

Center for Learning and Teaching
Blackboard to Canvas Post-Migration Faculty Checklist

After ITS migrates your course into Canvas, you will need to check the following features in your course. Please remember that you may not be using some of the features listed in this checklist.

Optional steps are highlighted in gray.

	To do list	Description	How to Complete this Step (Info from the Instructure Community)
1.	Update your bio in Canvas Profile	Review and update your Bio in your Canvas Profile.	Profile and User Settings
2.	Update your course home page	Update your homepage and add Welcome text.	How do I Edit a Page in a Course? How do I Change the Course Home Page?
3.	Upload your Syllabus	Upload your syllabus.	How do I Use the Syllabus as an Instructor
4.	Review your modules	Add/combine/update your Start Here module: Review/keep/delete information, Check content order and sequence, then rearrange modules and pages as needed. Hide unused course navigation.	How do I Move or Reorder a Module?
5.	Set your course prerequisites (Adaptive Release in Blackboard)	Set prerequisites and/or requirements to modules and course content.	How do I Lock a Module How do I Add Requirements to a Module How do I add Prerequisites to a Module
6.	Check your course pages	Check pages with multiple file attachments. Attach unlinked files as needed. Check page names. Canvas renames pages with the same names: filename-2; filename-2, filename-3, etc. Find/replace any references to Blackboard (remember to	How do I Edit a Page in a Course? How do I Upload a PDF to a Page in a Course Rich Content Editor

		check external documents, assignment sheets, and videos). Check your pages' texts for extraneous text formatting.	
7.	Run accessibility checker	Run the Accessibility Checker in Canvas and update issues as needed.	How do I Use the Accessibility Checker in the Rich Content Editor as an Instructor?
8.	Check your math equations	Check your math equations.	Canvas Equation Editor Tips: Advanced View (Canvas PDF) Equatio (TextHelp)
9.	Check your course Links	Run Link Validator in Canvas.	How do I Validate Links in a Course?
10.	Update your Announcements	Update your dates in Announcements. Set Home Page to show your most current Announcement.	Announcements How do I Delay Posting an Announcement Until a Specific Date in a Course? How do I Show Recent Announcements in the Course Home Page?
11.	Check your Assignments	Check your assignments' availability, submission dates, directions, and points.	Assignments How do I Publish or Unpublish an Assignment as an Instructor? How do I Add or Edit Details in an Assignment? How do I Add or Edit Points for an Assignment?
12.	Adjust your Discussions settings	Adjust Discussions settings; use Pinned Discussions to specify order.	Discussions How do I Pin a Discussion in a Course?
13.	Check your Quizzes	Check the integrity of questions titles, test answers, score, values, attachments, feedback, etc. When making Quizzes, use New Quizzes, when possible, since Quizzes will be retired from Canvas next summer.	Quizzes New Quizzes

14.	Update your Groups settings	Update your student groups, group assignments, and peer review settings.	Groups How do I Use Peer Review Assignments in a Course? How do I Grade Group Assignments in SpeedGrader?
15.	Check your Blogs, glossaries, journals, and wikis	Use Pages settings or group assignments to recreate blogs, glossaries, journals, and wikis.	Pages What are Pages? How do I Edit a Course Page as a Student? Assignments
16.	Check your Gradebook	Check Gradebook settings: rearrange columns, point values, weighted columns, update assignments, etc. Sort your Gradebook (e.g., by due date or by assignment type).	Grades
17.	Customize your Notifications	Check your notifications settings to tell Canvas how you want to communicate with your students.	How do I manage notifications for a single course as an instructor
18.	Publish your Course Tools	Publish your active tools (i.e., Assignments, Quizzes, Surveys, items within Modules).	How do I publish or unpublish an assignment
19.	Publish your course	Publish your course site to communicate with your students.	How do I publish a course?
20.	Check your course as a student	Switch to your Student View and review your entire course: ensure that announcements, discussions, modules, assignments, and grades are set up properly and are viewable by your students.	How do I View a Course as a Test Student using Student View?