

Introduction

This document serves as a guide for instructors who are transitioning from D2L to Canvas. We've broken it down into several sections:

Getting Started (page 1) - The section of this packet provides an overview to Canvas and a checklist to help you navigate setting up your course and finding answers to your questions in this packet.

Copying Your Course (page 9) - This section includes the nuts-and-bolts of copying a course directly from D2L to Canvas. Since some materials do not copy one-to-one, this section also includes a quick guide of items to check on after copying your course over in this way.

Canvas Quirks (Page 22) - As folks have been transitioning over the last several months, we've discovered a few "quirks" with Canvas. Also, due to the way Canvas has been implemented across UW-System, there are a few process-based changes in contrast to what those who have used D2L are used to. This section outlines these mild oddities and items to get used to.

How To (page 23) - Canvas has a great collection of user guides available to instructors. That said, it can be a lot to sift through. This section does some sifting for you and provides a how-to for common tasks for instructors new to Canvas.

Checklist for starting the semester (pages 29-30)

Getting Started

This section will: 1) provide an over view of Canvas 2) offer a checklist for setting up your course 3) help you translate D2L-speak into Canvas-speak.

Overview of Canvas (skip this if you know what an LMS is)

Canvas and D2L are both learning management systems, a software application for supporting, administering, documenting, tracking, and delivering courses. Just like any two members of a like category, D2L and Canvas share many of the same elements: both allow instructors to present materials, hold discussions, tabulate grades, administer quizzes, and track student performance. If you copy your course from D2L into Canvas, you will find many more similarities than differences in how it looks. While much of this packet is devoted to coping with the differences between the two systems, be reassured that their similarities outweigh the differences and it is likely that your courses will translate well from one to the other.

Yet, while D2L and Canvas share many of the same attributes there are some important differences, many of which are generational. Developed in the 1990s, D2L's developers did not anticipate that an instructor would teach all their courses through a computer. The legacy of this is that courses remain siloed off from each other in D2L. By contrast, key features of Canvas, such as the calendar, permeate the boundaries between courses and allow users to see all due dates together.

	28	29	30	31	1	2
		A Closer Look	Tools and Materials			
	4	5	6	7	8	9
	Articles of Confederation	To Sign or Not to Sign	10a Museum	History Reactions	Chapter Two	
					Chapter Two	
	11	12	13	14	15	16
Revolution Timeline	Declaration	Major Biomes	12:59a Cell E	Book Fair	Chapter Two	
				Bill of Rights		
	18	19	20	21	22	23
		10a Lab Field	Road to Revolution		Star Gazing	
					29	30

Canvas puts all the due dates for your courses on one calendar so you can see how they interrelate.

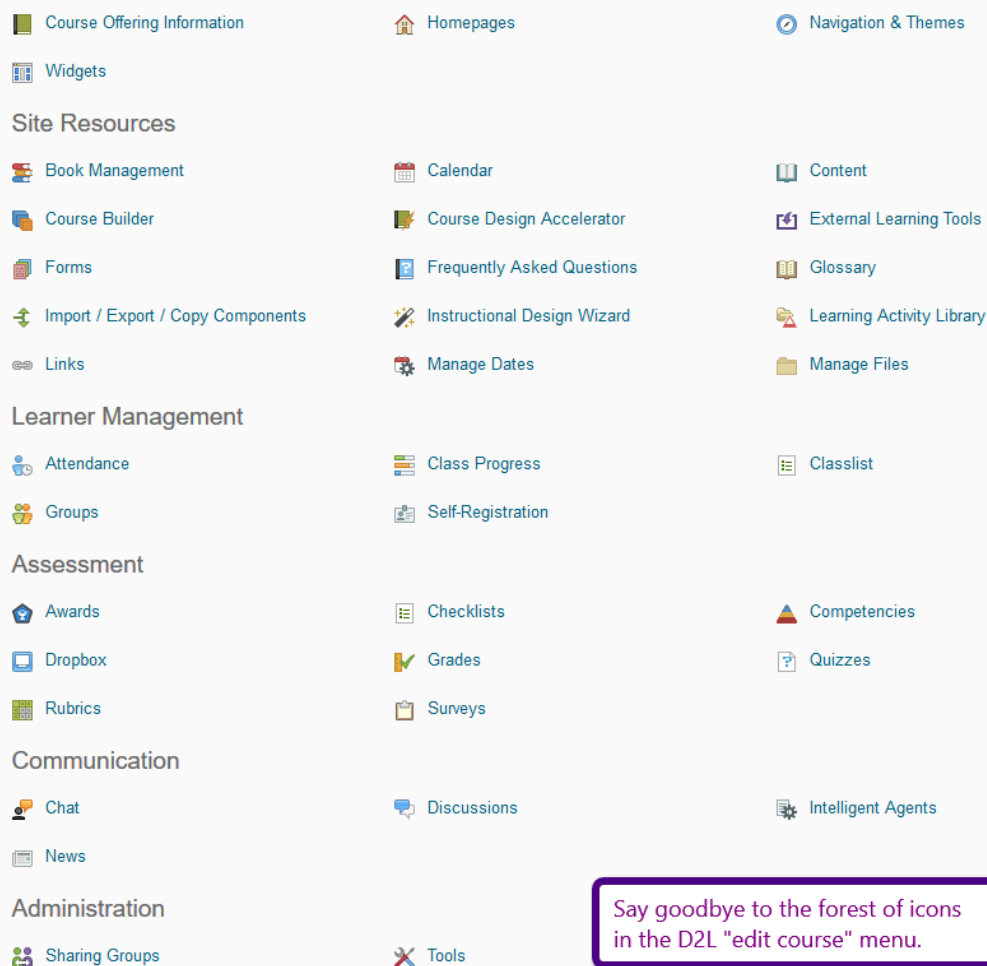
Also, D2L has a more hierarchical design: “Content” contains modules and submodules; discussions have topics nested in forums; grade items sit within categories; and dropboxes lie in folders. Canvas, by contrast, has a “flat” design. This means that all the items you had neatly arranged in submodules, forums, categories, and folders will become long lists of content items, discussion topics, grade items, and dropboxes (Assignments) in Canvas. These long lists can become “death scrolls” and Canvas helps users deal with death scrolls by automatically sorting course items by date (in the Syllabus area) and by assignment type (in the Assignments area). Learning how to use these views to your advantage will be an important part of the learning curve in Canvas.

Instructor view

By default, Canvas arranges Assignments into categories, for instructors. By contrast, for students, Canvas arranges assignments according to due date.

Student view

Third, since D2L has been around longer, it has accumulated more features than Canvas. Practically, this means that some of the lesser-used (intelligent agents, e.g.) or vestigial features (checklists, e.g.) do not have direct analogs in Canvas. There are usually workarounds to replicate the functions of these tools. Few instructors will notice the absence of any of these features (how many use formula grade items in D2L?), but most people will notice something different that they have grown accustomed to (but, I really like formula grade items). The “Canvas Quirks” section of this document will be valuable in helping you cope with these small but important changes.



While there are more specific differences between D2L and Canvas, you will be ahead of the game if you remember the three basic differences: Canvas allows for easier consideration of all courses at once; Canvas has a “flat” design instead of a hierarchical one like D2L; and Canvas is not as encumbered by decades of developing tools that it has not been able to let go.

Frequently asked questions and where to find answers

Should I import my class from D2L or re-create it from scratch?

It depends on the course. Generally, if your D2L course is pretty simple, it will translate easily into Canvas. If, however, your D2L course took advantage of features that are not in Canvas – hierarchical design (modules and submodules, discussion topics nested in forums – particularly in groups), or esoteric features (such as partial credit for quiz questions) then you may save yourself some headaches by re-creating your course directly in Canvas. See page XXX for directions on how to import your course.

I use a publisher integration – such as Cengage’s MindTap, or Pearson My Econ Lab – will that work?

If you use a major publisher, then the answer is that you will likely be able to use it in Canvas. Contact CATL for specific help (dle@uwgb.edu). Since you are making a transition, you may wish to look at the [Canvas Commons](#). Many introductory subjects have peer-reviewed and free course textbooks and ancillary materials, such as quizzes, that instructors can import directly into their courses. Search for “OpenStax” in the Canvas Commons to see if your subject has these free resources available for easy

download directly into your course. Psychology, Economics, Biology, Chemistry, Physics and many more subjects with traditionally expensive textbooks are particularly well represented by these “OpenStax” materials. (See page 27)

Will there be any help over the summer?

Yes. The CATL team will be here over the summer. We ask that you set an appointment with us by filling out our [instructor consultation form](#). The closer we get to the start of the fall semester, the less time we will have for individual attention.

Where are my courses?

Your instructional courses – those with students – will appear on your dashboard – akin to the D2L homepage – two weeks prior to the start of the semester. Until then, instructors may prepare courses in their “master” courses, also called “blank” courses, which should appear on your homepage. If you do not have any blank courses, please contact CATL and we can make some for you. **Your blank courses will not populate with students; you will need to copy your blank courses into your instructional courses once they are ready (see page 22).** This may seem frustrating, but it is actually nice to have a safe place to develop your course and make mistakes without having those mistakes elicit volumes of student emails.

Checklist for setting up your course

If you import your course from D2L or start from scratch in Canvas, you will want to check the following items:

- ✓ Discussions: if you used group discussions or discussion forums, you will likely want to delete the discussions that Canvas created from the D2L and re-create them. (See page 28)
- ✓ Quizzes: be sure that your quiz settings are how you like them (submission views may have changed). (See page 27)
- ✓ News items: these are “Announcements” in Canvas and you will probably want to delete news items that are not relevant.
- ✓ Assignments: This page aggregates all things that students do to get points. Check it over to see it is set up how you like. If you had a weighted gradebook in D2L, this is where you set your weighted grade items (for example, if essays = 40% of final grade, and discussions = 30% of final grade, etc). (See page 26)
- ✓ Assignments also has a second meaning. While the tab called “Assignments” is where Canvas collects graded items, “assignments” are also what Canvas calls “dropboxes” from D2L. Check over your assignments in Assignments to see they copied over correctly.
- ✓ Gradebook: Unlike D2L, Canvas automatically creates grade items when instructors create graded tasks: discussions, quizzes, etc. While this is generally handy, it does create issues for instructors who have wish to give extra credit or who will administer graded items face-to-face (in-class exams, for example). If you plan to administer graded tasks in class, but want to track the grades in Canvas, you will likely want to create a “no-submission assignments” (see page 25)
- ✓ Set your grading scheme. (page 27)
- ✓ Course Navigation: You do not have to live with the default list of items in the course navigation bar. You may wish to remove elements that you will not use and swap them with items that you will use. (see page 25)

- One navigation item that instructors often struggle with is [“Syllabus”](#). This area of Canvas automatically arrays all tasks – graded and ungraded – by date that students have on their to-do list. Instructors may paste a copy of their actual syllabus here as well. This page has uses, but some instructors find the way Canvas uses the term “Syllabus” misleading.
- ✓ Add the student resources module: The CATL team put together a module that you can put in your course to help students learn how to use Canvas. You can find this in the Canvas Commons. (search Canvas Commons for “Student training module” and look for the Phoenix logo)
- ✓ Add dates to important course items to take advantage of Canvas’s ability to remind students of their upcoming tasks. (See page 22) (You can automatically change dates when you copy your course to a new semester. See page 17)
- ✓ Publish all course elements you want students to see. (See page 22)
- ✓ Check your groups, if you put students into groups. (See page 23)
- ✓ Go through the Settings. Canvas has some default-settings that will appear bizarre to many. (See page 24)
- ✓ View the course from the student perspective using “Student View” to make sure that everything works how you want it to. (See page 29)

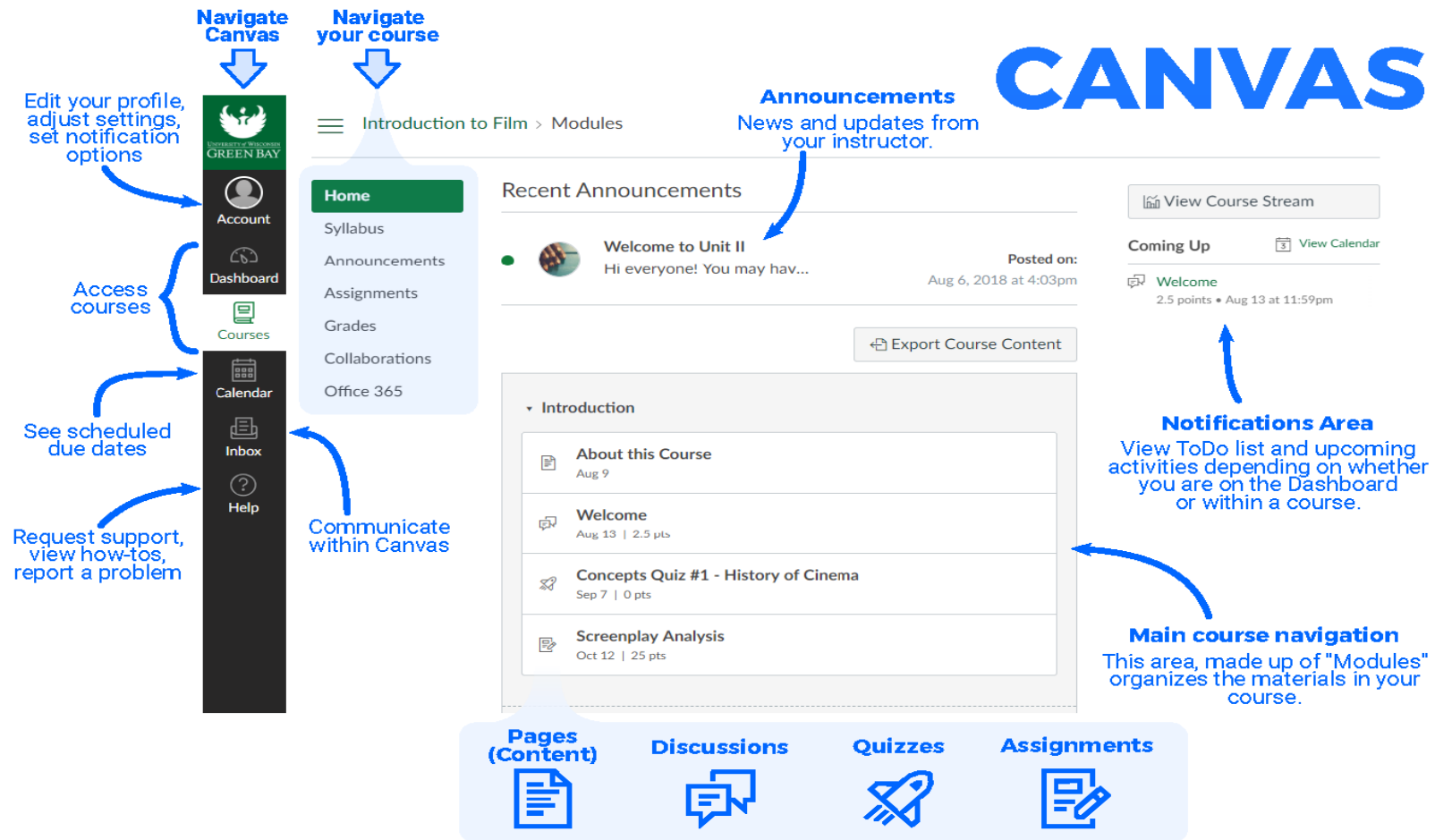
Translating D2L to Canvas

Translating terms from D2L-speak to Canvas-speak (adapted from UW-Milwaukee)

<i>D2L</i>	<i>Canvas</i>
My Home	Dashboard
Course Home	Home
News	Announcements
Content	Modules on Home
uploaded files (e.g. Word, PDF)	Files
HTML files	Pages
Discussions Topics	Discussions
Quizzes and Surveys	Quizzes
Questions Library	Question Bank
Random Section (Quizzes)	Question Group (Quizzes)
Dropbox	Assignment (Online Submission)
Enter Grades	SpeedGrader

<i>D2L</i>	<i>Canvas</i>
Manage Grades	Assignments
Grades Category	Assignment Group
Classlist	People
Groups	Group Assignment
HTML Editor	Rich Content Editor (RCE)
Rubrics	Rubrics in Outcomes

Comparison of Canvas and D2L Interfaces



Content

Search Topics Week 1 Print

Bookmarks 1 Download Send to Binder

Course Schedule

100 % 4 of 4 topics complete

Table of Contents 1

- Syllabus
- Week 1
- Week 2
- Week 3
- Quizzes
- Office Hours

Demo_word_doc

PDF_File

Sample D2L File

A link in D2L looks like this

Access the files and resources provided by your instructor

Dropboxes

Dropbox Folders Help

View History

Folder	Score	Submissions	Feedback	Due Date
No Category				
Introductory Video	- / 10	4	-	
Journal 1	15.5 / 16 - 96.88 %	5	View	

20 per page

Submit assignments and view feedback on graded work.

Quizzes

Take quizzes and view feedback. Be sure to save answers often. It's also a good idea to type essay questions in another place (like Word) and copy/paste into D2L.

Grades

Grade Items Print

Grade Item	Points	Weight Achieved	Grade
Exam 1	70 / 100	17.5 / 25	70 %
Exam 2	85 / 100	21.25 / 25	85 %
Exam 3	90 / 100	22.5 / 25	90 %
Quizzes		24 / 25	
Quiz 1	50 / 50	5 / 5	100 %
Quiz 2	50 / 50	5 / 5	100 %
Quiz 3	45 / 50	4.5 / 5	90 %
Quiz 4	45 / 50	4.5 / 5	90 %
Quiz 5	50 / 50	5 / 5	100 %

Grade information provided by your instructor.

Discussions

Happy Little Trees

Post about your favorite Bob Ross paintings

Hide Topics for Happy Little Trees

Topic	Threads	Posts	Last Post
Mighty Mountains	1	1	Derek GenStu Just now

Each highlight must have it's own private shadow. Be careful. You can always add more - but you can't take it away. See there how easy that is. This is the time to get out all your frustrations, much better than kicking the dog around the house or taking it out on your spouse. This is your world, whatever makes you happy you can put in it. Go crazy.

Course message boards and forums.

"Nav Bar" and Main Menu

Use the top bar to navigate D2L. Navigate home or choose a course in the upper left.

Messages Updates Alerts

Derek GenStu

Click your name to edit your profile and settings.

Use the green bar to navigate the course: Some courses may have different "Nav Bars" (including additional tools)

Course Home

Click here to return to this home page from anywhere within the course.

My Home > STAR TREK, SEC 1200...

UNIVERSITY of WISCONSIN GREEN BAY

Course Home Content Dropbox Discussions Quizzes Grades Classlist Student Resources Log Out

STAR TREK, SEC 1200/1800

Email: helpdesk@uwgb.edu
Phone: 920-465-2309
Hours: 8:00am to 8:00pm, Mon-Thurs
8:00am to 4:30pm, Fri

Click here to do a System Compatibility Check.

Overview / Orientation
Expectations for Online Courses

D2L Support Request

News |

Welcome to the Star Trek D2L site

At the top of this page are links to various resources and activities that you will need for this course.

Content: Obtain slides from presentations, study sheets, and documents.
Discussions: Discuss insight, questions, or concerns that may be of interest to other members of the class.
Dropbox: Turn in written assignments.
Quizzes: Take a quiz after each week.
Grades: Monitor your individual grades in the course.

Show All News Items

A sample D2L Course

D2L

Copying Your Course (Steps)

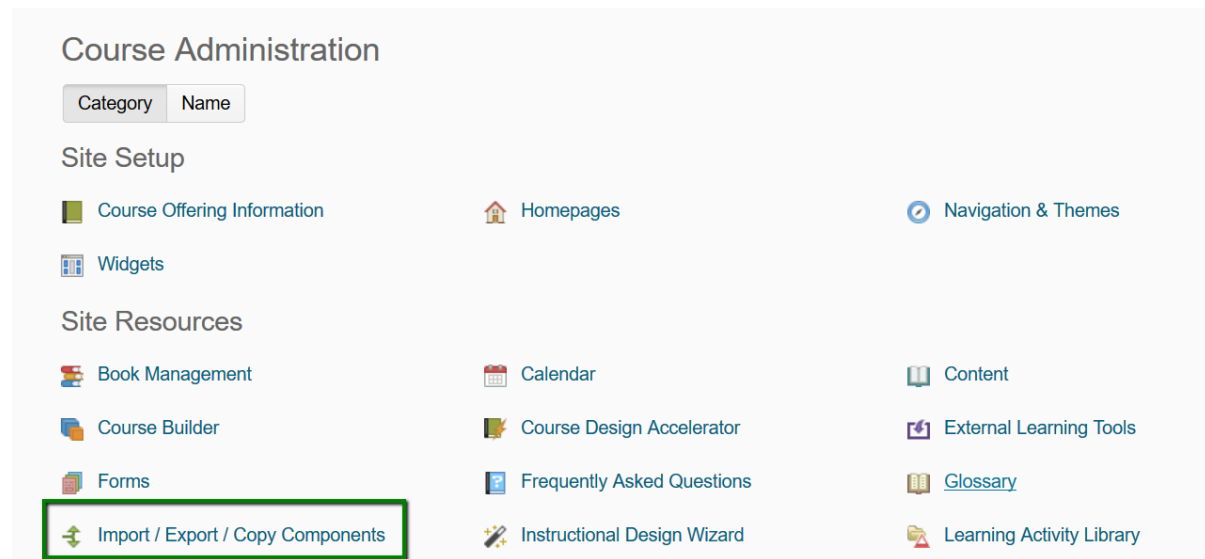
To move your course from D2L to Canvas, you have to first create a file called a zip package which you can then upload into Canvas.

To create the zip package.

In your D2L course, go to the "edit course" area.

Edit Course

Then, select "Import/Export/Copy Components" from the forest of icons.



Select "export components" and click "start"

Import/Export/Copy Components

What would you like to do?

☐ Copy Components from Another Org Unit

Protected Resources:

☒ Include protected resources

Course to Copy:

Search for offering

☐ Parent Template of Current Offering

Protected Resources:

☒ Include protected resources

☒ Export Components

Course Files: ☒ Include course files in the export package ?

☐ Import Components

Choose File no file selected

Start

Select the items you want to export and press "continue."

Select Course Material

Select Components to Export

☒ Select All Components

1

☒ **Content** (32 item(s))
☒ Export all items
☐ Select individual items to export

☒ **Discussions** (7 item(s))
☒ Export all items
☐ Select individual items to export

☒ **Dropbox** (4 item(s))
☒ Export all items
☐ Select individual items to export

☒ **Grades** (20 item(s))
☒ Export all items
☐ Select individual items to export

☒ **Navigation** (2 item(s))
☒ Export all items
☐ Select individual items to export

☒ **News** (4 item(s))
☒ Export all items
☐ Select individual items to export

☒ **Quizzes** (4 item(s))
☒ Export all items
☐ Select individual items to export

☒ **Rubrics** (1 item(s))
☒ Export all items
☐ Select individual items to export

☒ **Surveys** (3 item(s))
☒ Export all items
☐ Select individual items to export

2

Continue

Cancel

Confirm that these are the course items you want and press "continue" again. (This will seem redundant.)

Confirm Components to Export

Confirm Components to Export

- Content**
Export all items. [Modify](#)
- Discussions**
Export all items. [Modify](#)
- Dropboxes**
Export all items. [Modify](#)
- Grades Items/Categories**
Export all items. [Modify](#)
- Navigation**
Export all items. [Modify](#)
- News**
Export all items. [Modify](#)
- Quizzes**
Export all items. [Modify](#)
- Rubrics**
Export all items. [Modify](#)
- Surveys**
Export all items. [Modify](#)

Additional Components to Export

Course Files: ☒ Include course files in the export package ?

Continue

Go Back

Cancel

Press "Finish" once the items you selected have check marks next to them.

Export Course Components

Export Summary

- ✓ **Export Course Components**
Export finished
- ✓ **Content**
Export of components was successful.
- ✓ **Quizzes**
Export of components was successful.
- ✓ **Discussion Forums and Topics**
Export of components was successful.
- ✓ **News**
Export of components was successful.
- ✓ **Dropbox Folders**
Export of components was successful.
- ✓ **Surveys**
Export of components was successful.
- ✓ **Grade Items and Categories**
Export of components was successful.
- ✓ **Navigation**
Export of components was successful.
- ✓ **Exporting Rubrics**
Export of components was successful.

Finish

Click the **Click here to download the export Zip package** link and the file will download to your default download location.

Export Summary

The course export was successful.

[Click here to download the export Zip package](#)

Done

You're now done with exporting the course from D2L. Log into Canvas, enter the course you'd like to import the D2L export to, and continue below.

To Import the zip package into Canvas

Also see the document below in the [Canvas Instructor Guide](#).

Open Settings

Quizzes

Modules

Conferences

Collaborations

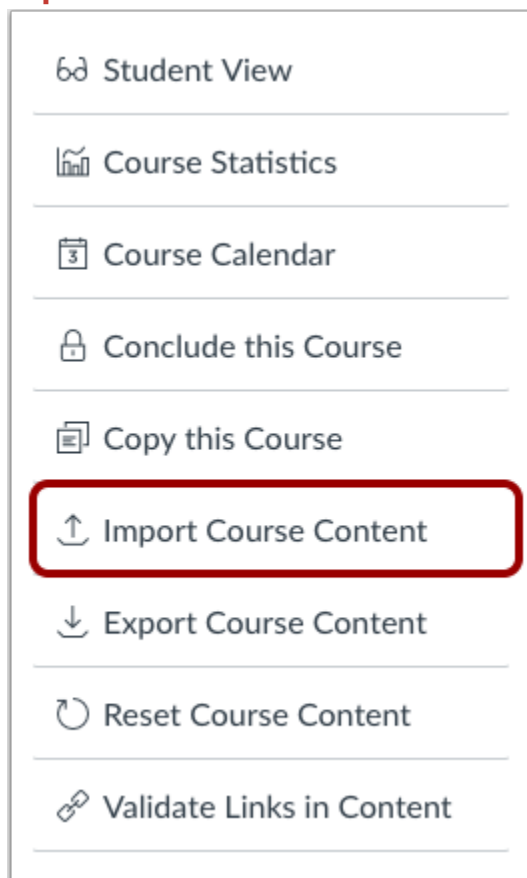
SCORM

Chat

Settings

In Course Navigation, click the **Settings** link.

Import Content into Course

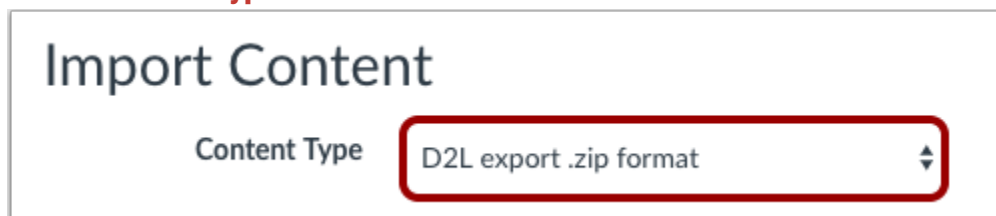


A vertical menu with eight items, each with an icon and text. The items are: 'Student View' (person icon), 'Course Statistics' (bar chart icon), 'Course Calendar' (calendar icon), 'Conclude this Course' (lock icon), 'Copy this Course' (document icon), 'Import Course Content' (upward arrow icon, highlighted with a red rounded rectangle), 'Export Course Content' (downward arrow icon), 'Reset Course Content' (refresh icon), and 'Validate Links in Content' (link icon).

- Student View
- Course Statistics
- Course Calendar
- Conclude this Course
- Copy this Course
- Import Course Content
- Export Course Content
- Reset Course Content
- Validate Links in Content

Click the **Import Course Content** link.

Select Content Type



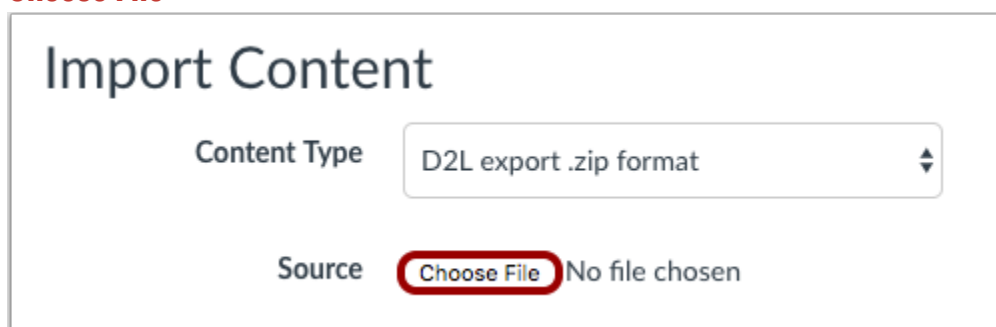
The 'Import Content' form. It has a title 'Import Content' and a label 'Content Type' followed by a dropdown menu. The dropdown menu is open, showing 'D2L export .zip format' as the selected option, which is highlighted with a red rounded rectangle.

Import Content

Content Type **D2L export .zip format**

In the Content Type drop-down menu, select the **D2L export .zip format** option.

Choose File



The 'Import Content' form. It has a title 'Import Content' and a label 'Content Type' followed by a dropdown menu. The dropdown menu is open, showing 'D2L export .zip format' as the selected option. Below this, there is a label 'Source' followed by a button labeled 'Choose File' (highlighted with a red rounded rectangle) and the text 'No file chosen'.

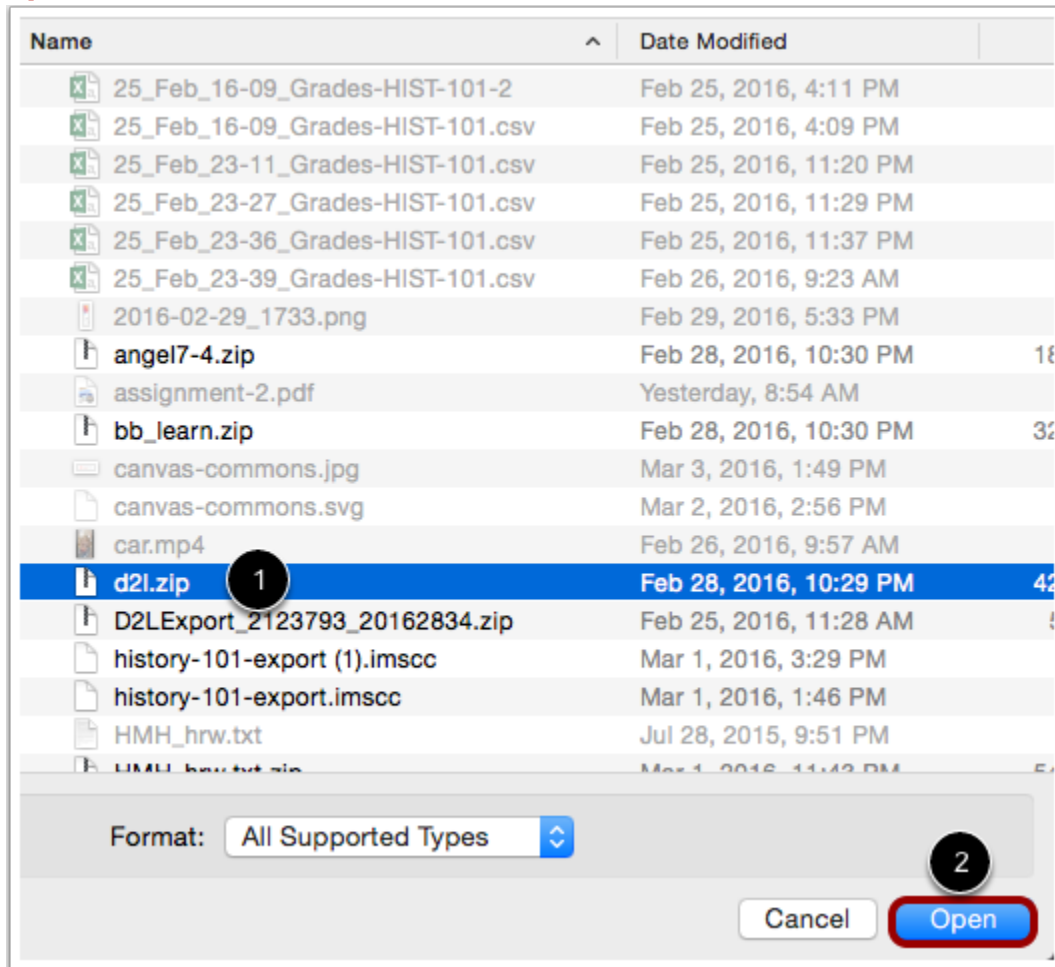
Import Content

Content Type **D2L export .zip format**

Source **Choose File** No file chosen

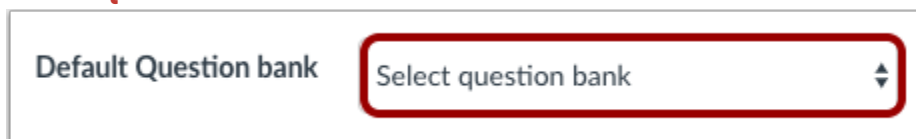
Click the **Choose File** button.

Open File



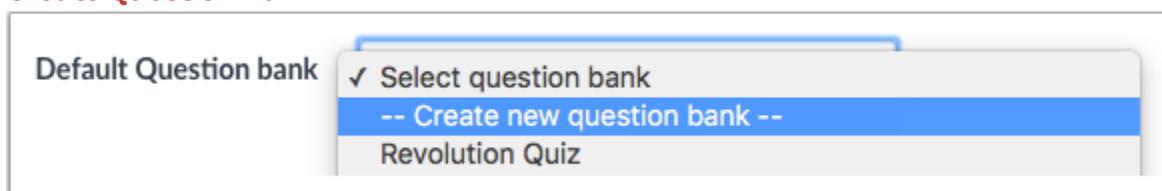
Find and click the D2L .zip file you want to import [1]. Click the **Open** button [2].

Select Question Bank



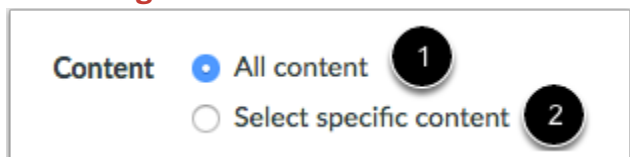
In the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank.

Create Question Bank



If you do not have a question bank you want to use, you can [create a new question bank](#). In the drop-down menu, select the **Create new question bank** option.

Select Migration Content



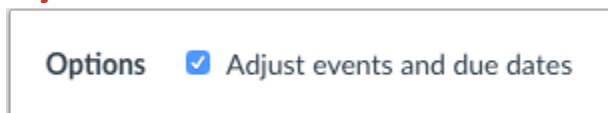
Content ☒ All content 1 ☐ Select specific content 2

To import all content from the course, select the **All Content** radio button [1].

If you want to [select specific content](#), click the **Select specific content** radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

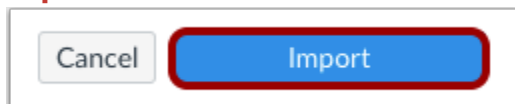
Adjust Events and Due Dates



Options ☒ Adjust events and due dates

If you want to [adjust the due dates](#) associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

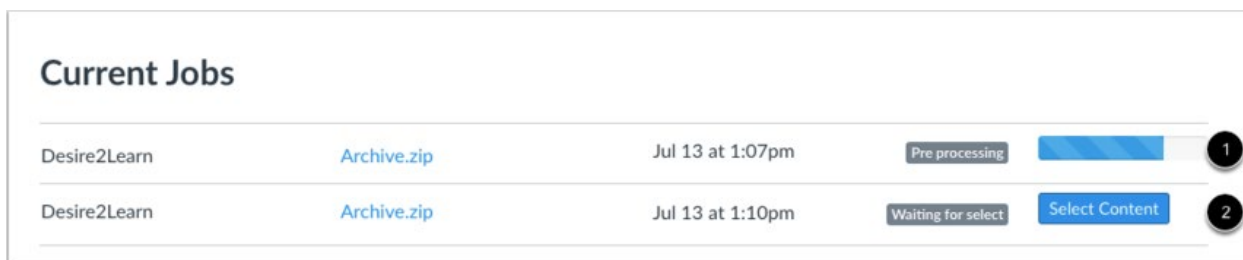
Import Course



Cancel Import

Click the **Import** button.

View Current Jobs



Current Jobs				
Desire2Learn	Archive.zip	Jul 13 at 1:07pm	Pre processing	1
Desire2Learn	Archive.zip	Jul 13 at 1:10pm	Waiting for select	2

The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must [select the content you want to import](#).

The import may also display other status indicators as part of the import process. Learn more about [course import statuses](#).

View the content from any completed imports by accessing any link in Course Navigation.

Retaining data

Retention policy / “Not a system of record”

There is a system policy that specifies how long student data must be “retained” within the learning management system for one year. This means that beginning in Fall 2019, all courses must be taught in Canvas to comply with this policy.

Things that instructors might wish to export from D2L aside from their course materials include:

- Gradebooks,
- Dropbox submissions,
- Discussion posts

To export gradebooks, instructors can use this guide: <https://oit.colorado.edu/tutorial/d2l-export-grades>

To export dropbox submissions, instructors can use this guide: <https://oit.colorado.edu/tutorial/d2l-download-all-dropbox-folder-submissions>

To export discussion posts, instructors will have to manually copy the student posts and then paste them into something like a Word document. There is no tool that can export student discussion posts in bulk.

Exported zip packages

Exported zip packages are one method for storing your courses until you have time to bring them into Canvas so that you can actually read them. The .zip format compresses the proprietary files created by D2L, so in order to view the content you have to bring that zipped material into the LMS.

To create the zip package.

In your D2L course, go to the "edit course" area.



Then, select "Import/Export/Copy Components" from the forest of icons.

Course Administration

Category Name

Site Setup

 Course Offering Information


 Homepages

 Navigation & Themes

 Widgets

Site Resources

 Book Management

 Calendar


 Content

 Course Builder

 Course Design Accelerator

 External Learning Tools

 Forms

 Frequently Asked Questions

 Glossary

 Import / Export / Copy Components

 Instructional Design Wizard

 Learning Activity Library

Select "export components" and click "start"

Import/Export/Copy Components

What would you like to do?

☐ Copy Components from Another Org Unit

Protected Resources:

☒ Include protected resources

Course to Copy:

Search for offering

☐ Parent Template of Current Offering

Protected Resources:

☒ Include protected resources

☒ Export Components

Course Files: ☒ Include course files in the export package ?

☐ Import Components

Choose File no file selected

Start

Select the items you want to export and press "continue."

Select Course Material

Select Components to Export

☒ Select All Components

☒ **Content** (32 item(s))

☒ Export all items

☐ Select individual items to export

☒ **Discussions** (7 item(s))

☒ Export all items

☐ Select individual items to export

☒ **Dropbox** (4 item(s))

☒ Export all items

☐ Select individual items to export

☒ **Grades** (20 item(s))

☒ Export all items

☐ Select individual items to export

☒ **Navigation** (2 item(s))

☒ Export all items

☐ Select individual items to export

☒ **News** (4 item(s))

☒ Export all items

☐ Select individual items to export

☒ **Quizzes** (4 item(s))

☒ Export all items

☐ Select individual items to export

☒ **Rubrics** (1 item(s))

☒ Export all items

☐ Select individual items to export

☒ **Surveys** (3 item(s))

☒ Export all items

☐ Select individual items to export

Continue **Cancel**

Confirm that these are the course items you want and press "continue" again. (This will seem redundant.)

Confirm Components to Export

Confirm Components to Export

- Content**
Export all items. [Modify](#)
- Discussions**
Export all items. [Modify](#)
- Dropboxes**
Export all items. [Modify](#)
- Grades Items/Categories**
Export all items. [Modify](#)
- Navigation**
Export all items. [Modify](#)
- News**
Export all items. [Modify](#)
- Quizzes**
Export all items. [Modify](#)
- Rubrics**
Export all items. [Modify](#)
- Surveys**
Export all items. [Modify](#)

Additional Components to Export

Course Files: ☒ Include course files in the export package ?

Continue

Go Back

Cancel

Press "Finish" once the items you selected have check marks next to them.

Export Course Components

Export Summary

- ✓ **Export Course Components**
Export finished
- ✓ **Content**
Export of components was successful.
- ✓ **Quizzes**
Export of components was successful.
- ✓ **Discussion Forums and Topics**
Export of components was successful.
- ✓ **News**
Export of components was successful.
- ✓ **Dropbox Folders**
Export of components was successful.
- ✓ **Surveys**
Export of components was successful.
- ✓ **Grade Items and Categories**
Export of components was successful.
- ✓ **Navigation**
Export of components was successful.
- ✓ **Exporting Rubrics**
Export of components was successful.

Finish

Click the **Click here to download the export Zip package** link and the file will download to your default download location.



Access (dates)

Canvas courses are not made available until instructors publish the course. To publish a course, instructors can use these instructions: <https://community.canvaslms.com/docs/DOC-13030-415257126>

Canvas courses also do not come over with a course start or end date, so instructors must set that per course using these instructions: <https://community.canvaslms.com/docs/DOC-12960-4152718700>

The last date that students may access course material through Canvas is restricted by the term date. ((Check this!))

Areas to check...

Discussions

D2L discussions are structured differently than discussions within Canvas, where D2L has forums and topics, and in Canvas we only use topics. When moving over content from D2L to Canvas, the forums are brought in as “Assignments/Dropboxes” rather than as a part of the discussions tool. Instructors should consider whether they wish to even export forums from D2L and think about how they’ll structure their discussions within a course to accommodate for this change.

Grades

When instructors export their D2L courses, we’ve found that it might be better to not include the gradebook in a course export, because when we import things like dropboxes and discussions that have points attached to them, this will automatically create grade items in the Canvas grades tool. If instructors export their grade items with the D2L export package, it may create duplicates in the Canvas grades tool.

Quiz Questions

Certain quiz questions do not come over from D2L in ways you might expect, namely, multi-select questions. Multi-select questions are not a supported question type in Canvas, so instructors will have to edit those questions, and the appropriate answers.

Instructors might also wish to check their formula quiz questions to verify that the questions and answers came over as expected.

Canvas Quirks

Courses show up later than they did in D2L

(and how to copy stuff when they do)

Because our campus has so many cross-listed courses, we must allow the Registrar's office time to manually combine the cross-listed courses in SIS, so that when courses begin mapping in Canvas, those that are cross-listed come over pre-combined. This means that instructional top-level courses (courses with students enrolled in them) will not appear in Canvas until 14 days before the semester begins.

Because 14 days before the semester is so short—instructors should begin making their courses initially in an instructional master course, e.g. "Blank 1 – First Last," "Blank 2 – First Last." Once you've finished making your course in a master course and the instructional top-level courses become available you can import the master-content into the instructional top-level course.

First time teaching in Canvas (earlier than 14 days before the semester):

[Export D2L Content --> Import to Master Course](#) --> Fine tune course while waiting for instructional top-level course

14 days before the semester:

[Import Master Course content into instructional top-level course](#)

Master courses and your instructional top-level courses are not linked, so if you make changes in the master course those changes will not cascade to the instructional top-level course.

Also, be aware that you can clear out the contents in the master course and push the content from the instructional top-level course to begin making changes for an upcoming semester.

Groups do not copy into your course as you might think.

One thing to keep in mind—groups from D2L do not copy over, and groups from master courses do not copy over perfectly. Wait to create group assignments, and discussions when you are working in your Instructional top-level course.

Instructors can **combine** their own **course sections**... but it is backwards from importing content.

If an instructor is teaching two sections of the same course, it might be worthwhile learning how to combine sections within Canvas.

1. First, decide which course is the "parent" course and find the course ID (numbers in the URL: <https://uwgby.instructure.com/courses/#####>).
2. Next, go into the "child" course and click on Settings in the course navigation bar.
3. Click on the Sections tab next to Course Details.
4. Click the "Cross-list this Section" button.
5. Search for the course ID from the "parent" course.
6. Finalize by clicking "Cross-List this Section."

Canvas Documentation: <https://community.canvaslms.com/docs/DOC-12983-4152718703>

Video: <https://vimeo.com/74966157>

Anything with a grade is an Assignment (Including “Assignments”).

Assignments are both 1) a navigational item within the Course Navigation bar and 2) a tool that instructors can use to collect content from students. From the Assignments link in the course navigation bar, students may access any published item that has points, or a grade attached to it. For example, a discussion topic might have points attached to it, so that would make the discussion available from the Assignments link. If a quiz is graded, it will also show up under the Assignments link.

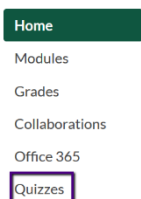
Assignments (the tool) is also the equivalent of Dropbox. Instructors can create Assignments to collect student work, or they can set the assignment so that students don't have to submit anything, but they'll still receive a grade. This is how to keep track of work that is submitted in class

Note: it is not possible to remove the Assignments link from the course navigation bar.

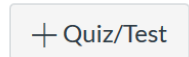
Two Types of Quizzes (and Quizzes import as the “Old” kind)

UW-System and D2L handled version changes by shutting down access for a period of days and installing upgrades. Users would then re-enter D2L and sort their way through the changes. Canvas handles upgrades differently. Since it is hosted in the cloud, it will not “go down” and then re-open with new features. Therefore, when Instructure – the parent company of Canvas – wishes to deploy an upgrade to a core tool – such as quizzes – they will run the new version alongside the old version while they work out the kinks.

We are in such a period with Quizzes. The “Quizzes” tool in the navigation bar is the “old version” or



“legacy version.” This is where your D2L quizzes will go when you import your course from D2L. You may find the “new version” or “Quizzes.Next” in the Assignments area, where you can click on a button that says “+Quiz/Test”. You may turn an old quiz into a new quiz by selecting “migrate” from the kebab menu (three dots) next to the name of the quiz in the old Quizzes tool.



There are some key differences between these two types of “quizzes.”

- The old quiz does not allow partial credit (you may have multiple correct answers, but they have to be worth the same amount of points).
- There are more type of questions in the new quizzes area: ordering, matching, file upload, hot spot and a few others.
- Quizzes.Next allows instructors to give partial credit.

If you wish to import your quizzes directly into the new quiz tool, you will want to create a separate export (.zip) package of your quizzes from D2L and import them by themselves into Canvas. When import select “QTI .zip file” as the “Content Type” and click the tick box that says “Import assessment as Quizzes.Next.”

Import Content

Content Type: QTI .zip file

Source: Browse... No file selected.

Default Question bank: Select question bank
This option is not compatible with Quizzes.Next

Options:
☒ Import assessment content as Quizzes.Next
☐ Overwrite assessment content with matching IDs

Cancel Import

You need to **disable students creating discussions**.

From the course settings within Canvas you may click the “more options” link to expand some more tick boxes. One of them is “Let students create discussion topics;” when this setting is enabled, students can create their own discussion topics on the course discussions list.

<https://community.canvaslms.com/docs/DOC-12900-415257087>

You may want to **allow students attaching files to discussions**.

From the course settings within Canvas you may click the “more options” link to expand some more tick boxes. One of them is “Let students attach files to discussions” which will allow students attach things like images, Word documents, or PDFs.

<https://community.canvaslms.com/docs/DOC-12900-415257087>

How To

Add materials to your course

Creating pages

Canvas allows users to create and add pages to modules. This is the equivalent of an HTML page from D2L. From within a module, click the (+) button and then follow these instructions:

<https://community.canvaslms.com/docs/DOC-12689-415241427>

Uploading documents

Instructors are also able to upload files like Word documents, PDFs, PowerPoints, Excel sheets, and other kinds of media directly to a module. Use these instructions to do so:

<https://community.canvaslms.com/docs/DOC-12689-415241427>

Customize the navigation

Sidebar

By default, these are the kinds of tools that are available via the course level navigation:

- [Home](#): Note that Home is configured to display Modules in order to make accessing course content as easy as possible for students.
- [Announcements](#)
- [Assignments](#)
- [Office 365](#): Note that this page allows both you and students to access files stored in your respective Office 365 accounts, and therefore simply serves as an easy way to upload files to a course, when necessary.
- [Grades](#)

The following items appear by default in the Course Navigation Menu but can be removed:

- [Syllabus](#)
- [Discussions](#)
- [Collaborations](#) (shared documents using Office 365)
- [People](#) (classlist and place to manage groups)

The following items do not appear by default in the Course Navigation Menu but can be added:

- [Attendance](#)
- [Chat](#)

The following items cannot be added to the Course Navigation Menu:

- [Pages](#)
- [Files](#)
- [Quizzes](#)
- [Modules](#)
- [Conferences](#)

Here are the instructions you may use to customize your course navigation:

<https://community.canvaslms.com/docs/DOC-12933-415257079>

Further customize navigation

Instructors may also use the Redirect tool to add additional links to frequently used resources, publisher materials and shared course guides: <https://it.umn.edu/canvas-adding-redirect-tool>

Add media

Kaltura

This guide walks users through adding media to pages in Canvas:

<https://uknowit.uwgb.edu/page.php?id=89306>

YouTube

This guide highlights the ways instructors can add YouTube videos to Canvas:

<https://community.canvaslms.com/docs/DOC-12922-415241508>

Native files

This guide can be used to upload media from your computer to Kaltura within Canvas:

<https://uknowit.uwgb.edu/page.php?id=90930>

Getting / making closed captions

This video guide walks users through the free captioning process available to UW System through

Canvas: <https://uknowit.uwgb.edu/page.php?id=90376>

Set up grading

The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade.

Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published display in the Gradebook. Not Graded assignments are not included. Instructors may make grade items that are worth points but are “no submission” assignment types, which may be things like participation or peer review. Here's how to make a “no submission” assignment:

<https://community.canvaslms.com/docs/DOC-12959-4152406523>

Here's an overview of the gradebook: <https://vimeo.com/72662609>

Make a “grade Item”

Grade items are automatically created when an activity within Canvas has points attached to it. So, creating a grade item can be done through the integrated tools like Assignments, Quizzes, and Discussions. To manually create grade items instructors will either have to export the grade book, and add a new column formatted in a way that Canvas can interpret, or instructors can create “no submission” assignments.

Here's how to make a “no submission” assignment: <https://community.canvaslms.com/docs/DOC-12959-4152406523>

Make a weighted grade book

Instructors can still have a weighted grade book; it's just accomplished through a different tool: Assignments & Assignment Groups rather than the grades tool. This guide walks instructors through setting up assignment groups and setting the percentages for those groups:

<https://community.canvaslms.com/docs/DOC-10059-415267002>

Set up a grading scheme

Courses in Canvas do not come over with a grade scheme set by UW-Green Bay, so each instructor must add and enable a grade scheme for each course. This guide walks instructors through those steps:

<https://community.canvaslms.com/docs/DOC-10313-415257090>

Do extra credit

One feature that is tough to get used to is the way Canvas “does” extra credit. There are three ways recommended by Canvas Support, and they are highlighted in this guide:

<https://community.canvaslms.com/docs/DOC-9940-415278195>

Build a quiz

Quizzes within Canvas function in the same manner that D2L quizzes did—though there are some differences. For instance, instructors can “[moderate](#)” a quiz to accommodate student needs for additional time.

Here are instructions for building a quiz with individual questions:

<https://community.canvaslms.com/docs/DOC-12943-4152724267>

Here are instructions for creating a quiz with question groups that enable you to set up a randomized question quiz: <https://community.canvaslms.com/docs/DOC-12979-415298624>

Make an assignment (“drop box”)

There are multiple ways to get to a place where you might create an Assignment, but here are instructions for how to get started: <https://community.canvaslms.com/docs/DOC-9873-415267003>

Grade an assignment

Instructors can grade assignments in one of two ways, they can either manually enter scores via the Grades tool, or instructors can use the “SpeedGrader” tool that allows instructors to view the file, annotate, use a rubric, and enter a score.

This guide walks users through manually grading an assignment, discussion, or quiz:

<https://community.canvaslms.com/docs/DOC-13081-4152724415>

This guide walks users through how to use the SpeedGrader:

<https://community.canvaslms.com/docs/DOC-12774-415255021>

Use peer review

The [peer review features](#) in Canvas can be accessed through the Discussions tool or the Assignments tool.

Here’s how you can set up an assignment that requires peer review:

<https://community.canvaslms.com/docs/DOC-10094-415254249>

Here’s how you can set up a discussion that requires peer review:

<https://community.canvaslms.com/docs/DOC-12858-4152253057>

Create a discussion

Discussions can create avenues for communication between instructors to students, or from peer to peer. The discussions tool can also allow instructors to set up group restricted topics so that group members who are enrolled in the same group can only see the posts from the others in their group.

Here’s how to create a discussion: <https://community.canvaslms.com/docs/DOC-13016-4152724374>

Here’s how to create a group discussion: <https://community.canvaslms.com/docs/DOC-13039-415264224>

Combine sections

A nice feature of Canvas is the ease by which instructors can manually cross-list courses and sections for which the content is the same. Say an instructor is teaching sections 0001 and 0002. She can combine these sections so that she only has one course shell to update. She is also able to tell which students were from which section via the People tool in the course.

- This guide walks instructors through the process of cross-listing a course in Canvas: <https://community.canvaslms.com/docs/DOC-12983-4152718703>
- This video is also good for reviewing how to combine sections via Canvas' cross-listing features: <https://vimeo.com/74966157>

Make groups

Group sets house the different groups within a course, and you can create a new group set through the "People" tool: <https://community.canvaslms.com/docs/DOC-9998-415255485>

Use the Canvas Commons

The [Commons](#) is a place where users may put items that they think others may wish to use. Relevant to instructors particularly are Open Education Resources (OER's). These free-to-use and edit items can supplement or replace publisher-based content. You can even find whole courses and textbooks from a peer-reviewed source called "OpenStax", including quiz questions and other ancillary items for many introductory-level courses that typically have expensive textbooks. Search "OpenStax" to find textbooks and other materials that may be suitable replacements for expensive content.

Add a publisher / textbook integration

For instructors who wish to use publisher materials, it's best to check in with someone in the Center via the DLE@UWGB.EDU inbox. Let us know which publisher you wish to integrate, and the semester/course for which you are requesting the integration. Some integrations require approval before they are integrated into Canvas, while others are already pre-approved based on their status within a UW System vetting process. You can check to see if your publisher's integration has passed through the data security checks with System on [their page](#) devoted to third-party integrations.

Student view

Use the [student view](#) to check and make sure that students will experience things how you wish. You can even practice grading fake student submissions and seeing how instructor feedback appears from the student perspective.

Checklist to be sure you are ready to start the semester

- [Publish your course](#) (otherwise students won't be able to see it).
- Publish anything in the course you want students to see by ticking the green checkmark (either in the item's settings or in the module)
- [Add items to modules](#) so that they appear on the course homepage.
- Check your course [start and end dates](#).

- [Set a grading scheme](#) (students will see only their percent grade rather than a letter grade if you do not set a scheme).
- [Check the links](#) in your course.
- Add the student orientation module (See attachment to this email, which you may [upload into your course](#).)
- Preview course elements from the [student's perspective](#).
- Check the [due dates and availability dates](#) for items.
- Set up your [gradebook and align it with your assignments page](#).
- [Adjust items in the course navigation](#) to fit the design of your course.
- [Copy materials](#) from your blank Canvas course into your instructional course or [import it from D2L](#). (If your course does not have students in it, it is a blank course. You will have to copy material into your instructional courses, those with students.)
- [Combine sections](#) (if you would like). Multiple lab sections, for example.
- [Setup a time](#) to talk with someone from CATL; use [Canvas's 24-hour help line](#); [chat with a Canvas representative](#); or flip through the [Canvas guides](#) to explore further questions.