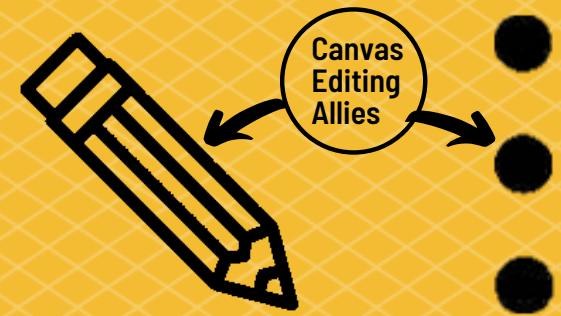


# 2 STRATEGIES FOR COURSE BUILDING IN CANVAS



LESS

TIME COMMITMENT

MORE



## 1 CURATE CONTENT

Skip the mess, import only the content you need from your sandbox course in Canvas or Bb Imported course in Canvas. Here's how.

## 2 CLEAN UP Bb IMPORT

Courses imported from Blackboard into Canvas are not a clean, one-to-one transfer as one might expect.

## OVERALL CONSIDERATIONS

Tips for you regardless of how you create your course in Canvas.

### CURATION BEST PRACTICES

[1] MODULES & PAGES - DO NOT Import Modules and Pages from your Blackboard Import Course, they will be a mess. Save yourself time, create these new in Canvas.

[2] FILES - It bears repeating: SAVE YOURSELF TIME by naming your files without dates, version numbers, or qualifiers like "Final Version." Replacing these files with updated versions WHILE maintaining where this file is linked will save you time and energy down the road.

### CLEAN UP BEST PRACTICES

[1] MODULES - Check structure and reorganize content in an ordered, repetitive flow.

[2] FILES - Delete file duplicates i.e. older versions of the same file. See File Naming Best Practices.

[3] ASSIGNMENTS - Delete any empty assignments and empty assignment groups.

[4] QUIZZES - Check Canvas Quizzes for accuracy before giving to students, especially if they have more than 25 questions and/or images and links.

### USE THE BLUEPRINT!

ALL LIVE COURSES from Banner will include a formatted Home Page and Sample Modules replete with an Orientation Module for students and a sample module(s) with a sample Assignment, Discussion, Quiz, and Page. You can input your content into these components to save time.

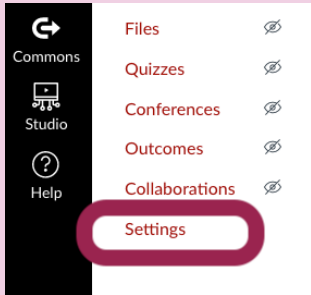
### FILE NAMING BEST PRACTICES

Speaking of time savings, avoid having to rebuild your course every semester and accumulating old versions of documents. We recommend:

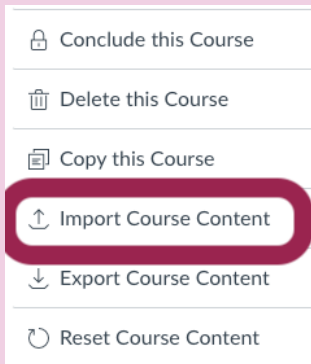
- Avoid dates or version numbers in file names
- Avoid words like FINAL or REVISED

– INSTEAD –

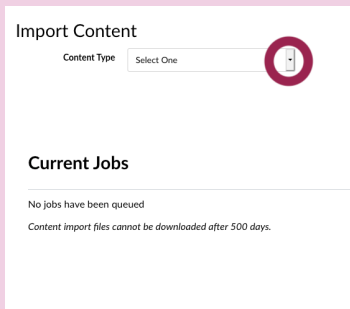
# IMPORTING COURSE CONTENT



[1] Select Settings at the bottom of your course navigation.



[2] On the right sidebar of the Settings page, select Import Course Content button.



[3] Select drop down menu next to Content Type.

[5] RUBRICS - Capture as PDFs so that you can copy/paste their content into Canvas rubrics.

[6] GROUP SETTINGS - Do not migrate. Recreate student groups and configure Group Assignments in Canvas.

[7] PAGES - Copy/paste as plain text to avoid formatting issues; documents and images must be uploaded to Canvas and linked to the course, they will not copy/paste from Blackboard. Check for clean formatting of font type, size, and alignment.

[8] DUE DATES - Use due dates for both required and optional assignments, quizzes, and discussion boards to automatically place them on the calendar and students will receive To Do reminders.

[9] STUDENT VIEW - Excellent tool for quality checking your students' experience.

[10] EQUATIONS - Do not migrate from Bb. They must be copy/pasted into the Canvas HTML editor.

- Name files as simply as possible, e.g. "Attitudes toward patient care" or "Foundation principles handout"
- Download the file you want to update or revise, make your revisions, and upload to files. The file will automatically replace the older version without breaking your links to that file.

## YOUR CURSOR IS YOUR GUIDE

Not sure what something does? Hover over it with your cursor—and click—try it!

## FILES VS. PAGES

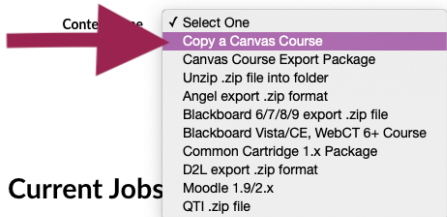
### PAGES

- Great for displaying embedded video
- Providing context for linked documents, external links or other media
- Organizing ideas or concepts

### FILES

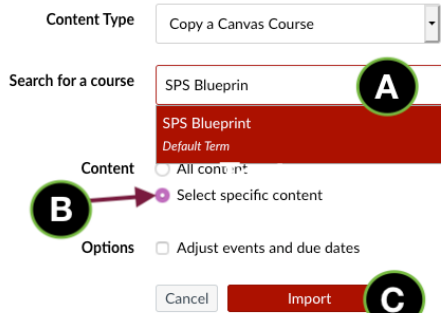
- Can be previewed in a Canvas Page via view icon created automatically by Canvas when you link a document or powerpoint
- Are downloadable for students
- Can be easily updated by adhering to File Naming Best Practices (see top of Cleaning Up Bb Import).

## Import Content



[4] From menu "Copy Canvas Course"

## Import Content



[5] A - Type name of course you wish to import from. NOTE: You must be a TA or Instructor in the course you're importing from.

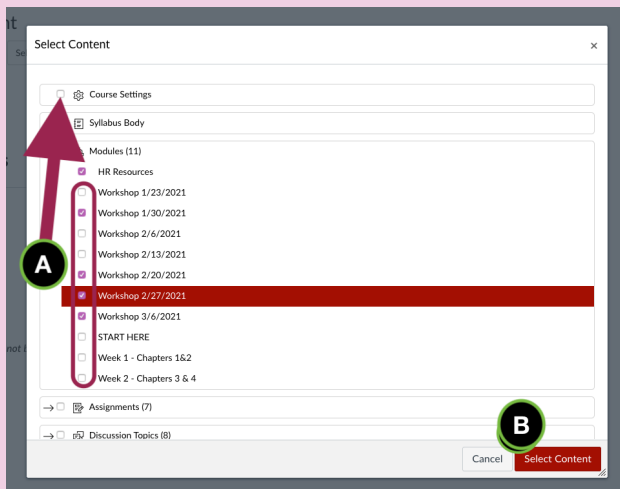
B - Activate radio button "Select specific content"

C - Select Import Button

## Current Jobs



[6] Choose "Select Content" under Current Jobs list.



[7] A - You can select entire categories of content (i.e. Assignments, modules, etc.) or you can open each category and select individual content items (i.e. Quiz 5.1 or Case Study 1).

B - Choose Select Content when finished to import content. NOTE: You can ALWAYS select additional content and re-run the import if you forget something.

## COURSE NAVIGATION LINKS

Leverage the power of Canvas, use MODULES to centralize all course content. Then HIDE/DISABLE most course navigation links like Files, Assignments, Quizzes, Pages, and Discussions because all of these items will be accessible to students in Modules.

Save yourself and your students time and frustration, hide all nonessential links. If you don't know what a feature does, hide it until you do. The exception, of course, is GRADES.

**OH, AND ONE MORE THING—  
WHEN YOU'RE READY TO GO LIVE...**

# PUBLISH YOUR COURSE!



# Need Help



Reach out to your school or department's Instructional Designer.

Book an appointment here:

<https://my.uiw.edu/ird/canvas/index.html>