Tips for Configuring New Courses in eLearn for Migration to MyCanvas

This document is intended for those currently developing courses in eLearn that will eventually migrate to the new MyCanvas platform. It presents suggestions on how to create courses that will transfer easily and predictably and require a minimum of reconfiguration after migration. It may also help inform those who are preparing to develop courses in MyCanvas as it details some of the tool and configuration differences between it and eLearn.

As a guiding principle, you should build your eLearn course with a simple course structure and minimal configurations. Once the course is migrated to MyCanvas, you will be able to enhance the course with additional materials and new features.

Wait if Possible

Ideally, new course development should occur within MyCanvas, in order to take full advantage of the new feature set and bypass the transfer and reconfiguration steps. If your schedule allows, it might be best to wait until the Winter semester when our new platform is fully operational.

CTL Resources

You may find it beneficial to discuss this document with your Educational Technology Specialist (ETS), who can provide clarification and instruction. They can also install the MyCanvas-modified template and document files in your new eLearn course shell. This template may speed new development and should be used instead of the existing eLearn template.

Suggested Configurations

Here is a listing of the major eLearn tools and suggested configurations.

Homepage and Navigation Bar

- Avoid creating custom homepages, widgets, banner images, and navigation bars, as these do not migrate to MyCanvas or are configured separately
- To replace the homepage function in MyCanvas, you can create a custom webpage (html) that can be assigned as a homepage after migration. This could also be done in MyCanvas after migration.

Content

- Organize topics as usual in Modules, but don’t use submodules. MyCanvas has features that will help further organize your module content.
- Place topic or module descriptions directly in content pages, not in the description area.
• Only date and module completion restrictions apply in MyCanvas. Consider adding simple restrictions after migration.
• Don’t add topics that are associations with other tools (e.g. links to Dropbox, Discussions, or Quizzes).
• Import videos directly to Content/Manage Files, rather than streaming with Kaltura or Panopto. These programs will be integrated into MyCanvas, but imported videos will require some reconfiguration.
• If you are creating webpages using document templates, be sure to use the MyCanvas-modified templates available from your ETS.

**Dropbox**

• Consider creating a Dropbox for all assignments, including those that aren’t graded.
• Create Dropboxes for other graded items (e.g. Attendance) and other non-assignment items and anticipate reconfiguration in MyCanvas after migration. MyCanvas will automatically turn these into grade items.
• Embed all assignment information in the Dropbox Instructions field rather than linking to a file.
• Don’t configure Turnitin for your assignments. Anticipate adding plagiarism services after migration to MyCanvas.
• Don’t create or use Categories.
• Anticipate creating grade weightings in MyCanvas after migration.

**Quizzes**

• Use the Question Library for the creation and storage of questions but don’t create or use subsections in Library Sections. All question folders should be at the top level, as sub-folders of the Library do not appear in imported courses.
• Rather than storing questions in the Library, it may easier if questions are created directly in Quizzes. Alternatively, it may be easier to create all questions in Library sections and anticipate the creation of quizzes in MyCanvas after migration.
• Apply special configurations on quizzes after migration to MyCanvas.
• Don’t create organizational Categories.
• Don’t use or configure Respondus LockDown Browser.
• Don’t modify or create additional Submission views. The MyCanvas equivalent is configured differently.

**Grades**

• Setup the Grades section after migration to MyCanvas. The MyCanvas gradebook is functionally different than in eLearn and is not a configurable tool, but presents the various assessed items (quizzes, assignments, etc.) that feed to it. These items may require reconfiguration after migration.
Groups

- The Groups functionality in MyCanvas is significantly different than in eLearn and has various new features, so it is best to wait to create them in MyCanvas.

Rubrics

- Configure Rubrics normally. Rubrics will function as expected, but may require minor editing after migration.

Surveys and Self-Assessments

- Configure Surveys and Self-Assessments normally. Surveys and Self-Assessments will function largely as expected, but will require minor reconfiguration after migration.

Discussions

- Configure Discussions normally. Discussions will function as expected, but will require minor reconfiguration after migration.

Tools with No MyCanvas Equivalent

The following tools and features are not available in MyCanvas and should not be configured.

- Attendance
- Awards
- Checklists
- Glossary
- Intelligent Agents
- Links
- Restrictions and Release Conditions

As well:

- Do not include content with screen captures of eLearn.
- Any text references you make to the current “eLearn” learning platform may need to be edited to MyCanvas after migration.

Third Party Integrations

As of the writing of this document, no third-party platforms or tools (Kaltura, Panopto, Respondus, publisher sites, etc.) that you may currently use in eLearn have yet been configured in our MyCanvas test environment. We anticipate the eventual availability of all current tools, but current development should not include the configuration of such tools.