

Campus Course Migration Plan

TRANSITIONING FROM BLACKBOARD TO CANVAS

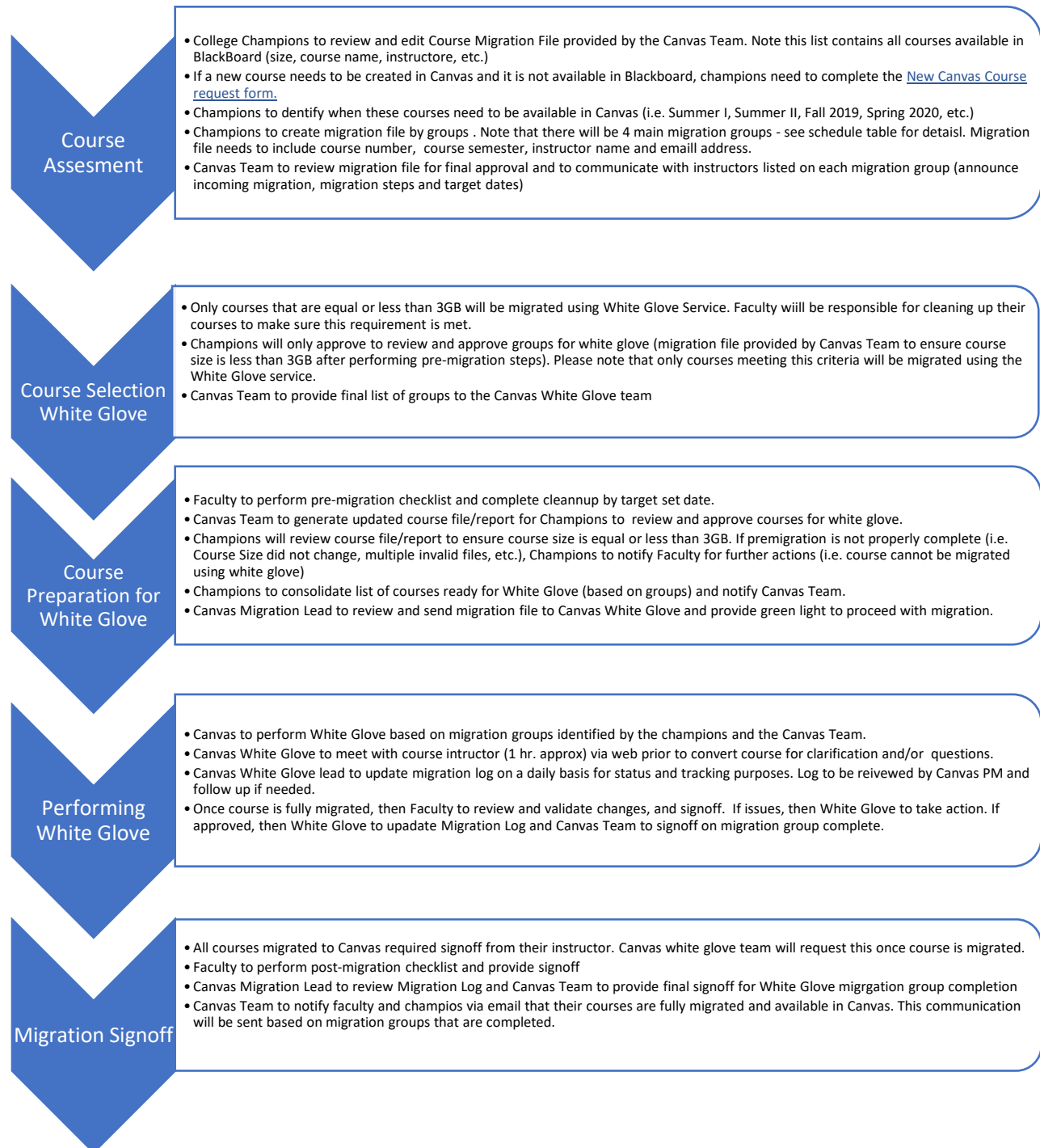
UTA CANVAS TEAM

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Canvas Campus Deployment

Course Migration Process



Course Migration – White Glove Process

White Glove is a service provided by the Canvas Team to assist UTA faculty with the course migration from Blackboard to Canvas. For a successful migration, it is required that Faculty meet criteria requirements:

1. Complete the Growing with Canvas course.
2. Cleanup Blackboard Course(s) following the pre-migration checklist.
3. Reduce course size to 3GB through the pre-migration checklist guidelines and recommendations.

Champions will review and approve the courses that are ready for White Glove. Please note that only courses meeting these criteria will be migrated using this service. If a course is not approved for white glove, then the designated instructor will be responsible for migrating this course from Blackboard to Canvas.

As migration begins, Faculty will be contacted directly by the Canvas White Glove Team to review the course that will be migrated and for any required clarification. In addition, as migration is complete, faculty will be required to validate course(s) in Canvas before it is available to students. To properly perform this validation, Faculty must be familiar with Canvas. For this reason, it is required to complete the Growing with Canvas training course prior to perform this validation with the White Glove team.



Course Migration Groups – Guidelines

Assigning Migration Priority to a Course

Priorities to determine how soon a course should be migrated to Canvas are based on:

- Course type¹
- Course size

¹ Exclude AO courses

- Program type/cohort
 - Specify any common program elements such as Adaptive Release, use of Proctor U, etc
- Course semester
- Faculty load/availability

Defining Migration Groups

Migration groups will be defined based on the migration priority and based on the semester when the course need to be available in Canvas. For a smooth transition, there will be five migration groups:

Group	Number of Courses	Target Migration End Date*
1	400	April 2
2	400	May 13
3	400	Jun 10
4	400	July 15

*This includes Course White Glove and Course Migration Signoff.

Course Migration Schedule

Action	Summer-Group 1	Summer & Fall Group 2	Fall 1-Group 3	Fall 2 – Group 4	Resource
Define Course Migration Groups	Dec 11 – Jan 18	Dec 11 – Jan 18	Jan 21 – Feb 15	Jan 21 – Feb 15	Champion
Review & Approve Migration Groups	Dec 11 – Jan 18	Dec 11 – Jan 18	Jan 21 – Feb 15	Jan 21 – Feb 15	Canvas Team
Training – Growing with Canvas	Jan 28 – Feb 15	Feb 11 – Mar 1	Apr 1 – Apr 19	May 6 – May 24	Canvas Team
Prepare course for White Glove	Jan 28 – Feb 15	Feb 11 – Mar 1	Apr 1 – Apr 19	May 6 – May 24	Faculty
Perform White Glove	Feb 25 – Mar 22	Mar 25 – Apr 12	May 6 – May 31	Jun 10 – Jul 5	Canvas White Glove
Validate & Signoff on Course White Gloved	Mar 11 – Mar 29	Apr 1 – Apr 19	May 20 – Jun 7	Jun 24 – Jul 12	Faculty
Finalize White Glove & Course Migration	Apr 2	May 13	Jun 10	Jul 15	Canvas Team