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Post-Migration Checklist for White Glove

After your course has been migrated from Blackboard to Canvas, ensure that everything has been transferred correctly. This checklist provides important items to check.

Please note: The white glove process is to migrate the course as it was in Blackboard. Upon verification of the course, if you realize items were not correct in Blackboard (such as a link was broken or a rubric was not attached to an assignment), it will be out of scope for white glove to make this correction for you.

Minimum Essential Checklist Items

UTA Template Items

- ☐ Verify welcome text on Home page (if you had welcome text in Blackboard course)
- ☐ Verify information in Getting Started module (note: this may look different than how you had information displayed in Blackboard as certain Getting Started info is already pre-built into the module)

Modules

- ☐ Verify module set up is correct
- ☐ Verify publish settings for modules are correct
- ☐ If adaptive release was used in Blackboard, verify prerequisite and/or requirements are set up in Canvas to mimic adaptive release

Assignments/Discussions/Quizzes

- ☐ Verify all assignments/discussions/quizzes exist in Canvas
- ☐ Verify all assignments/discussions/quizzes settings are correct. Check items such as:
    - o Titles & instructions are correct
    - o Links and file attachments not broken
    - o Point values are correct
    - o Unicheck turned on (if SafeAssign was used in Blackboard)
    - o For assignments and discussions, if set up correctly as a group vs. Individual
- ☐ Verify all rubrics transferred correctly
- ☐ Verify rubrics linked to assignments/discussions/quizzes
- ☐ For discussions, verify graded vs non-graded
- ☐ For quizzes, review all questions
- ☐ Review question banks

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Gradebook

- ☐ Verify assignment point values
- ☐ Verify hidden columns from Blackboard are muted in Canvas
- ☐ Verify column order is the same from Blackboard
- ☐ If weighted columns used in Blackboard, verify assignment group weights
- ☐ Verify assignment groups match with Blackboard categories, if categories were used

Accessibility

- ☐ Verify accessibility of materials in Blackboard transferred.
  - o For example, if you had alternate text for images, verify the alternate text is still in Canvas.

Non-White Glove Checklist Items

The last portion of this checklist are items you may want to edit before the first time the course goes live. These are either outside of the scope of the white glove process OR would need to be reviewed for each live course.

Home Page

- ☐ Customize course welcome text

Course Customization

- ☐ Customize left-hand course navigation
- ☐ Adjust course settings (based on instructor preference)
  - o For example, you can add a Course Image that represents the course and displays on the Dashboard

Getting Started Module

- ☐ Update any placeholder text/graphics needed.
  - o For example, instructor info on About Your Instructor page and Student/Instructor expectations on Course Expectations page.

Syllabus

- ☐ Edit the syllabus

Gradebook

- ☐ Mute/publish assignments
- ☐ Arrange/sort gradebook

Calendar

- ☐ Set or adjust event/assignment dates