Migration to Canvas
Supporting the next wave at your school

PLANNING CHECKLIST

✓ Determine the local staff that will be available to provide support
  - Who will provide instructional technology support?
  - Does the local help desk need additional training?
  - How will teaching staff (and students) be trained?
  - Who will migrate course content?
  - Who will oversee the migration plan for each course?

✓ Consult with school leadership to plan communication

✓ Identify early adopters
  - Are there visiting teaching staff or faculty members who haven’t used iSites yet?
  - Are there teaching staff or faculty members who have previously used Canvas?
  - How do the personalities of faculty members play into support?
  - Are there departments that would be open to early adoption as a whole?
  - Are there simple courses that would be a breeze to bring over? Either those without complex technological needs, or those that use a pedagogical approach that is aligned with Canvas?
  - Does it make sense to move all courses taught by a faculty member to avoid confusion over multiple platforms? All first-year courses for a cohesive student experience? All new courses?
  - Should courses that will not be offered in future years or will soon be redesigned be excluded?

✓ Review the current course sites for custom/unique functionality or unusual complexity
  - Consult with TLT to plan for special cases; it may make sense to save them for the next wave.

✓ Build a strategy for course-by-course migration
  - Will there be a full pedagogical redesign?
  - Will this be a simple content move?
  - Is additional help needed to transfer the content?
  - Can some teaching staff migrate their own courses?
  - If the teaching staff determine that they aren’t, in fact, ready to move to Canvas, is there a contingency plan?

✓ Develop a timeline
  - Course creation can begin as soon as the registrar feeds are available and local support is in place.

✓ Plan and deliver end-user training
  - Who needs to be trained?
  - What are the specific training needs of these end-users?
  - How will you train end-users? Different audiences may have different training plans.
  - What is your training timeline?
  - What centrally provided resources will you use? How will you use them?
  - How will you communicate self-directed training resources?
  - Have you scheduled face-to-face trainings, as appropriate and consistent with your training plan, and communicated dates and times?

✓ Provide ongoing support
<table>
<thead>
<tr>
<th>RESOURCES by MIGRATION TYPE</th>
<th><strong>TLT resources provided</strong></th>
<th><strong>School resources needed</strong></th>
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| **Basic content transfer**   | ● Self-service migration tool to export files and text tool content from iSites into the Canvas course’s files area  
 ● Documentation for academic support staff and end users  
 ● Possible assistance with manual migration of content. Please contact TLT for more details | ● End-user training and support  
 ● Possible manual migration of content  
 ● Assistance linking to content from the files area to the appropriate area of the course |
| **Reimagining the course delivery** | ● Sample Canvas course  
 ● Training materials around using key new Canvas features | ● Instructional technologists, librarians, etc.. available for consultation  
 ● End-user training and support  
 ● Assistance with content migration |