Advanced

Options and select "Online" for the "Submission Type." In the menu that pops down, click the box to enable Turnitin.

Teaching Assistants

71. To add a TA, click on People and then the Add People button on the top right. Type a student email address (or NetID) and click on the Role pulldown to switch it to TA. Then click the NEXT button. The system will verify it knows the user you indicated, but the person is not actually added until you click the ADD USERS button at the bottom.

Apps / iPad / Mobile

72. There are apps available to use Canvas natively in iPhone/iPad as well as Android. If you download the Canvas app, the URL you need to configure it to work is usflearn.instructure.com

Cross-Listing

73. Identify one of your courses to act as the master course. In each of the other courses you want to combine, click on Settings then Sections. Click on the section that is full of students and has an SIS ID, (the one created automatically). Then look to the right and click CrossList this section with another class. Search for the class you identified as the master, and then click crosslist. Don't create new sections. The Master course must be one automatically created by Banner. Don't choose a Master course you manually created yourself. These won't be compatible with First Day Attendance or eGrades. Suggestion: do not cross list until AFTER first-day attendance if you want separated lists for FDA.

Best Practices for Canvas

** You should consider doing these practices in Canvas even if you did not do them in Blackboard, because the interface is likely to change student workflow, and you risk new problems if you do not adapt.

74. **Use student groups.** Students get their own tools (wiki pages for shared notes, chat tool for backchannel conversations, internal discussion boards) that enable a much more robust (micro)community.
75. **Use the Calendar tool.** In Bb it didn't matter much if you chose to ignore the calendar, but in Canvas students are likely to rely on it for scheduling all their tasks across classes. Since the calendar tool shows them items from ALL classes on the same screen, if your "due" items are not included, there's a chance students will do the ones for the other classes but not yours.
76. **Mute Assignments in the grade book before doing any grading.** By default, students can see results in their Grades tab as soon as the items are graded. If you want students to learn the grades all at once, rather than live as you are grading them, set assignments individually to "mute" in the pulldown for each column in the grade book, and only un-mute them after all the grading for that assignment is done.
77. **Restrict Access to Discussions.** If students access graded discussions via the Discussions tool, there is no way to turn off their ability to create new threads (thinking that was the way to answer a prompt), and the new threads won't be viewable from the gradebook. To prevent this problem, generate the teacher-created discussion threads first, link to them from the Modules tool, then hide the Discussions tool from student view
78. **Embed a Librarian.** Contact Drew Smith in the Library to ask for a librarian to be embedded in your Canvas course, to streamline MANY tasks your students will do.

Further assistance:

- HELP button in top-right corner of Canvas; click for Instructor Guides.
- "Faculty to faculty" Canvas listserv: visit <http://listserv.admin.usf.edu/listserv/wa.exe?INDEX> and locate "Canvas" in the alphabetical list, then click it to find the link to JOIN CANVAS.
- For assistance with the Canvas interface and tech help, contact the Help Desk (help@usf.edu)
- For assistance with pedagogy, course design, and Canvas tool selection for FULLY ONLINE classes, contact Innovative Education (etg@usf.edu)
- For assistance with pedagogy, course design, and Canvas tool selection for Face-to-Face (or 50/50 hybrid) classes, contact the Academy for Teaching and Learning Excellence (atle@usf.edu). Or kyee@usf.edu (also 4-1841)