Chalk-to-Canvas Migration Options Overview

*This document describes how you can migrate your course content from Chalk to Canvas. Migrating a course involves transferring files and course items from Chalk into Canvas and then **reorganizing your course material on the Canvas site** to fit the new organizational framework in Canvas.*

Migration Process Overview

Migration is a three-stage process: 1) collecting Chalk course material, 2) importing that course material into your Canvas course site, and 3) reviewing and organizing your Canvas course site.

You have three options to accomplish this:

Collect Course Material from Chalk Course Site | Import Course Material into Canvas Course Site | Review and Organize Canvas Course Site

Build from Scratch

Collect files, tests, and other course materials from Chalk that you want to have in your Canvas course site.

Upload the individual files and tests into your Canvas site as you design and organize your site.

Migrate Manually

Use the Export Package function in Chalk to selectively download the specific content items you want for your Canvas site.

Upload the exported package into your Canvas course site.

In the Canvas site, review the material you have imported, finish organizing your course, and update content as appropriate.

Import Pre-Migrated Course Material

Email *canvas@uchicago.edu* to request access to the Canvas site that contains your pre-migrated Chalk course material.

Familiarize yourself with the migrated content on Canvas and selectively import course material into your new Canvas course site.

In the new site, review the material you have imported, finish organizing your course, and update content as appropriate.

Migration Options: Which One Should I Choose?

Build from Scratch is the recommended option as it prompts instructors to make full use of Canvas' functions and capabilities. However, Import from Pre-Migrated Course Material can save you some work. If your course was offered during or after autumn quarter 2015, you can email *canvas@uchicago.edu* and ask for access before deciding which method to use.

	Build from Scratch (Recommended)	Migrate Manually	Import Pre-Migrated Course Material
Advantages	• Instructors have complete control over what to migrate into their new Canvas course site and how material is organized. • Prompts instructors to make full use of Canvas' functions and capabilities. • Suitable for those who are interested in updating, rebuilding, or redesigning their courses.	• Instructors can select specific Chalk content areas (e.g. Announcements, Course Material, Tests, Surveys, and Pools) to migrate. • Suitable for courses with complex structure (3 or more folder levels) or with large amount course content because instructors can focus on specific content area at a time. • Just in time self-service allow instructors to work on their course at their own pace.	• Courses offered **during or after autumn quarter 2015** are pre-migrated. • Saves instructors time from downloading and uploading course content between two platforms.
Drawbacks	• Could be time consuming.	• Each export package must be smaller than 2GB. • Reorganizing and updating migrated material in Canvas can sometimes be more time consuming than building from scratch, depending on your Chalk course content and their organization.	• Courses offered **before autumn quarter 2015** are **not** pre-migrated. • Reorganizing and updating migrated material in Canvas can sometimes be more time consuming than building from scratch, depending on your Chalk course content and their organization.

Frequently Asked Questions

Do I have to migrate all of my Chalk courses now, or can I instead wait to migrate a course until I need that course material?

Instructors will retain access to Chalk for reference through autumn 2018. Afterward, Chalk courses will be archived. We recommend that you migrate your Chalk content to Canvas while you still have access to Chalk, since this allows you to reference the Chalk site when you are organizing the new Canvas site. Also, certain content such as the Glossary does not migrate. If you have questions about your content in Chalk, email *canvas@uchicago.edu* to request an individual consultation.

Why can't I just get an exact copy on Canvas of my old Chalk site?

Chalk and Canvas are two different platforms. Although they perform the same basic functions, they each have their own way of doing things, and this makes migration more complicated than simply copying a Chalk site into Canvas. Similar to how meaning would be lost if you translated languages word by word, so too there is no direct correspondence between Chalk and Canvas. For example, where Chalk relies on folders to deliver content to students, Canvas organize course content into Modules. Some of this translation or reorganization you have to do yourself in the way that makes the most sense for your course and your needs.

Chalk-to-Canvas Migration: Build from Scratch

This document describes how to transfer selected course files and tests from your Chalk course site to a new Canvas course site.

Build from Scratch Overview

Files Step 1: Download Files from Chalk

This step describes how to download a zip file that contains selected files in your Chalk course site. You decide which files to download. You can download all course files, for example, open the zip file on your computer and then either delete unwanted files or move the files you want to keep to a separate folder that you then upload to Canvas. Alternatively, you download from Chalk only those files that you intend on uploading to Canvas, and then you can upload the entire zip file to Canvas.

💡 Tip: If the files you want to move to Canvas are already stored on your computer, then there is no need to download the files from Chalk. Proceed to **Files Step 2**.

💡 Tip: Library Course Reserves do not need to be migrated. They can be found under **Library Reserves** on the Course Navigation Menu.

a. In your Chalk course site, under **Course Management > Files** on the left navigation menu, click on the link that contains the long series of numbers representing the Chalk Course ID.

b. Scroll to the bottom of the list of files, click the **Show All** button.

c. Select the files you want to download and click the **Download Package** button at the top to initiate the download. Note: Download your files in batches if they total 2GB or more or if individual files are larger than 500MB.
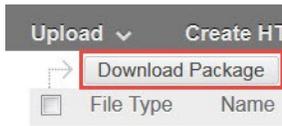
Files Step 2: Upload Files into Canvas as You Build Your Site

a. On your Canvas course site, go to **Files** on the left navigation menu.

b. At this point you can either upload the zip file you downloaded from Chalk, or upload individual files as you build your course site. Which method you choose depends on your personal preferences and how organized are the files in Chalk.

   ZIP FILE UPLOAD:

   I. To upload the zip file, either click the maroon **Upload** button at the top right or drag and drop the file into the right-hand file list.

   II. On the pop-menu that appears, choose **Expand It** to have Canvas unzips the folder and upload the individual files within it.
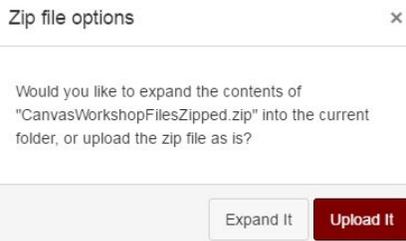
   III. When you link your files to Modules (or to Pages, Assignments, etc.), choose the appropriate file from the dialog box.

   INDIVIDUAL FILE UPLOAD:

   I. Upload files individually when you link your files to Modules (or to Pages, Assignments, etc.).

💡 Tip: If a file is not linked elsewhere (for example, in Modules) then students can only access the file by going to **Files** on the course navigation menu. If you have disabled **Files** on the course navigation menu and have not linked the file elsewhere on the course site, then students will not have access to the file. We recommend disabling the **Files** page and instead linking files in **Modules**. For more on how to organize your course site consult "**Organizing Your Canvas Course Site**" at *courses.uchicago.edu/resources*.

💡 Tip: Files are automatically published when they are uploaded to Canvas. If you do not want your students to have access to a file, click on the green cloud icon 🔗 and select "Unpublish" ⊘ on the pop-up menu. A gray cloud icon indicates that the file is not available to students.

Tests

To move Tests, Surveys, and Pools from Chalk to Canvas, follow the process described in "**Migrate Manually**" on p. 5. At Step 1D, i.e. when you are on the **Export Course** page in Chalk, under **Select Course Materials** check only the box **Tests, Surveys, and Pools**.
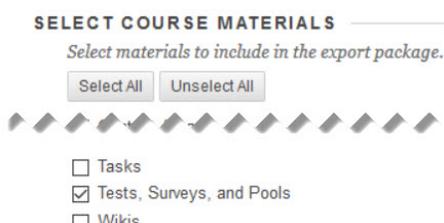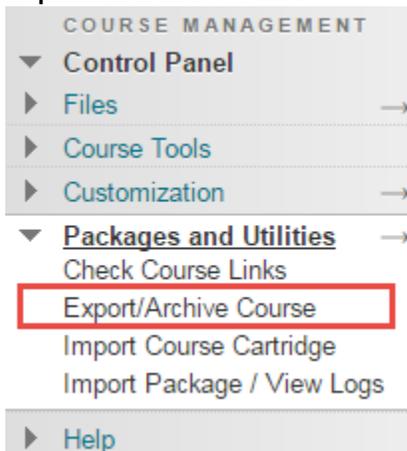
Chalk-to-Canvas Migration: Migrate Manually

This document describes how to use the Chalk Export Package to migrate selected parts of your Chalk course site into Canvas. Migration from Chalk to Canvas via the Export Package works well with Announcements, Files, Tests, Surveys, and Pools, and Course Materials. However, features such as Assignments and Discussions create some complications when they are migrated and features such as the Glossary and Blogs cannot be migrated to Canvas. For a detailed account of what can be migrated and how course content changes when it is migrated to Canvas, consult "*Where is my stuff?*" on p. 11.

Manual Migration Process Overview

Step 1: Export Material from Chalk	Step 2: Import Exported Course Material into Canvas	Step 3: Prepare Canvas Course Site
Use the Export Package function on Chalk to selectively download the specific content items you want for your Canvas site.	Upload the exported package into your Canvas course site.	In the Canvas site, review the material you have imported, finish organizing your course, and update content as appropriate.

Step 1: Export Material from Chalk

a. Log in to Chalk using your CNetID and navigate to the Chalk course site you want to export.

b. In the course navigation menu, under **Course Management**, click on **Packages and Utilities**. This will expand the menu to show options relating to **Packages and Utilities**. In the expanded menu click on **Export/Archive Course**.

COURSE MANAGEMENT
▼ **Control Panel**
▶ Files   →
▶ Course Tools
▶ Customization   →
▼ **Packages and Utilities**   →
    Check Course Links
    Export/Archive Course
    Import Course Cartridge
    Import Package / View Logs
▶ Help

c.   On the Export/Archive Course page click on the gray **Export Package** button:
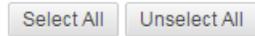
Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. More Help

Export Package	Archive Course		Export Common Cartridge Package

d.   On the **Export Course** page, under **Select Course Materials**, check the boxes for all of the course materials you want to migrate to Canvas. Course items that migrate well to Canvas include Files, Announcements, and Tests, Surveys and Pools. For a detailed account of what can be migrated and how course content changes when it is migrated to Canvas, consult "**Where is my stuff?**" on p. 11.

SELECT COURSE MATERIALS

Select materials to include in the export package.

Select All   Unselect All

☑ Content Areas
    ☐ Syllabus
    ☑ Course Documents
    ☑ Assignments
☐ Discussion Board

e.   When you are finished selecting which course materials you want to migrate, click the **Submit** button on the bottom right-hand corner of the page.

Cancel   **Submit**

f.   After pressing Submit, you will be transferred back to the Export/Archive Course page. If your request was successful you will see a Success message near the top of the page:
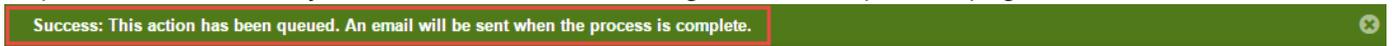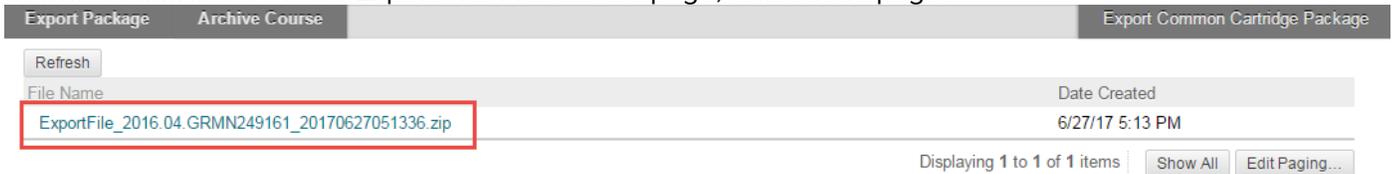
Success: This action has been queued. An email will be sent when the process is complete.   ⊗

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record

g.   Wait to receive a confirmation email informing you that your export package is complete.
    💡 Tip: The link to download the new export package may appear on the Export/Archive Course page before you receive a confirmation email, but **downloading the new package before you receive the email will corrupt the file**.

h.   Once you have received the confirmation email informing you that the export has been completed, click on the appropriate link to download the exported zip file. If you do not see the download link listed on the Export/Archive Course page, refresh the page.

Export Package	Archive Course		Export Common Cartridge Package

Refresh

File Name	Date Created
ExportFile_2016.04.GRMN249161_20170627051336.zip	6/27/17 5:13 PM

Displaying **1** to **1** of **1** items   Show All   Edit Paging...

i.   Save the exported zip file to a location you can easily access later.
    💡 Tip: If you use Safari, you must **right-click** (Ctrl + Click) and choose **Download link file**.
    Clicking on the link will open the zip file, corrupt it, and cause import to fail.

Step 2: Import Exported Course Material into Canvas

a. Navigate to your course site on Canvas, and select **Settings** in the Course Navigation menu.

> Home
>
> Modules
>
> People
>
> Quizzes
>
> **Settings**

b. On the right-hand menu in **Settings**, click **Import Content into this Course**:

> ⟶ Share to Commons
>
> 💻 Student View
>
> .ıl Course Statistics
>
> 🖻 Copy this Course
>
> ☁ Import Course Content
>
> ☁ Export Course Content

c. In the Content Type drop-down menu, select the **Blackboard 6/7/8/9 export .zip file** option.

> **Import Content**
>
> Content Type [Blackboard 6/7/8/9 export .zip file   ▼]

d. Click the **Choose File** button. This will open a File Explorer window showing files on your local computer. Click on the Blackboard zip file you want to import.

> **Import Content**
>
> Content Type [Blackboard 6/7/8/9 export .zip file   ▼]
>
> Source [Choose File] No file chosen

e. If you are importing test/quiz question banks then in the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank from Blackboard.

> Default Question bank [Select question bank   ▼]

f. Under **Content**, select "**All content**." Canvas will import the entire contents of the zip file from Chalk, regardless of whether you choose "All content" or "Select specific content." If you want to import course material in batches from your Chalk site, then make separate Export Packages for each batch and import those zip files one by one.

> Content ◉ All content
>
> ⟳ Select specific content

g. If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox. For more information see "**How do I adjust events and due dates in a course import?**" *community.canvaslms.com/docs/DOC-9876-4152497986*

Options	☐ Overwrite assessment content with matching IDs ⑦
	☐ Adjust events and due dates

h. Click the Import button to begin your course import.

Cancel	Import

i. You can see the status of your import under **Current Jobs** at the bottom of the Import Content page.

j. 💡 Tip: If your import fails, try exporting your material from Chalk again and importing the new Export Package into Canvas. Three common reasons that an import fails are:

1) When exporting your material from Chalk, you downloaded the zip file on the Chalk site before receiving a confirmation email. Doing so can corrupt the file.

2) Your zip file is larger than 2GB. Try exporting your content in separate packages if your zip file is too large.

If your import still fails, contact UChicago Canvas at *canvas@uchicago.edu* for help.

Step 3: Prepare Canvas Course Site

For help on cleaning up your course site, consult "**Cleanup Checklist**" on p. 13.

For help on organizing your canvas site, consult the guide "**Organizing Your Canvas Course Site"** at *courses.uchicago.edu/resources*.

Chalk-to-Canvas Migration: Import Pre-Migrated Content

This document describes how to set up your Canvas course site using course material on Canvas that IT Services has pre-migrated from your former Chalk course site.

Import Pre-Migrated Course Content Process Overview

Step 1: Request Access to Auto-migrated Site	Step 2: Canvas-to-Canvas Import	Step 3: Prepare Canvas Course Site
Email *canvas@uchicago.edu* to request access to a Canvas site that contains your pre-migrated Chalk course material.	Familiarize yourself with the migrated content on Canvas and selectively import course material into your new Canvas course site.	In the new site, review the material you have imported, finish organizing your course, and update content as appropriate.

Step 1: Request Access to Pre-Migrated Chalk Course Material

To access the Canvas site that contains your pre-migrated Chalk course material, email *canvas@uchicago.edu*. In your email, include the Chalk course number and name, and the quarter and year of the course (for example: *ARTH10100. Introduction to Art. Autumn 2016*). When your pre-migrated site is ready, you will receive an email with a link to the site. You must be an instructor in the original Chalk site to be granted access.

If your Chalk course was from autumn quarter 2015 to spring quarter 2017 you will receive an email granting access to the migrated site within 3 working days. For any course before autumn 2015, it can take longer to gain access. You have the option to export material from Chalk on your own and upload that to Canvas until autumn 2018, when Chalk is decommissioned. For more, see "**Migrate Manually**" on p. 5.

Step 2: Canvas to Canvas Import

First, **review the pre-migrated site in Canvas** to find out where the content items from Chalk have ended up, how they have changed, and what you ultimately want to import into your new course site. For help in orienting yourself on the Canvas migrated site, consult, "**Where is my stuff?**" on p. 11.

Second, **import course content from the pre-migrated Canvas course site into your new Canvas course site** (i.e. make a Canvas-to-Canvas course copy).

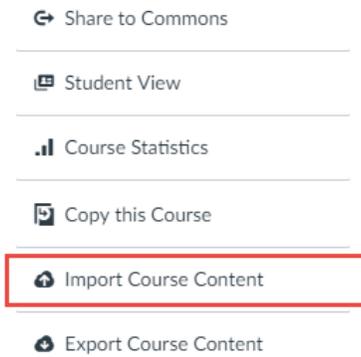a.   Navigate to your new course site on Canvas, and select **Settings** in the Course Navigation menu.

Home

Modules

People

Quizzes

Settings

b. On the right-hand menu in **Settings**, click **Import Content into this Course**:

↪ Share to Commons

🖵 Student View

▫ Course Statistics

🔳 Copy this Course

☁ **Import Course Content**

☁ Export Course Content

c. Under **Import Content**, select **Copy a Canvas Course** in the Content Type drop-down menu.

Content Type   [Copy a Canvas Course   ▼]

d. Under **Search for a course**, type in the name of the Canvas site with the pre-migrated content.

Search for a course   [Course name   ]
☐ Include completed courses

e. Under **Content** chose **Select Specific Content.**

Content   ○ All content
             ◉ Select specific content
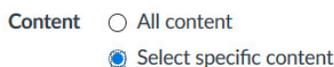
💡 Tip: We strongly recommend importing in stages, e.g. first specific modules, then Discussions, then additional files as needed. This way you won't end up importing extraneous material.

f. Click **Import.**

[Cancel]   [**Import**]

g. Under **Current Jobs** select click **Select Content** and then choose from the pop-up menu those elements you want to have in your new course site.

Current Jobs

Blackboard Learn   ...002_20170609010105.zip   Jun 29 at 1:35pm   Waiting for select   **Select Content**

💡 Tip: When the import concludes, Canvas may list "Issues" that arose during the import. These issues are often related to missing links. You can address the issues either immediately by clicking on the issue link Canvas provides, or you can wait until you are reviewing and organizing your Course site.

💡 Tip: For detailed instructions on how to copy material from the pre-migrated course site to your new course site, see "**How do I copy content from another Canvas course?**" *community.canvaslms.com/docs/DOC-10288*.

Step 3: Clean up and Organize your new Course Site

• For cleaning up your course site, consult "**Cleanup Checklist**" on p. 13.

• For organizing your Canvas site, consult "**Organizing Your Canvas Course Site**" at *courses.uchicago.edu/resources*.

Chalk-to-Canvas Migration: Where is my stuff?

When course material is migrated from Chalk to Canvas, some of the material may appear out of place or changed in the Canvas site. The chart below describes where each type of course item in Chalk is most likely to end up and also how the item may change when it is migrated to Canvas.

From Chalk	Where is it in Canvas?	How and why has it changed?
Course Home Page Settings and Images	Doesn't transfer.	Canvas and Chalk has completely different course home page settings. If you want to display an image on course home in Canvas, you will need to publish a Content Page with the course home image, and set it as the course home page.
Course Documents	In Modules.	Folder structures are flattened when moving from content areas in Chalk to Modules in Canvas. Chalk can have nested folders, but Canvas cannot have nested Modules.
Content Items (with text descriptions, attached files, etc…)	In Modules: in the module corresponding to the former Chalk folder.	The text contained in a Content Item becomes a Page, and a file attached to a Content Item becomes a file in Canvas. Sometimes the link to the file disappears from the Page, but the file can always be found in Canvas under Files and be relinked to the Page manually.
Content Areas You Created Yourself	Likely in Modules. On occasion, only in Pages.	
Syllabus	In Modules.	
Assignments	In Modules: in the module corresponding to the former Chalk folder. Those assignments with submission portals also appear in Assignments in the group "Assignment."	If the Chalk assignment had a submission portal, i.e. if it was created in Chalk as an 'Assignment' under 'Assessment', then Canvas will recognize that item as an Assignment, and therefore also list it under Assignments. If the Chalk assignment was only a Content Item describing an assignment, then Canvas treats it as a Content Item.
Discussion Boards	In Discussions. If the Discussion Board in Chalk was also located in a Content Folder (such as the folder "Discussions"), then the discussion will also appear in Modules.	Only the title of the discussion board will import. All discussion board threads will be lost.
Announcements	In Announcements	

Tests, Surveys, and Pools	In Quizzes. If a link to the assessment was also contained in a folder, you'll also find it in Modules.	
Kaltura Media	Links to Kaltura Media don't export.	While links to individual media don't carry over, Kaltura Media is integrated with Canvas, so you can access your entire Kaltura library by clicking on the "Media Gallery" navigation option in Canvas, and you can also re-link to specific Kaltura files by clicking on the Kaltura icon when editing a Page, Assignments, Discussion, etc.
Audio & video (?) files not in Kaltura	Links to Audio and Video Files don't export.	The audio and videos files can be found under "Files" in Canvas.
Chalk Glossary	Doesn't export.	You can download the Chalk glossary separately as a CSV file and publish that content as a Page in Canvas. Some formatting is required to display the CSV content on a Canvas Page. Contact *canvas@uchicago.edu* for assistance.
Wikis, Blogs, Journals	Doesn't export.	Canvas doesn't have a specific wiki feature. We recommend using *voices.uchicago.edu* for blogs and journals and *wiki.uchicago.edu* for wikis. You can also create Pages on Canvas that students can edit themselves.
Gradebook	Only columns in the Gradebook corresponding to an actual assignment will carry over.	The Gradebook on Canvas only includes attendance and assignments that are on your Canvas site. It is not possible in Canvas to add a column manually to the Gradebook. Therefore, Canvas Gradebook will display any and all assignments found on the migrated site.
External Links	Links and link titles will carry over.	The text contained in the Linked Item may become a page or may not carry over.

♀ Tips:

- All Files from Chalk site are migrated to Files in Canvas. If you can't find a file in a Module or Page, check for it in Files. You can then add that File back to the desired Module or Page.

- Text formatting of text directly on the Chalk site, such as the text in Content Items, may not carry over.

- You can use a combination of Text Header and Indentation to visually clarify the organizational structure of your Canvas modules. For more tips on organizing your Canvas site, see "**Organizing Your Canvas Course Site**" at *courses.uchicago.edu/resources*.

Chalk-to-Canvas Migration: Cleanup Checklist

This document presents a general checklist for cleaning and organizing your course site after you have imported material from Chalk. For more on how to organize your Canvas site in general, consult **Organizing Your Canvas Course Site** *at* courses.uchicago.edu/resources.

	To Do	Explanation
☐	(Re-)organize your Modules.	Useful ways to organize Modules include organizing by week (e.g. Week 1, Week 2, etc.), by topic, or by content type (e.g. Readings, Labs, Problem Sets etc.).
☐	Consider combining Pages that only have a file or minimal text or replacing with a File or Text Header in Modules.	Pages in Canvas are designed to convey a large amount of content. They have to convey enough content such that it is worth opening them. By switching out a Page that has little content with an item in a Module, you are making that content more readily visible and available.
☐	Make the titles of your individual Pages descriptive.	Unlike Content Items in Chalk, which allow you to add descriptions and display certain content directly, the content on Pages only displays when the Page is opened. It is good practice to give the Page a descriptive name so that the user has some idea of what is on the Page before she or he clicks on it.
☐	Delete and update Announcements as needed	
☐	Review and modify Discussions	The threads of Chalk discussions don't export, so you may need to copy and paste your prompt from the Chalk site into the Discussion description on Canvas.
☐	Set Due Dates and times for Assignments	
☐	Update Quizzes and Surveys	• Review Canvas options for each quiz, add instructions and due date as appropriate. • Review individual questions. Question types not supported in Canvas, such as Quiz Bowl, Hotspot, and Matching Images to Answers, need to be redesigned. • Add missing images or file attachments.

		• Review rubrics and feedback attached to questions. • Review point values for each question. The total point value of a quiz may initially show up as zero. This will be corrected after re-saving the quiz (click **Edit** > click **Save** or **Save and Publish**).
☐	Check any Images, Audio or Video items, external links, and links within the course site.	These elements often need to be relinked or re-embedded.
☐	Unpublish any files you don't want published	To see what files are published, go to Files in Canvas and look for the green cloud icon next to the file. To change the publishing option, click on the cloud icon.
☐	Disable any of the navigation tabs (such as Files, Pages, Announcements) that you are not using in the course.	To disable course navigation tabs go to: **Settings > Navigation**. We recommend disabling all navigational items except for Syllabus and Modules, and then make sure that all the material students need are posted to Modules. You might find it surprising, but experience has shown that students are less confused when they have fewer paths to course material.

💡 Tips:

• You can use Canvas's course link validator to verify all external links throughout your course are valid. In your course, click **Settings** in the Course Navigation Menu, then click the **Validate Links in Content** button on the right. For more information on how to use this tool, see *community.canvaslms.com/docs/DOC-10071-4152476605*.