

## Important tips about the move from Blackboard to Canvas

The migration tool that converts Blackboard material into a Canvas class does a fairly good job of bringing your old material over but since these are two different programs with different tools some items may not come over. Here are the items that either the instructional designers or other faculty members have noticed could be problems.

1. If any of your quizzes/test/exams had questions with more than four answers, you will need to manually add answers five and above. Only the first four answers usually come over.
2. Images may have come over but you should look in every test/quiz that has images to verify you can see them all. Depending on how you inserted them into the Blackboard class, some may be missing.
3. The gradebook is one area that is very different from Blackboard, so you should look in it to be sure it doesn't have duplicate items, unneeded items, etc and that the total is calculating correctly.
4. If you use Rubrics, note that they come over reversed. In Blackboard, they start from lowest to highest. In Canvas, they are listed from highest score to lowest score.
5. Journals, blogs and wikis from Blackboard will come over as assignments in Canvas since there currently isn't these types of tools in Canvas. If you don't want them to be assignments, you'll need to find another way to have students do these tasks.
6. The instructional designers re-linked all of your Kaltura videos in your class. If any of them talk about Blackboard though, you should re-record them.
7. If you use Respondus Lock Down browser in your class, be sure it has been added to the course menu on the left. You should open that link and verify the correct quizzes/tests are set up to use Respondus. You still don't need to enter an Optional Access Code unless you have your students using Respondus in a proctored environment like the Testing Center.

Here are some things to know about using Canvas.

1. Blackboard material was put into a Master class for each class. You should edit that class and then copy it into your upcoming Canvas class when you're ready. **Be sure to Publish your live class** not the Master class.
2. Each module needs to be published and each item in the module needs to be published. Even if you have an item set to display on a certain day, it has to be set to Published for it to be seen by students on that date.
3. Every Oregon Tech class will be listed in Canvas. If you don't plan to use Canvas in a particular class, just don't publish it and students won't see that class. Also if you didn't ask to have your old Blackboard material migrated over, you will have a blank class to use.
4. If you want to have two or more classes that are the same in a term combined, you need to complete the merge request form which is located here: [https://oit.co1.qualtrics.com/jfe/form/SV\\_0AIAmOJyuNCwoU5](https://oit.co1.qualtrics.com/jfe/form/SV_0AIAmOJyuNCwoU5)
5. You have access to course settings including start and end dates for your class. The fields may be blank since we use a term code to make every class available on the first day of the term. You do not need to enter dates in those fields unless you want students to have access early or past the end of the term.
6. Please take advantage of Canvas support to get technical help. We paid extra for this service so all faculty and students could have support to use Canvas. Links to either call, chat or email them are listed in the Help icon in the bottom left corner of your Canvas account. They are very helpful and are available every day all day and night. They have full access to get into your class and see exactly what you're calling about.
  - a. If your students contact Canvas support about an issue and it's something that you as the instructor need to fix, Canvas support will usually contact you directly to let you know about the issue and will explain how to fix it.
7. After the term starts if you see an eye icon in a grade column in the gradebook, that means you need to post your grades. Students can't see the grades in a column that hasn't been posted.

Finally remember: The Blackboard archive site is available to all faculty, so you can see and edit your old classes if needed. Students do NOT have access to Blackboard.