



Though we will automatically migrate all 2014 and spring 2015 RamCT courses to Canvas, instructors may have the need to manually migrate a RamCT course to Canvas.

e.g. If you plan to use the fall 2014 RamCT content in your spring 2015 Canvas course, the January 2015 migration date may be too late.

In this instance, you would request your spring 2015 Canvas course in ARIESweb. Migrate your fall 2014 RamCT content and import it into your live 2015 Canvas teaching course. Clean up your migrated content.

Migration Timeline:

Spring 2014 RamCT course content will be migrated to Canvas in early November 2014.

Summer 2014 RamCT course content will be migrated to Canvas in late December 2014.

Fall 2014 RamCT course content will be migrated to Canvas in late January/early February 2015.

Spring 2015 RamCT course content will be migrated to Canvas in June 2015.

Prerequisites:

Instructor access to course in RamCT.

In Canvas, you will need to be an instructor in a blank teaching course or development course into which you will import your migrated RamCT course.

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I. Migrate RamCT Course To Canvas

A. Export RamCT Course

1) *Login* to the **RamCT** course you would like to migrate to Canvas.

2) On the bottom left menu *click Packages and Utilities*.

3) *Click Export/Archive Course*



4) At the top left *click Export Package*.



5) Under **Select Course Materials** *click Select All*.

Select Course Materials

Select materials to include in the export:



6) At the bottom right of the page *click Submit*.



It can take anywhere from a few minutes to a few hours for a course export to complete. It is dependent on the size of the course and how many other exports and copies are occurring on RamCT.

When the Export process is complete you will see a .zip file for your course under Packages and Utilities.

7) Come back into your RamCT course a little later and *click* on **Packages and Utilities**

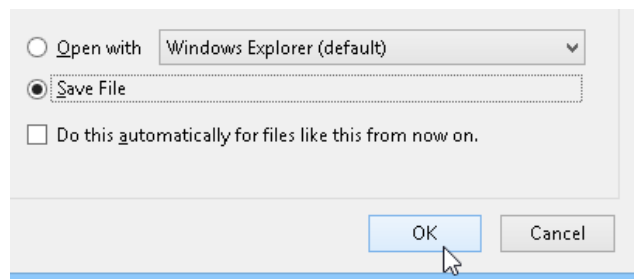


8) *Click* on **Export/Archive Course**.

9) *Click* on the **.zip export file** for your course.



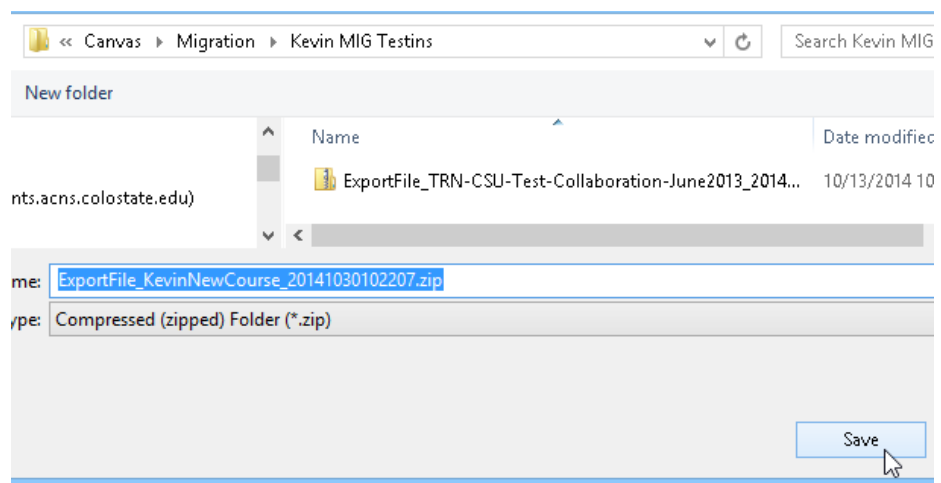
10) *Select* **Save File**



11) *Click* **OK**.

12) *Select* the **location** on your local computer where you would like to **save a copy of your exported RamCT course**.

13) *Click* **Save**



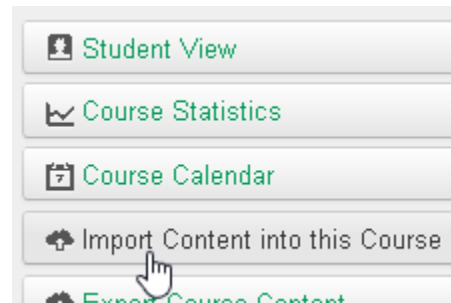
B. Import Exported RamCT Course Into Blank Canvas Course

- 1) In **Canvas**, *login* into either a **blank teaching course** or a **blank development course**.
- 2) At the bottom left of the course **Navigation menu** *click Settings*.



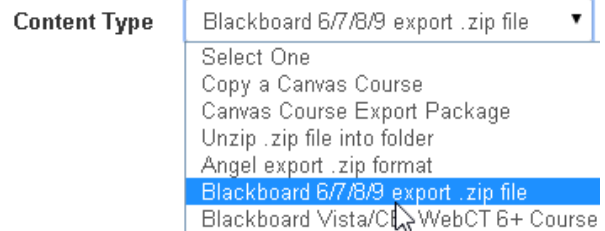
- 3) At the top right of the page *click Import Content into this Course*.

(You may need to scroll to the right in this window in order to see the buttons in the top right).



- 4) Under the **Content Type** drop down menu *select Blackboard 6/7/8/9 export .zip file*.

Import Content

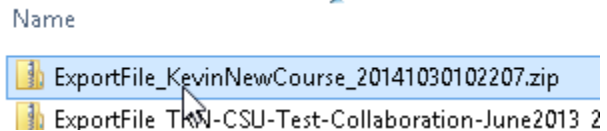


- 5) Under **Source** *click Choose File*.

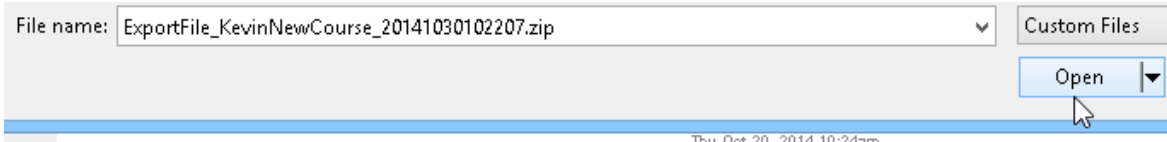


- 6) *Navigate* on your local computer to the location where you **saved your .zip export file** from your RamCT course.

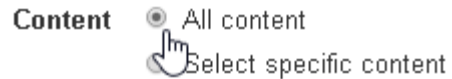
7) Click on the **.zip file** you downloaded.



8) At the bottom right *click* **Open**.



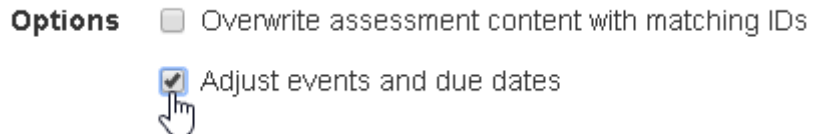
9) Under **Content** *select* **All Content**.



Adjust Dates

If you had numerous due dates in your RamCT course, you may want adjust those dates as the content comes into Canvas.

10) Under **Options**, *Click* **Adjust events and due dates**.





Shift dates:



Here you can set the old beginning date in RamCT and set the “change to” date in Canvas. Do the same with the Ending date.

You can also choose to remove all date information from the import file.



In this example, the start and end dates have been adjusted from fall 2014 to fall 2015.

Date adjustment Shift dates
 Remove dates

Beginning date Aug 25, 2014  change to Aug 24, 2015 9:10 a 
Mon Aug 25, 2014 Mon Aug 24, 2015 9:10am

Ending date Dec 19, 2014  change to Dec 18, 2015 
Fri Dec 19, 2014 Fri Dec 18, 2015

Substitution: You can explicitly define day substitutions to adjust for the change in class schedule. E.g. move all assignments on Mondays to Tuesdays.

Move from Monday  to Tuesday  

 Substitution

11) Click **Import**.



You will see the job progress indicator.

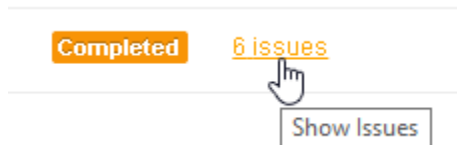
Current Jobs

Blackboard Learn	...rse_20141030102207.zip	Oct 30 at 10:48am	Queued 
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You will be able to monitor the progress of the import.
Remember, it may take a few hour for the import to complete.

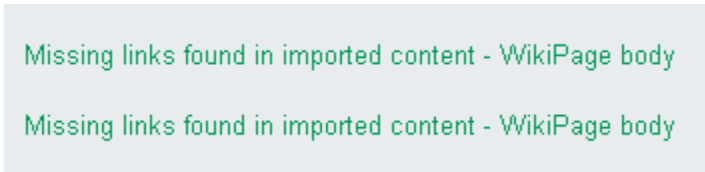


When the import is finished you will see a **Completed** message.



If there were any issues with the content import, click on the issues link to see details.

In this example, the import issues note that wikis in RamCT cannot be imported into Canvas.



Once the migrated RamCT content has been imported into your Canvas course, [use the information in the Course Migration from RamCT Canvas document to prepare your course.](#)

II. Migrate Just Assessments, Pools and Surveys to Canvas

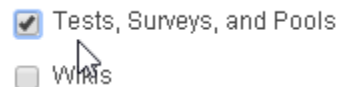
Some instructors plan to redevelop most of their content in their Canvas course but would like to have their RamCT assessments and question pools brought over from RamCT.

A. Export RamCT Assessments and Question Pools

- 1) Follow the steps under I. A. in this document (Export RamCT Course) until you get to step 5 “Select Courses Materials”.

- 2) Under “Select Course Materials” towards the bottom of the list, place a *check* next to **Tests Surveys and Pools**.

Select Course Materials



3) At the bottom of the page *click Submit*.



B. Import Exported RamCT Tests Into Blank Canvas Course

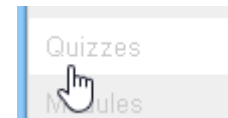
Follow the steps in section I. B to import the RamCT .zip file which contains your tests, surveys and pools into your Canvas course.

The default settings on the Canvas import page will work for the import of RamCT assessments.

A screenshot of the Canvas import settings form. It includes a 'Default Question bank' dropdown menu with 'Select question bank' selected. Under the 'Content' section, 'All content' is selected with a radio button. Under the 'Options' section, 'Overwrite assessment content with matching IDs' and 'Adjust events and due dates' are unchecked. At the bottom, there are 'Cancel' and 'Import' buttons, with a mouse cursor pointing at the 'Import' button.

Once the RamCT file has been imported into your Canvas course verify that the assessments are in the course.

On the course **Navigation menu** *click Quizzes*.

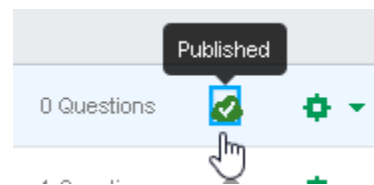


You will see the imported RamCT assessments.

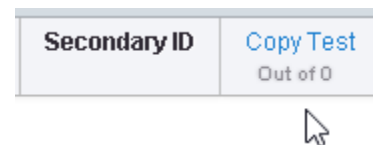
▼ Assignment Quizzes			Unpublished	
🔒 Copy Test		0 Questions	☁️	⚙️ ▼
🔒 Course Survey	10 pts	1 Question	☁️	⚙️ ▼
🔒 Kevin Test 2	20 pts	2 Questions	☁️	⚙️ ▼

Note the quizzes are Unpublished.

Once the quiz is Published, it will be available to students.



Once the quiz is Published it will create a corresponding column in the grade book.



III. CSU Canvas Support:

CSU Canvas Help Web Pages

<http://info.canvas.colostate.edu>

CSU's Canvas Information Center – Morgan Library, room 185

-Stop by if you have a quick question or just want to learn more about CSU's upgrade to Canvas.

Mon – Thur: 9 AM – Noon, 1 – 4 PM, Fri – 9 AM – Noon

College Canvas Coordinators

<http://info.canvas.colostate.edu/coordinators.aspx>

Instructure Canvas User Guides:

<http://guides.instructure.com>

Email:

CanvasHelp@colostate.edu