

Migrating OnCourse Content

Use these steps to move OnCourse course site content into a **practice** Canvas course site.

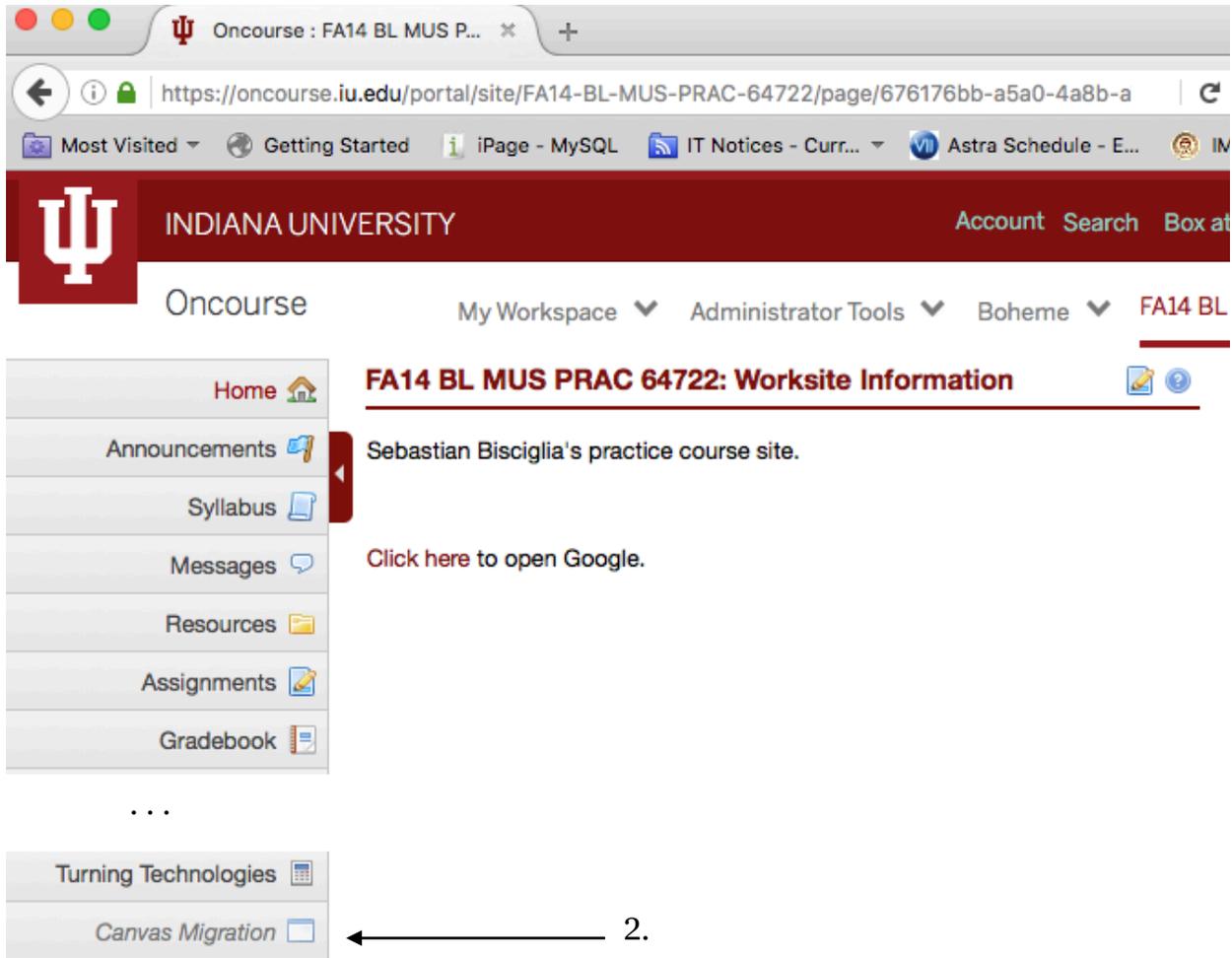
General process for migrating content from OnCourse to Canvas:

1. Initiate the migration from an OnCourse site using the *Canvas Migration* tool,
2. Vet and possibly fix the content that gets migrated to the practice Canvas site, and
3. Copy the vetted / fixed content into the official, registrar-generated Canvas site.

NB: The time for OnCourse migration to complete depends on the amount of content being transferred. That said, if a migrated course does not show up in Canvas within a few hours, contact sebiscig@indiana.edu to check in on the migration's status.

Initiating OnCourse migration

1. Log into OnCourse and enter the course site you'd like to migrate.
2. Click on the *Canvas Migration* tool.
 - a. You may be asked to sign into LTI tools; if so, provide your IU credentials



The screenshot shows a web browser window with the URL <https://oncourse.iu.edu/portal/site/FA14-BL-MUS-PRAC-64722/page/676176bb-a5a0-4a8b-a>. The page header includes the Indiana University logo and navigation links for Account, Search, and Box. The main content area displays "FA14 BL MUS PRAC 64722: Worksite Information" with a sub-header "Sebastian Bisciglia's practice course site." and a link "Click here to open Google." The left sidebar contains a menu with items: Home, Announcements, Syllabus, Messages, Resources, Assignments, Gradebook, and Canvas Migration. The "Canvas Migration" item is highlighted with a blue box, and a black arrow points to it from the number "2." below the sidebar.

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Initiating OnCourse migration, cont'd

3. In the fields that appear, you can select which Sakai (i.e., OnCourse) tools to migrate.
4. The “Remote Course Name” is that of the OnCourse site you’re migrating and is unchangeable.
5. Use a memorable name for the “New Canvas Course.”
 - a. The *Migration Tool* CANNOT migrate the content to an already-existing Canvas course site; it will use whatever name you supply here to create a new course.
6. Click “Submit.”

The screenshot shows a web browser window with the URL `https://oncourse.iu.edu/portal/site/FA14-BL-MUS-PRAC-64722/page/82f0886e-f5e9-4c`. The page title is "FA14 BL MUS PRAC 64722: Canvas Migration". On the left is a navigation menu with items like Home, Announcements, Syllabus, Messages, Resources, Assignments, Gradebook, Library Resources, Campus Course Policies, Roster, Site Setup, Podcasts, Tests & Surveys, Forums, Chat Room, Drop Box, Blogs, Turning Technologies, Canvas Migration, and Help. The main content area is titled "Select Sakai Tools to Migrate:" and contains a list of tools with checkboxes: Resources (checked), Forums (checked), Lessons (checked), Assignments 2 (checked), Tests and Surveys (Samigo) (checked), and Modules (Melete) (unchecked). Below this is the "Canvas Info:" section with two text input fields: "Remote Course Name:" containing "FA14 BL MUS PRAC 64722" and "New Canvas Course:" containing "migratedPracticeCourseFA14". A red "Remove" button is below the second field. At the bottom right is a blue "Submit" button. Annotations with arrows point to these elements: "3. Select to migrate content from one or all OnCourse tools listed here" points to the tool selection list; "4. Can't be edited" points to the "Remote Course Name" field; "5. Choose something memorable" points to the "New Canvas Course" field; and "6." points to the "Submit" button.

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Vetting migrated content in Canvas

The vetting process will be different for each course, however here are some things to check out.

1. Verify that your OnCourse content made its way into the Canvas practice site.
Here is a brief mapping of Oncourse Tools to their Canvas equivalent:

<u>OnCourse Tool Name</u>	<u>Canvas Equivalent</u>
Resources	Files
Forums	Discussions
Lessons	Modules
Assignments	Assignments
Tests & Surveys	Quizzes
Modules	Modules

For a complete mapping of OnCourse-to-Canvas tools, visit: <http://go.iu.edu/1g1K>

2. If you've been creative with Tests & Surveys in OnCourse, closely scrutinize the resulting Canvas Quizzes. There's likely a way to achieve what you want, it may just require some tweaking in Canvas.

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Copying vetted / fixed content from one Canvas course site to another

1. Log into Canvas and navigate to the official, registrar-created course site.
2. Click on “Settings.”
3. Scroll to the bottom of the page and click on “Import Content into this Course.”

The screenshot shows the Canvas LMS interface for the course FAUX_TMU302. On the left is a dark red navigation sidebar with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox (with a notification badge of 7), and Commons. The 'Settings' option is highlighted with a blue bar and an upward-pointing arrow labeled '2.'. The main content area shows the course title 'FAUX_TMU302 > Settings' and a 'Manually Created 2016' label. Below this are tabs for 'Course Details', 'Sections', 'Navigation', and 'Apps'. Under 'Course Details', there is a 'Feature Options' section. A 'Update Course Details' button is visible in the top right. A list of options is shown, with 'Import Content into this Course' highlighted in grey and a downward-pointing arrow labeled '3. Scroll down until you see the options below and select' pointing to it. Other options include 'Share to Commons', 'Student View', 'Cross-listing Assistant', 'Course Statistics', 'Course Calendar', 'Copy this Course', 'Export Course Content', 'Delete All Course Content', and 'Validate Links in Content'.

3. Scroll down until you see the options below and select

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Copying vetted / fixed content from one Canvas course site to another, cont'd

4. Select “Copy a Canvas Course” as the “Content type.”
5. Select the practice Canvas site that contains the vetted / fixed content to be copied.
6. Select the amount of content to import.
7. Click “Import.”

Manually Created 2016

Home

Announcements

Assignments

Discussions

Grades

People

Files

Syllabus

Quizzes

Modules

Attendance

Import Content

Content Type Copy a Canvas Cour ← 4.

Search for a course migratedPracticeCourse ← 5. Find site with content you want to copy

Include completed courses

Content All content ← 6. choose how much to copy
 Select specific content

Options Adjust events and due dates

Cancel Import ← 7.

8. Your Course Copy now appears at the top of the “Current Jobs” list at the bottom of the “Import Content” page.
 - a. If you chose to “Select specific content” to import, click the “Select Content” button on the far right of the job entry (see below). You’ll be taken to a page with check boxes to select very precisely the content you wish to copy.
 - b. If you chose to Import “All content,” you will see a progress bar for the Course Copy instead.

Current Jobs

Course Copy	migratedPracticeCourse...	Jun 24 at 3:05pm	Waiting for select	Select Content
Course Copy	migratedPracticeCourse...	Jun 24 at 3:03pm	Completed	↑

8a.