

Course Migration from RamCT to Canvas

Fall 2015



What to Expect

Almost all content will come over from a migrated RamCT course to Canvas. But the content may appear in different locations within your migrated course in Canvas. The migrated content and different course settings will need to be examined and adjusted as needed.

This document will help you understand how your content came over to Canvas and what you can do to prepare your content so it can eventually be imported into your live Canvas teaching course.

Remember, there are never any students enrolled in a Migrated Course; it contains content only.

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Migration Timeline:

RamCT Content

Migrated to Canvas by:

| | |
|-------------|---------------------------------|
| Spring 2014 | November 2014 - completed |
| Summer 2014 | December 2014 - completed |
| Fall 2014 | Early February 2015 - completed |
| Spring 2015 | June 2015 |

Manual Migrations

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

[Instructions on how to manually migrate a RamCT course to Canvas](#)

Questions? Contact your college Canvas Coordinator or central CSU Canvas Support.

Types of Canvas Courses That Are Available to Instructors

Migrated Course from RamCT to Canvas – Migrated Content

In Canvas, Instructors can go into their migrated course and view how their content appears. Instructors can choose to clean up the content so that it can then be copied/imported into a teaching course. Or, after looking at their migrated content, an instructor may choose to create their content from scratch in a teaching or development course.

There are no students in a migrated course.

Teaching Course in Canvas – New or Migrated Content

A teaching course is a live course which contains both student and instructor enrollments.

An instructor can copy/import migrated content into a teaching course.

An instructor can start from scratch and create new content in a teaching course.

Starting with fall 2015, we will automatically create a Canvas course for all courses taught at CSU worth 1 credit or more. If instructors need a course for noncredit portions of a course (labs, recitations) they can use the [using the Canvas Special Request Form in ARIESweb](#).

Instructors will need to Publish their course in Canvas in order for it to be used and visible to students.

Development Course in Canvas – New Content

If an instructor does not have a migrated course or a teaching course available, [they can use the request form in ARIESweb to ask for a development course to create fresh content](#).

What Does NOT Migrate:

No course enrollments.

No student interactions – e.g. course messages, discussion posts. Only content is migrated

Blogs, Journals, and Wikis do not migrate.

Announcements, Groups and Rubrics migrate but not well. Recommend reviewing and likely recreating these items.

Quiz question types that are not in Canvas: Hot spot, Either/Or, Quiz Bowl.

-Matching questions may not migrate well; examine and redesign if needed.

| This Tool in RamCT | Equals | This Tool in Canvas |
|---|---------------|---|
| Announcements | | Announcements (by default students can comment on announcements). |
| Assignments/SafeAssignments | | Assignments |
| Assessments | | Quizzes |
| Question Pools | | Question Banks |
| Calendar | | Calendar |
| Content Area Page (e.g. Course Content) | | Module |
| Discussions | | Discussions |
| Files | | Files |
| Folders | | Modules |
| Groups | | Groups |
| Glossary | | Pages |
| HTML pages | | HTML pages |
| Learning Modules | | Modules |
| Items on page | | Pages linked in a module |
| Rubrics | | Rubrics |
| Web links | | External URL |

Anti-plagiarism – CSU will perform an early pilot of [VeriCite as our anti-plagiarism tool](#) in Canvas.

Published vs Unpublished

In Canvas, a course is created in an Unpublished state. Instructors need to Publish in order for students to see the course. When an instructor creates a new item such as a module, page, quiz, discussion, paper assignment, etc., it is initially in an Unpublished state. Students cannot see the item unless it is published.

Instructors may need to Publish the items in their migrated course so they are visible to their students. This includes Assignments, Discussions, Quizzes, Modules, Pages, etc. An assignment (quiz, paper, discussion, etc.) will not appear in the grade book until it is published.

Click on **the cloud icon** to *publish* an item.



As you check the content in your migrated course, be sure to **Publish** any items you want your students to see.

What Needs Your Attention

MMS:// Streaming Video Files Removed by Canvas.

If you have links to videos in your migrated course, you will need to click on those links to be sure that they work.

A number of instructors and courses store video files on CSU's video streaming server. One of the video formats that the streaming server uses is **mms** (Microsoft Streaming Server). This format is no longer supported by Microsoft and therefore is not supported on our Canvas system. Because these mms links use an outdated format, Canvas removes these links from courses.

You will need to replace any broken video file links that used the mms format. We will make a document available that describes how to recreate these links in your Canvas course.

Announcements

Are placed in Announcements in Canvas.

May be out of order and due dates may be different.

Recommend recreating the Announcements. Instructors can go into their course in RamCT at copy and paste announcement information into their new Canvas announcements.

By default, students can comment on announcements in Canvas.

Action

Consider recreating your announcements.

If you do not want students to be able to comment on Announcements you post, do the following:

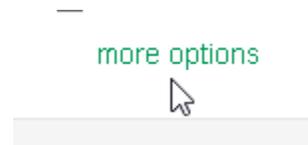
In your Canvas course, on the bottom left **Navigation menu**, click **Settings**.



On the **Course Details** tab towards the bottom of the page, click **Edit Course Details**



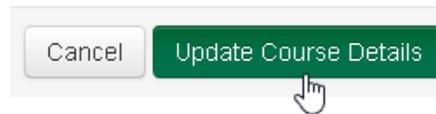
At the bottom of the page click **more options**.



Check **Disable comments on announcements**



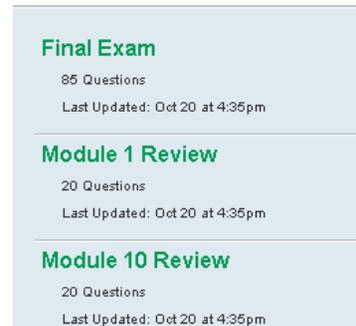
Click **Update Course Details**



Assessments/Quizzes

Stand-alone assessments in RamCT will come over as both individual quizzes and as separate question banks. The questions on the quizzes will NOT be linked to the question banks.

Course Question Banks



Quiz question types that are not in Canvas:

Hot spot, Either/Or, Quiz Bowl.

Matching questions may not migrate well; examine and redesign if needed.

Question Pools come over as Question Banks.

-Questions on migrated assessments will not be linked to a question bank.

Feedback for correct or incorrect answers does not come over to Canvas.

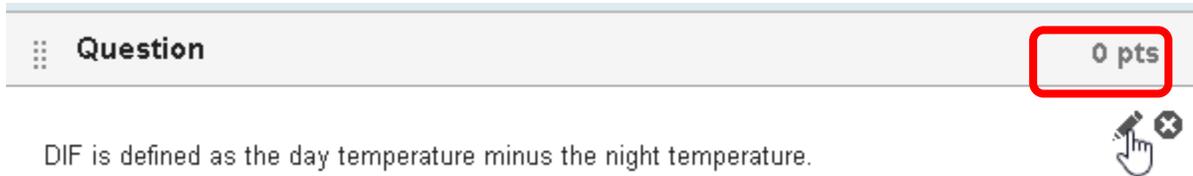
Action

Check settings for a quiz – time, number of attempts, due date, etc.

Re-enter feedback on questions.

Points per question on an assessment may need to be re-entered.

Click on the **pencil icon** to the right of a **question's name** to *edit* the question and its points.



Question 0 pts

DIF is defined as the day temperature minus the night temperature. 

Partial Credit for Questions Is Different In Canvas – Points Deducted for Incorrect Answers

In RamCT, an instructor could assign a percentage per possible answer on a partial credit question. In Canvas, partial credit is awarded proportionally to matching, multiple answer, multiple fill in the blank, and multiple drop down questions.

Multiple answer questions award a fraction of the points available for each correct answer and subtracts an equivalent fraction for incorrect answers.

For example, a question is worth 4 points and has 4 response choices: 2 are correct and 2 are incorrect. Each correct answer adds 1 point. Each incorrect answer subtracts 1 point. If a student selects two of the right answers and two of the incorrect answers, the student would earn 2 points for their correct answers, but then that amount would subtract 2 points for the incorrect answers, bringing the point total to 0.

Question worth 4 points

| 2 correct | 2 incorrect | Points earned |
|-----------|-------------|---------------|
| + 2 | - 2 | 0 |

Assignments/Anti-Plagiarism

Assignments are placed in the Assignments area of Canvas.

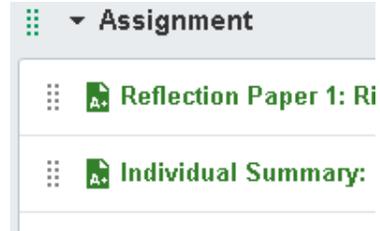


Reflection Paper 1: Right

Submit **Reflection Paper 1: Rig**

in a .doc or .docx file no later

To submit your assignment:



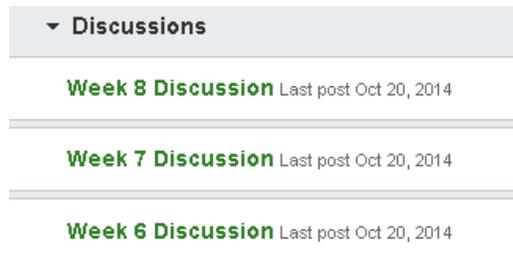
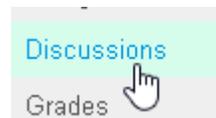
Action

You may want to create Assignment Groups such as Exams, Papers, Discussions, etc. and move the appropriate items into each group. Assignment groups can have different grade weights assigned to them.

For **anti-plagiarism**, CSU has chosen a product called **VeriCite**. [Use this link for information about how to use VeriCite with Canvas assignments.](#)

Discussions

Are placed under the Canvas Discussion area. No student or instructor posts come over in the migration.



Action

If you had set the first post to be instructions for your students, you will need to recreate that post in your discussion forum in Canvas.

Check the settings for each discussion.

Some of the Discussion settings are implemented at the course level.

On the **Navigation menu**, at the bottom, *click Settings*.



Click Course Details



At the bottom of the page *click Edit Course Details*.



At the bottom of the page *click more options*.



Check the appropriate options for Discussions in your Canvas course.

- Let students attach files to discussions
- Let students create discussion topics
- Let students edit or delete their own discussion posts
- Let students organize their own groups

Click Update Course Details



Due Dates and times

Action

Check and update any due dates associated with assignments, quizzes, discussions, etc.

Files

Come into the Files area of Canvas.

Files with (number) In Titles Result in Broken Links in Canvas

In RamCT, if you uploaded a file with the same name multiple times, you would see something like: syllabus, syllabus (1), syllabus (2) etc.

Links that pointed to a file with parentheses in the title, e.g. syllabus (2), will be broken in your Canvas course.

Action:

In the Files area, remove duplicates of a file.

Rename file so that it does not have (number) in its name.

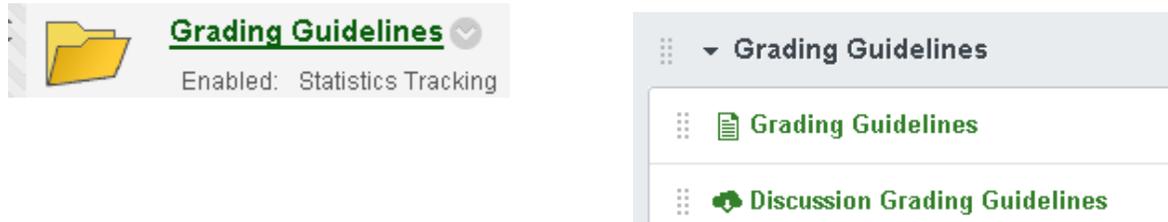
Recreate the link to the file in your Canvas course.

Starting in spring 2015, the Files link on the Navigation menu will be hidden from students.

Though students should not have access to your course files, we recommend that you store sensitive files in your own personal Files area of Canvas or on your local computer. E.g. exam keys, homework solutions.

Folders on Content Area Pages (e.g. Course Content)

Become Modules in Canvas.



If you had folders within folders on a page on RamCT, this will appear as one very long module in Canvas.

Action

You will want to break the large module into smaller, more manageable, modules. You can drag and drop items in the very large module into smaller modules.

Grade Center/Grade Book

Published graded assignments (exams, papers, discussions) will have corresponding columns in the Canvas grade book.

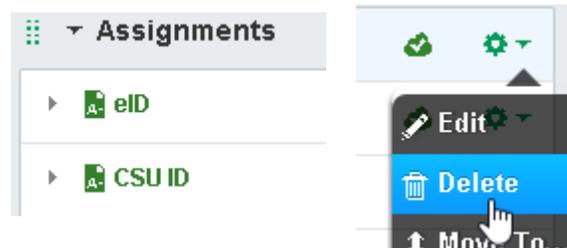
Manually created columns in RamCT will appear as assignments with grade book columns.

Because RamCT and Canvas perform calculations differently, calculated columns in RamCT do not come over as calculated columns in Canvas. You may see a RamCT calculated column appear as an assignment with a corresponding column in the Canvas grade book.

Action

Publish any assignments that you wish to see in the Grade Book.

Delete any unwanted Assignments which will delete their corresponding grade book columns.



Make sure that the columns in the grade book match how you plan to grade your course.

Determine if the sum calculations build into Canvas will meet your needs. Otherwise, consider using a spreadsheet such as Excel to perform your grade calculations.

Student Groups

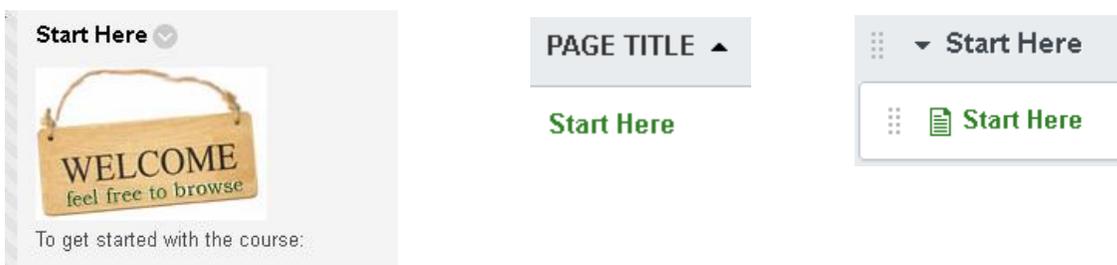
Come into Canvas as Imported Groups.

Action

Because the Student Group tool is designed differently in Canvas, we recommend that you delete the imported groups and create your groups from scratch.

Items on Page

Are placed under pages and become links within corresponding course modules in Canvas.



Rubrics

Are placed under Outcomes in Canvas.

Action

If you used rubrics in your RamCT course, you will want to check the rubrics in Canvas to insure that they have the correct information and point values. It is likely that you will want to recreate your Rubrics to make sure they perform correctly.

On the left Navigation menu *click* **Outcomes**.



In the top right *click* **Manage Rubrics**.



View your rubrics and verify whether the points or criteria need adjustment or if they need to be recreated.

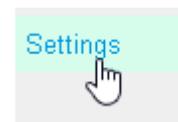
Additional Information on Canvas Rubrics:

<http://guides.instructure.com/m/4152/1/86227-how-do-i-create-a-rubric>

Migration Logs

The logs in your Canvas course associated with the migration from RamCT can provide information about what may not have come over to Canvas.

On the bottom left of the **course Navigation menu** *click* **Settings**.



In the top, far right hand corner *click* **Import Content into this Course**.



Under **current jobs** you will see information about the course that was migrated into Canvas.

If there were any issues, they will appear to the right of the Completed item.

Click on the **issues** item to see the information.

Current Jobs

| | | | | |
|------------------|---------------------------|------------------|-----------|-----------|
| Blackboard Learn | ...014SM-HORT-310-801.zip | Oct 20 at 3:24pm | Completed | 15 issues |
|------------------|---------------------------|------------------|-----------|-----------|

In this case, the errors in the migration log reflect that Wikis in RamCT do not migrate over to Canvas.

Missing links found in imported content - WikiPage body

Missing links found in imported content - WikiPage body

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.
-Staffed when classes are in session.

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