Canvas Course Building Workshop

Canvas Tip Sheet

Getting Started in Canvas

- To log in to Canvas, go to canvas.umt.edu and log in with your NetID and Password.
- The landing page is your Dashboard. This is where you will see all courses you are enrolled in as a teacher, and whether each course is published or unpublished. Your Dashboard will display up to 20 courses, but you can customize your Dashboard if you'd like.
- The Global Navigation Bar is always displayed on the left side of every page in Canvas. Use this to access your Dashboard, Courses, Calendar, Inbox, and Help.
- Your Sandbox Shells have been pre-loaded with our customizable UM Course Template. The template includes the following resources:
  - Instructor Module
    - What the template is, how it works, Canvas training resources, accessibility guidelines, MUS Principles of Quality for eLearning Courses Guidelines.
  - Getting Started Module
    - Specific for Students
    - Welcome message & instructor info, student resources, Q&A forum, introduction forum.
  - Sample Module
    - Content and activities organized using the 5E's: Engage, Explore, Expand, Evaluate, Extend
    - Templates for Pages, Discussions, Assignment, Quizzes
  - Syllabus
    - Link to a downloadable syllabus template
    - University-specific policies added to relevant sections

Using the Course Import Tool

- The Course Import Tool enables you to copy content (full course content or individual activities) from existing courses into new course shells, to import a Moodle backup file (.mbz file type), and to automatically update due dates to align with the new semester.
- Open the course shell that you want to import content into. For the Summer Pilot, this will be your Sandbox Shell.
- On the course homepage, look for the buttons on the right side of the page and select the one that says Import Existing Content. This button can also be accessed through Course Settings in the left Course Navigation Menu.

For further assistance, please contact the UMOnline IDs (umonlineIDs@umontana.edu)

- For Content Type, choose **Copy a Canvas Course** if importing migrated content, or **Moodle 1.9/2.x** if importing a Moodle backup file (.mbz).
  - If importing migrated content, you'll see a dropdown menu where you will choose your migrated course after you select to Copy a Canvas Course.
- For Content, choose Select Specific Content which allows you to bring in specific content/activities rather than the full course. Select all content that you want to import, making sure to leave Syllabus and Course Settings unchecked.
- Decide if you want to automatically Adjust Events and Due Dates. If you select this option, you will then need to set the beginning and end date of your course. An alternative option is to manually update your due dates once the content has been imported.
- Click **Import**. The import request will be listed under Current Jobs. Before the import runs, you must select the specific content to import. Click **Select Content** and select whichever content and activities you want to import, making sure to leave Syllabus and Course Settings unchecked. After selecting your content, click the **Select Content** button one more time to begin your course import.

Review Your Course Content and Activities

- Scroll through your course to familiarize yourself with the new layout in Canvas. Content is organized into Modules but function similarly to Sections in Moodle.
- Consider opening your course in Moodle to compare content between the Moodle course and the Migrated course. If your Moodle course is not visible, submit a Help Ticket to UM IT to Request Access to a Previous Course.
- If you used weighted categories in your Moodle Gradebook, check to see that appropriate weights were applied to Assignment Groups in Canvas. Open the Assignments Index by clicking Assignments in the left Course Navigation Menu. Some Assignments may be uncategorized and weighted at 0%. To recategorize, simply drag and drop into the appropriate category.
- Consult Canvas Instructor Guides to learn about specific settings for content and activities: Pages, Discussions, Assignments, and Quizzes.

Things to Remember

- Do not begin editing content until you're done importing all the content you want to use. You will override any edits you've made if you import content into a new course, edit the content in the new course, and then import the content again.
- LTIs/External Tools may need to be reconfigured once imported into a new shell.
- Rubrics are not included in course migrations. You will need to manually rebuild your rubrics in Canvas. You can still access your courses in Moodle through the end of Fall 2024 if you need to reference rubrics.
- The Canvas Instructor Guides are an incredible resource, and we recommend consulting them to learn more about how to use Canvas.
- If you've already completed the on-demand UM Canvas Essentials Course, you can still access the course to review content.
- You can register for additional trainings on Griz Hub, including 30-minute webinars on specific topics like Assignments, Quizzes, Discussions, etc., as well as a 90-minute Canvas Essentials Webinar.

For further assistance, please contact the UMOnline IDs (umonlineIDs@umontana.edu)