

# Getting Started in Canvas

Session 1

# Objectives

- Archive Blackboard content
- Import and edit the CON course template
- Add content to a Canvas course

# What Will I Need?

- Logged into Blackboard
- A sandbox in Canvas (steps on next slide)
- Syllabus and Course Schedule for a course
- Personal biography/picture
- Content you might want uploaded (PPTs, PDFs, links, etc.)

## Creating a Sandbox

1. <https://esg-apps.it.wsu.edu/canvas-sandbox/>  
(link in chat)
2. Give sandbox a name (e.g. "N412 Sandbox")
3. Head over to [canvas.wsu.edu](https://canvas.wsu.edu) to find your sandbox

# Exporting Bb Content

Part 1

# Archiving Your Bb Courses

- Blackboard access expiring August 21<sup>st</sup>
- AOI in Pullman is offering to help export your courses
  - [migrationhelp@wsu.edu](mailto:migrationhelp@wsu.edu)
  - **Example:** 2021-SPRI-SPOKA-NURS-424-13216-LEC

# Exporting your Bb Courses

- You can also export and save your content on your computer for archiving purposes
- [https://help.blackboard.com/Learn/Instructor/Course\\_Content/Reuse\\_Content/Export\\_and\\_Archive\\_Courses](https://help.blackboard.com/Learn/Instructor/Course_Content/Reuse_Content/Export_and_Archive_Courses)

# Uploading Content to Canvas

- Additionally, Canvas allows you to manually upload Blackboard content
  - <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-content-from-Blackboard-6-7-8-9-into-Canvas/ta-p/1069>
- This process isn't perfect – some content uploads just fine, some doesn't
  - <https://canvas.cornell.edu/courses/1848/pages/notes-about-transferring-courses-from-blackboard>



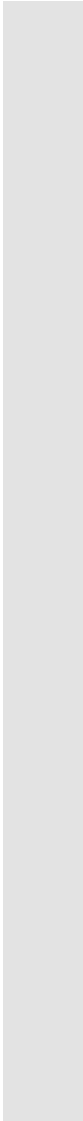

# Adding the CON Template

Part 2

# Adding the Template

## To Do:

- Go to the Canvas Commons and search for “college of nursing course template”
- Choose to import the template to one or more of your sandboxes or courses



# Editing the CON Template

# Editing the Homepage

## To Do:

- Delete instructions
- Add new course image (if desired)
- Edit:
  - Course Name
  - Overview
  - Catalog Description
  - Course Description
  - Course Emphasis
  - SLOs

# Editing the Instructor Introduction

## To Do:

- Delete instructions
- Add new bio and image
- [Optional] Great place to add an introduction video (especially for mainly asynchronous courses)

# Editing the Syllabus

## To Do:

- Delete instructions
- Add course name and term
- Add a link to your syllabus document
- Copy and paste most relevant elements of the syllabus

# Editing the Course Schedule

## To Do:

- Delete instructions
- Copy and paste course schedule from your syllabus

# Editing the Modules Page

## To Do:

- Select the Modules page template that best fits your course
- Duplicate the blank Module template you have selected
- Delete the unused Module template examples



# Adding Content

Part 3

# What Content Can Be Added?

- **Files** (PDFs, PPTs, Word Docs)
- **Assignments** (drop box submission assessments)
- **Discussions**
- **Quizzes** (tests/exams)
- **Pages** (editable web pages)
- **Text Header** (labels to help organize groups of content in a module)
- **External URL** (website link)
- **External Tool** (Panopto link, textbook resources, etc.)