UNIVERSITY OF TEXAS ARLINGTON

Post-Migration Checklist for Manual Moves

After your course has been migrated from Blackboard to Canvas, ensure that everything has been transferred correctly. Additionally, there will be manual things you need to add. This checklist provides important items to check and add.

Minimum Essential Checklist Items

UTA Template Items

- ☐ Add welcome text on Home page
- ☐ Add/combine information in Getting Started module (note: A lot of Getting Started info is already pre-built into the module and streamlined. Take the time to review this information and delete duplicate and outdated information you may have imported from Blackboard)
  - o Copy and paste your Getting Started information into the Getting Started module pages where it fits
- ☐ Download and complete the syllabus template from Syllabus page
- ☐ Upload the completed syllabus to Upload Syllabus page

Modules

- ☐ Rearrange imported modules as needed
- ☐ Set publish settings for modules and content
- ☐ If adaptive release was used in Blackboard, add prerequisite and/or requirements to mimic adaptive release
- ☐ File attachment links are often broken, so check files inside modules and re-attach as needed
- ☐ Verify links to external websites still work

Assignments/Discussions/Quizzes

- ☐ Verify all assignments/discussions/quizzes imported in Canvas. Manually add any that did not.
- ☐ Verify all assignments/discussions/quizzes settings imported correctly. Check items such as:
  - o Titles & instructions are correct
  - o Links and file attachments not broken
  - o Point values are correct
  - o Turn Unicheck on (if SafeAssign was used in Blackboard)
  - o For assignments and discussions, set up correctly as a group vs. Individual
- ☐ Set availability dates for assignments, discussions, quizzes
- ☐ Create any blogs, journals, or wikis (that were in Blackkboard) as Assignments in Canvas
- ☐ Edit rubrics that transferred or add rubrics

- ☐ Link rubrics to assignments/discussions/quizzes
- ☐ For discussions, set grading settings
- ☐ For quizzes, review all questions
  - o Reset formula questions
  - o Verify images imported and if not, add them back in
  - o Add quiz descriptions and settings
- ☐ Review question banks

Gradebook

- ☐ Verify assignment point values
- ☐ Mute columns you want to hide
- ☐ Arrange column order as desired
- ☐ If weighted columns used in Blackboard, verify assignment group weights
- ☐ Create assignment groups that match 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. Re-add if it is not.

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 items that 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

- ☐ Download and complete the syllabus template from Syllabus page
- ☐ Upload the completed syllabus to Upload Syllabus page

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Gradebook

☐ Mute/publish assignments

☐ Arrange/sort gradebook

Calendar

☐ Set or adjust event/assignment dates