# Campus Course Migration Plan

TRANSITIONING FROM BLACKBOARD TO CANVAS
UTA CANVAS TEAM

## Table of Contents

Course Migration Process	2
Course Migration – White Glove Process	3
Course Migration Groups – Guidelines	3
Assigning Migration Priority to a Course	3
Defining Migration Groups	4
Course Migration Schedule	4

## Canvas Campus Deployment

### **Course Migration Process**



- College Champions to review and edit Course Migration File provided by the Canvas Team. Note this list contains all courses available in BlackBoard (size, course name, instructore, etc.)
- If a new course needs to be created in Canvas and it is not available in Blackboard, champions need to complete the <u>New Canvas Course</u> request form.
- Champions to dentify when these courses need to be available in Canvas (i.e. Summer I, Summer II, Fall 2019, Spring 2020, etc.)
- Champions to create migration file by groups . Note that there will be 4 main migration groups see schedule table for detaisl. Migration file needs to include course number, course semester, instructor name and emaill address.
- Canvas Team to review migration file for final approval and to communicate with instructors listed on each migration group (announce incoming migration, migration steps and target dates)

#### Course Selection White Glove

- Only courses that are equal or less than 3GB will be migrated using White Glove Service. Faculty will be responsible for cleaning up their courses to make sure this requirement is met.
- Champions will only approve to review and approve groups for white glove (migration file provided by Canvas Team to ensure course size is less than 3GB after performing pre-migration steps). Please note that only courses meeting this criteria will be migrated using the White Glove service.
- Canvas Team to provide final list of groups to the Canvas White Glove team

## Course Preparation for White Glove

- Faculty to perform pre-migration checklist and complete cleannup by target set date.
- Canvas Team to generate updated course file/report for Champions to review and approve courses for white glove.
- Champions will review course file/report to ensure course size is equal or less than 3GB. If premigration is not properly complete (i.e. Course Size did not change, multiple invalid files, etc.), Champions to notify Faculty for further actions (i.e. course cannot be migrated using white glove)
- Champions to consolidate list of courses ready for White Glove (based on groups) and notify Canvas Team.
- Canvas Migration Lead to review and send migration file to Canvas White Glove and provide green light to proceed with migration.

#### Performing White Glove

- Canvas to perform White Glove based on migration groups identified by the champions and the Canvas Team.
- Canvas White Glove to meet with course intructor (1 hr. approx) via web prior to convert course for clarification and/or questions.
- Canvas White Glove lead to update migration log on a daily basis for status and tracking purposes. Log to be reivewed by Canvas PM and follow up if needed.
- Once course is fully migrated, then Faculty to review and validate changes, and signoff. If issues, then White Glove to take action. If approved, then White Glove to upadate Migration Log and Canvas Team to signoff on migration group complete.

## Migration Signoff

- All courses migrated to Canvas required signoff from their instructor. Canvas white glove team will request this once course is migrated.
- Faculty to perform post-migration checklist and provide signoff
- Canvas Migration Lead to review Migration Log and Canvas Team to provide final signoff for White Glove migrgation group completion
- Canvas Team to notify faculty and champios via email that their courses are fully migrated and available in Canvas. This communication will be sent based on migration groups that are completed.

#### Course Migration – White Glove Process

White Glove is a service provided by the Canvas Team to assist UTA faculty with the course migration from Blackboard to Canvas. For a successful migration, it is required that Faculty meet criteria requirements:

- 1. Complete the Growing with Canvas course.
- 2. Cleanup Blackboard Course(s) following the pre-migration checklist.
- 3. Reduce course size to 3GB through the pre-migration checklist guidelines and recommendations.

Champions will review and approve the courses that are ready for White Glove. Please note that only courses meeting these criteria will be migrated using this service. If a course is not approved for white glove, then the designated instructor will be responsible for migrating this course from Blackboard to Canvas.

As migration begins, Faculty will be contacted directly by the Canvas White Glove Team to review the course that will be migrated and for any required clarification. In addition, as migration is complete, faculty will be required to validate course(s) in Canvas before it is available to students. To properly perform this validation, Faculty must be familiar with Canvas. For this reason, it is required to complete the Growing with Canvas training course prior to perform this validation with the White Glove team.



### Course Migration Groups – Guidelines

#### Assigning Migration Priority to a Course

Priorities to determine how soon a course should be migrated to Canvas are based on:

- Course type<sup>1</sup>
- Course size

<sup>&</sup>lt;sup>1</sup> Exclude AO courses

- Program type/cohort
  - o Specify any common program elements such as Adaptive Release, use of Proctor U, etc
- Course semester
- Faculty load/availability

#### **Defining Migration Groups**

Migration groups will be defined based on the migration priority and based on the semester when the course need to be available in Canvas. For a smooth transition, there will be five migration groups:

Group	Number of Courses	Target Migration End Date*
1	400	April 2
2	400	May 13
3	400	Jun 10
4	400	July 15

<sup>\*</sup>This includes Course White Glove and Course Migration Signoff.

## Course Migration Schedule

Action	Summer- Group 1	Summer & Fall Group 2	Fall 1- Group 3	Fall 2 – Group 4	Resource
Define Course Migration Groups	Dec 11 – Jan 18	Dec 11 – Jan 18	Jan 21 – Feb 15	Jan 21 – Feb 15	Champion
Review & Approve Migration Groups	Dec 11 – Jan 18	Dec 11 – Jan 18	Jan 21 – Feb 15	Jan 21 – Feb 15	Canvas Team
Training – Growing with Canvas	Jan 28 – Feb 15	Feb 11 – Mar 1	Apr 1 – Apr 19	May 6 – May 24	Canvas Team
Prepare course for White Glove	Jan 28 – Feb 15	Feb 11 – Mar 1	Apr 1 – Apr 19	May 6 – May 24	Faculty
Perform White Glove	Feb 25 – Mar 22	Mar 25 – Apr 12	May 6 – May 31	Jun 10 – Jul 5	Canvas White Glove
Validate & Signoff on Course White Gloved	Mar 11 – Mar 29	Apr 1 – Apr 19	May 20 – Jun 7	Jun 24 – Jul 12	Faculty
Finalize White Glove & Course Migration	Apr 2	May 13	Jun 10	Jul 15	Canvas Team