

D2L to Canvas Migration cleanup

General Notes

Not all tools and features import cleanly or at all into Canvas

Some don't behave like we are used to in D2L

After importing, most if not all courses will need some adjusting

In some cases it might be better to recreate the course in Canvas instead of importing

We weren't able to completely test system integrations like Turnitin, Kaltura, or BB-Collaborate because the tools weren't available in the test instance

Tools that don't exist in Canvas that did in D2L:

- Checklist
- Glossary
- Intelligent Agents
- Release Conditions – though there is a workaround if it's in the Modules area.

Before cleanup

The UW System Migration Complexity Analysis tool is available to help you determine what might need to be done to your course before migrating to Canvas. It will identify the potential issues, offer solutions, and give you an estimate of how long it might take to finish your migration. Information is available for the past year, but does not include courses from the current semester. It is available at - <https://dl.uwsa.edu/dle/>

Canvas courses have a default quota of 1000 Mb. CITL can provide exceptions to this quota when needed. The import tool is limited to 1500 Mb for import. If your D2L course is larger than this, it will need to be migrated in multiple pieces.

Request a migration sandbox course

You don't want to work on your cleanup in a live course or one with student records. We can create a sandbox course for you to work in; this will protect your student information and live course materials from potentially being deleted. Request a sandbox for each course you plan to migrate before you start working on it.

Back up the course you are migrating.

This is not required, but it's a great time to pull a backup of your course for posterity. Full instructions for doing this are available at <https://www.wisconsin.edu/learning-tech/resources/d2l-cleanup/how-to/export-course/>

Save the .zip file to your H: drive or to OneDrive

Copy course to migration sandbox

Copy the course you are migrating to the sandbox course. This is the same process you use to copy a course from one semester to another in D2L. Full instructions are available on your D2L “MyHome” screen under the “For Faculty” heading in the article “Copy your prior course”

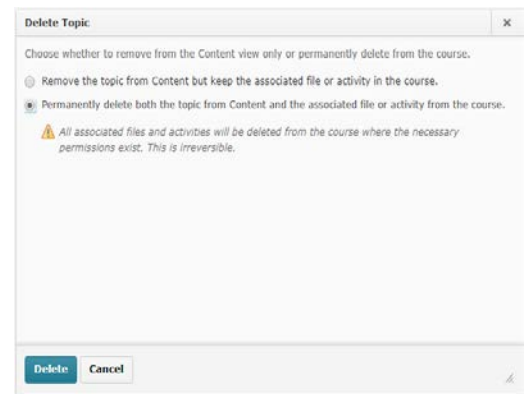
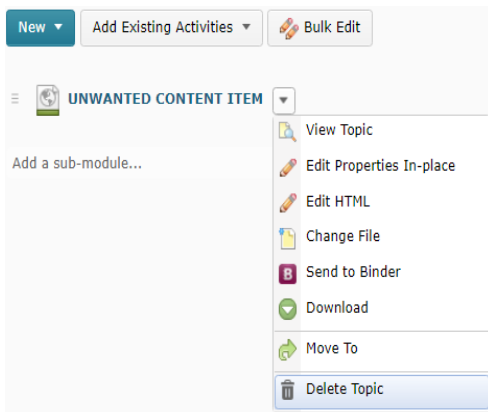
During Cleanup

Content

Back up your module descriptions

Content module descriptions will be discarded during the Canvas import process. If you have descriptions in place, you should copy them into a file to ensure the content makes it into Canvas.

Remove Unwanted Content



Remove the content items that you do not use or may no longer want. To remove content items, select the dropdown next to the item, and select “**Delete Topic**” from the menu. You will be given two options.

“**Remove the topic from Content but keep the associated file or activity in the course**” will only remove the link to the item in Content, leaving the files in the **Manage Files** area.

Choose “**Permanently delete both the topic from content and the associated file or activity from the course**” to completely remove the content from the course.

Manage Files

Manage files is where all of the content in your course resides. Before you export for Canvas, you should remove old versions of files and files that you know you aren’t using.

To access the “**Manage Files**” area, go to “**Other Tools**” and “**Edit Course**” – you’ll find “**Manage Files**” here.

Select duplicates, old versions, and items you no longer use by checking the box to the right of the item. Click on the **Trash Can** icon at the top of the files list to complete the deletion.



<input type="checkbox"/>	Integrated Project Description - rev 12-21-16.docx
<input checked="" type="checkbox"/>	integrated project description.docx
<input type="checkbox"/>	Integrated Project Rubric - rev 12-21-16.doc
<input checked="" type="checkbox"/>	Integrated Project Rubric 12 21.doc
<input type="checkbox"/>	integrated project rubric.doc

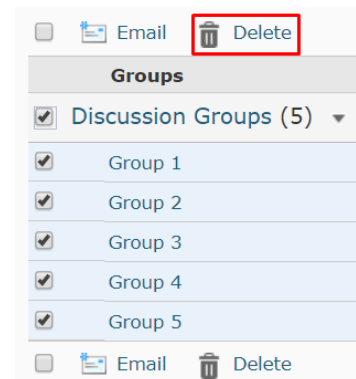
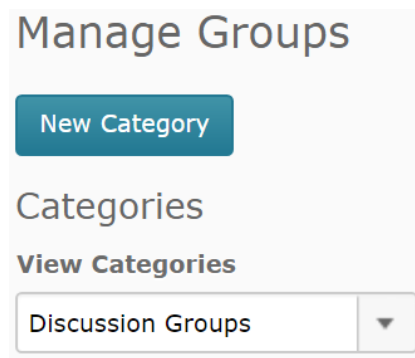
Groups

Groups do not import from D2L.

Group discussions import from D2L as a simple discussion.

Group dropboxes import as a simple assignment.

You should remove groups from your export course entirely. Do this by selecting “**Other Tools**” then groups from the course navbar. Select each category from the “**View Category**” dropdown, selecting the category and all groups within it. Click on the **Trash Can** icon at the top of the files list to complete the deletion. Repeat this step for each of the categories in your course.



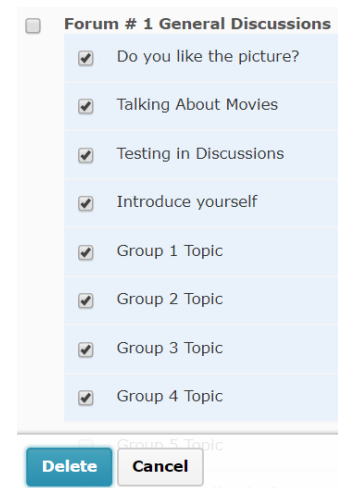
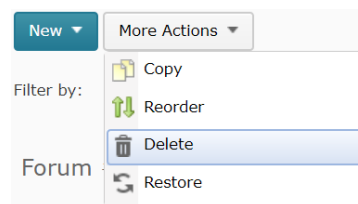
Discussions

Discussion topics import, but not forums.

Group discussions import as simple discussion topics without group association.

Discussion descriptions do not import.

Forum and topic descriptions should be copied out of the D2L course and saved elsewhere if you intend to use them in Canvas. These will need to be recreated when you start working in Canvas.



From the Discussion area on D2L, select the discussion topics that you don't need, as well as group topics. Choose “**Delete**” from the “**More Actions**” menu.

News

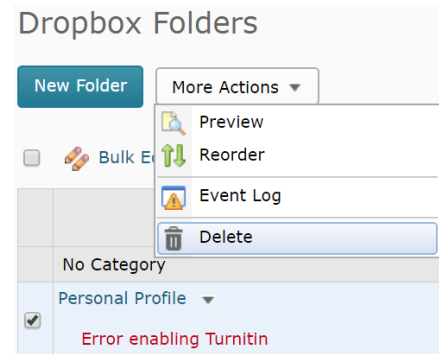
News items will import as Announcements in Canvas.

Check your news items for items that you don't want to reuse, and delete them. Access the news tool, place a check next to the news items you don't need anymore. Click on the **Trash Can** icon to remove them.

Dropbox

Dropboxes are redundant in Canvas (assignment items combine Content, file submission, Calander notifications, and grade items. All of your dropboxes can be removed.

Access the dropbox area, select all of your dropboxes, and choose delete from within the “**More Actions**” item.



Quizzes and Question Library

Not all Quiz Questions types work in Canvas, so the Quizzes and Question Library area should be looked at.

Missing Question types include - Ordering, Arithmetic, and Multiple short answer. These are imported into Canvas as fill in the blank questions. These questions will either need to be removed or reworked to conform to a question type that Canvas supports.

Randomizing the order of multiple choice and matching answers is not supported in Canvas.

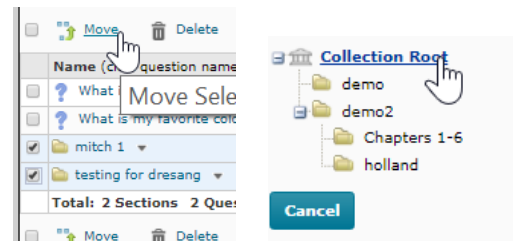
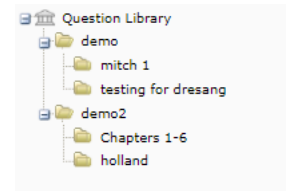
Quizzes which are generated from your Question library will need to be rebuilt.

Question Library

The question library doesn't support nested question banks. If you have folders inside of folders in D2L, these will be imported into Canvas with the subfolders removed and the questions from them added to the main folder.

If your question library looks like the example to the right, with folders inside of folders, Canvas will remove the questions from the subfolders (mitch 1, testing for dressing) into the parent folder (demo).

To retain the subfolders, move them into the collection root, and remove the old parent folders. Click into the parent folder, then choose the subfolders you want to move by clicking on the checkbox next to them. Choose “**Move**” from the menu options above the folders list. Select Collection Root. The folders should now be at the same level as the old parent folder.



When the parent folder is empty, you can delete it by selecting it and choosing the “**Delete**” button at the top of the list.

Grades

Grades import to canvas as assignments. If you already have a content item that associates with the gradebook item, you may want to consider removing the grade item during cleanup.

Gradebooks using a points system will transfer correctly.

Weighted grades will need to be reconfigured in the Assignments area.

Categories don't work in Canvas but will be imported and placed at the end. Categorization will happen in the Assignments area

After Cleanup

Export finished course, and import to Canvas. You may want to wait to export the course until Canvas is available for you to import to. Instructors should have access to Canvas by mid April 2018.

Export the course from the sandbox by following the instructions at

<https://www.wisconsin.edu/learning-tech/resources/d2l-cleanup/how-to/export-course/>