



## COPYING MIGRATED BEACHBOARD COURSE CONTENT TO YOUR LIVE CANVAS COURSES

BeachBoard courses from previous terms have been migrated to Canvas. The purpose of this guide is to help you identify these courses, transfer their content to your “live” Canvas courses, and check for common errors in the migration process. If your previous course does not appear in Canvas, please email [canvas@csulb.edu](mailto:canvas@csulb.edu).

To better understand the terminology in this guide, review the definitions provided here: [Canvas Course Types csulb.edu/academic-technology-services/canvas-at-the-beach/canvas-course-types](http://csulb.edu/academic-technology-services/canvas-at-the-beach/canvas-course-types)

### Identify Your Courses

1. Log in to Canvas via the [CSULB Single Sign-on \(SSO\) portal](#).
2. Select the BeachBoard-Canvas tile:



3. On the webpage, select the Canvas login button:

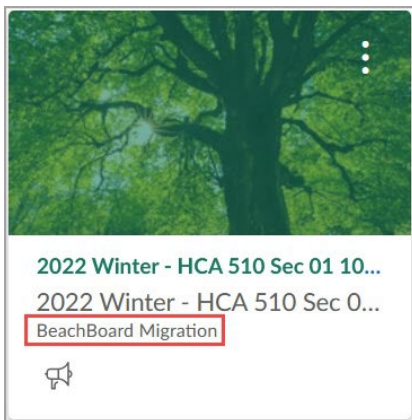


4. You will land on your Canvas Dashboard. You may need to scroll to see all your courses.
5. Locate your migrated BeachBoard courses. They are labeled with the original term in which they were taught (e.g., Spring 2021, Winter 2022).
  - If you intend to reuse the content from your migrated BeachBoard course to teach in Canvas, you will need to copy the content to your **Live Canvas Course**.
  - If you will build content from scratch, and/or use one of our pre-designed Canvas Layouts (templates), go to the [Canvas Course Layouts](#) page and follow the provided instructions for importing CSULB Canvas Layouts

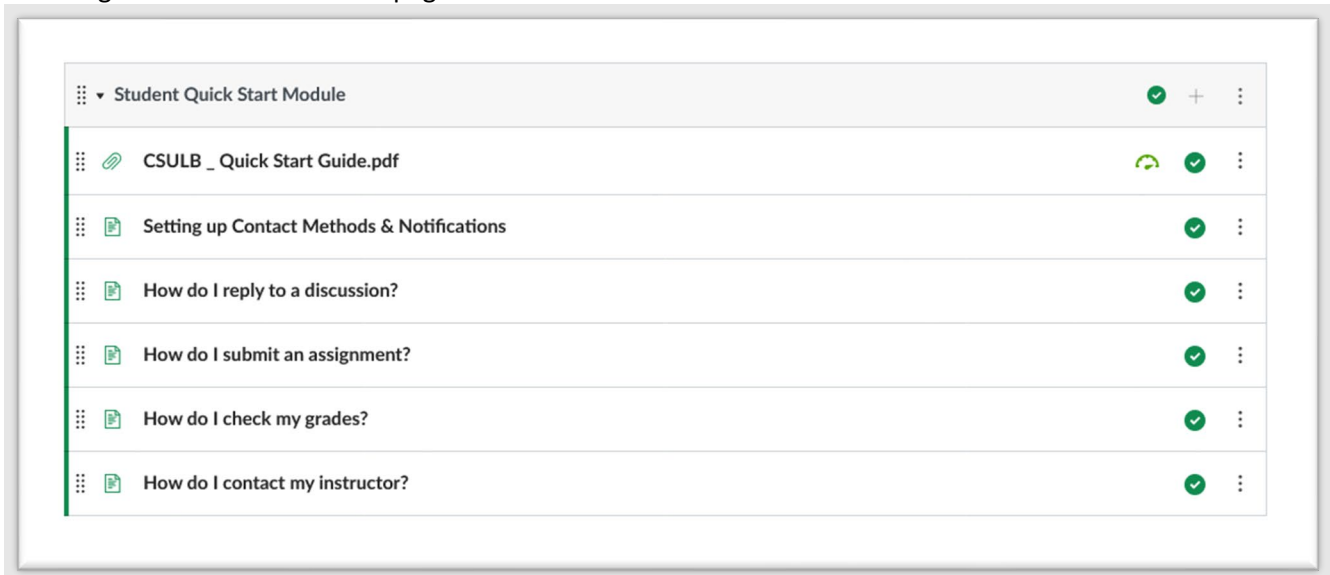


## IMPORT YOUR BEACHBOARD MIGRATED CONTENT INTO A LIVE CANVAS COURSE

1. From your [Canvas Dashboard](#), select and enter the **Live Course** in which you will be importing content. This is the course you will be teaching with, and it should be blank.
  - Each semester, live Canvas courses are automatically created for each section in the Schedule of Classes. Students enrolled in the class are added to “People” in Canvas.
2. Next, identify the **Migrated BeachBoard course** from which you want to copy. This is the material you will be “importing” into your Live Course. Your migrated course will have the following designation:

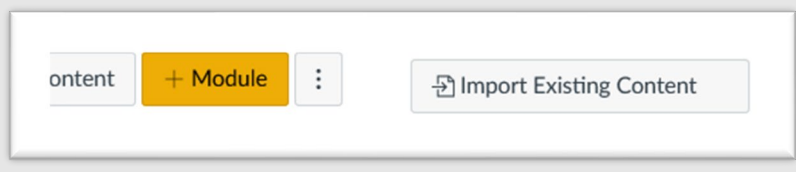


3. Click on your **Live Course**.
4. Navigate to the course Homepage.

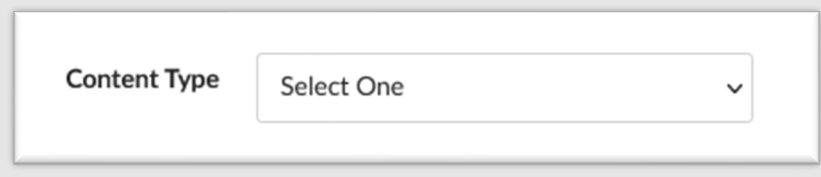




From the menu on the top right, choose “Import Existing Content.”



5. From the Import Content dropdown menu (picture below), choose “Copy a Canvas Course.”

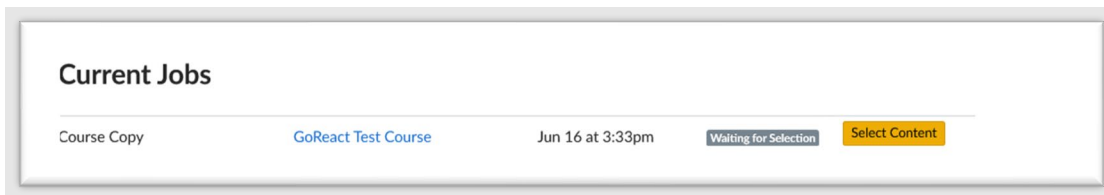


- In the “Search for a Course” field, type the catalog code and/or title of your course – e.g. CBA 300 International Business.
- If you’re having trouble finding your course, go to the “Settings” for the Migrated Course you are copying from, and under “Course Details,” copy the “SIS ID.”



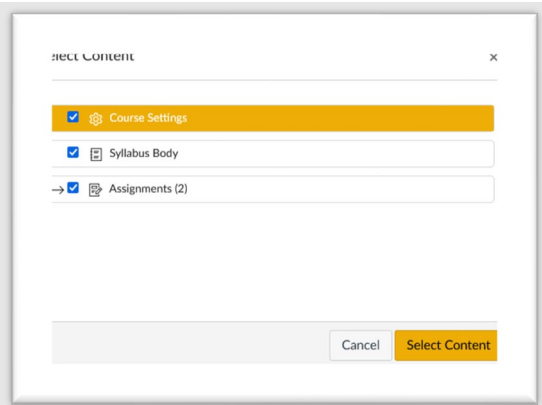
- Select your course from the dropdown menu

6. You will see your course in the “Current Jobs” list:



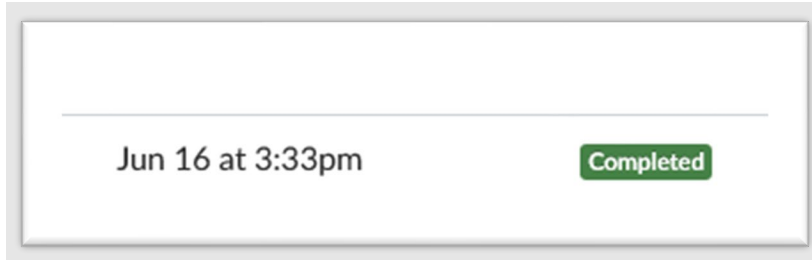
- Click on the “Select Content” Button

7. You will then see a pop-up window with a list of course components from your Migrated Course. Select all components that you want copied into your Live Course. Then click “Select Content:”





- Once the course is finished copying (this could take several minutes, depending on the size of the course), you will see the “Completed” status icon:



- You are now ready to check your course to provide quality assurance. Please follow our “Canvas Migrated Course Checklist” below to make sure all contents of your course are copied over the way you want it in Canvas.

## CHECKING YOUR MIGRATED COURSE (MIGRATION CHECKLIST)

Once you have copied the BeachBoard migrated content into your live or development course, the next important step in preparing for deployment is to review that all course components work exactly as intended. Since BeachBoard and Canvas have different interfaces and different ways of arranging and delivering content, there will be adjustments to make in the various areas listed below.

Use the following checklist to guide you through your newly copied course and help you adjust and fine tune your course for live delivery. This checklist is not meant to be exhaustive, it’s just meant to get you started, so if you have any additional issues that you need help with, don’t hesitate to contact us at [ATS-InstructionalDesign@csulb.edu](mailto:ATS-InstructionalDesign@csulb.edu).

### Modules

Items from the “Content” page in your BeachBoard course will migrate over and be listed on the Module page in Canvas.

- If your Content area in BeachBoard had sub-folders (see image below), check to make sure they are ordered and indented correctly on the Module page in Canvas. See the next bullet for an example of this.

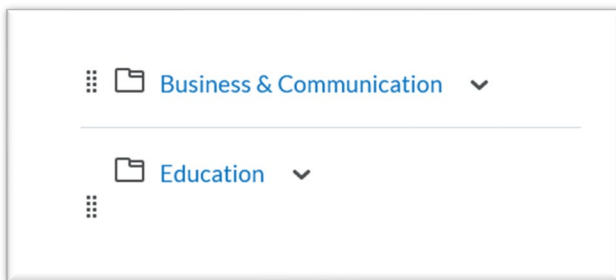


Image: Two sub-modules in BeachBoard

- Items in BeachBoard submodules should be arranged to have an indented structure in Canvas:

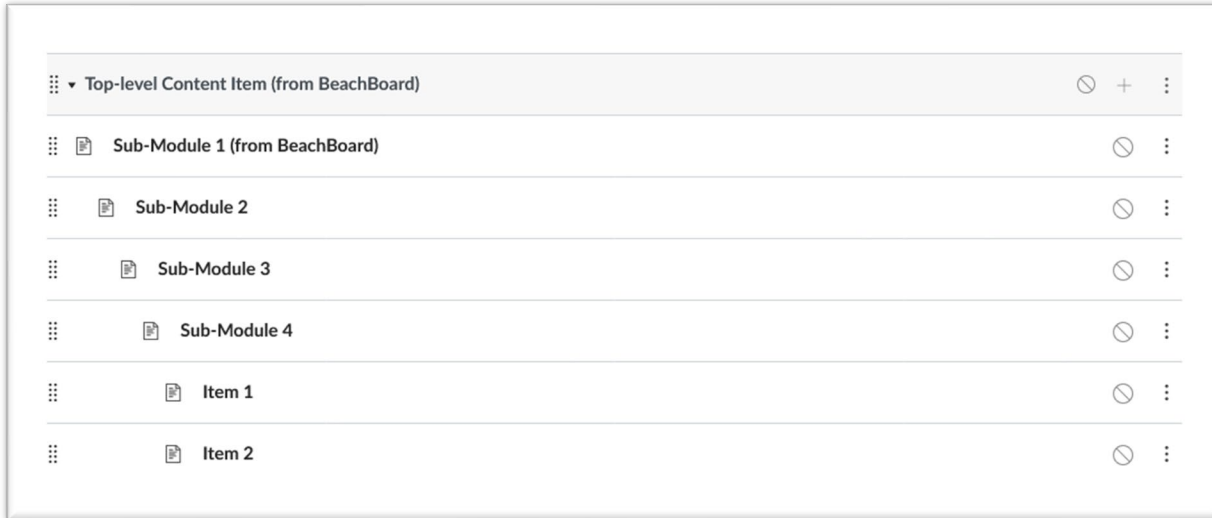
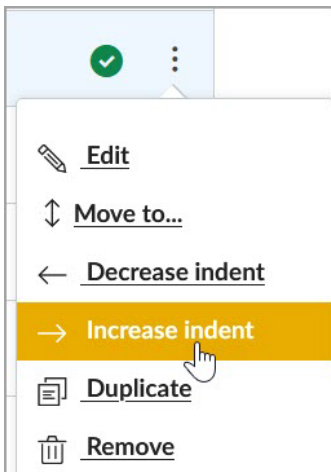


Image: Indented structure

- You can indent module items using the 3-dot dropdown, and choosing “increase indent”



- Contact ATS if you’re having any trouble finding items in your Canvas course that you know should have been migrated over.

## Prerequisites and Requirements

The release conditions in BeachBoard work differently in Canvas. If you have any release conditions set for content items in BeachBoard based on item sequencing and/or item completion, these will need to be re-set in Canvas. There are two parts to this: requirements and pre-requisites: “” and “.”

1. Set Requirements for completing modules: When you add a **Requirement** to a module, students must complete the defined requirements within the module before the module will be marked complete.
2. Add pre-requisites for opening a module: When you set a module **Prerequisite**, the module is locked until a student completes the Requirements.
  - [Set Requirements for completing modules](#) that determine the requirements for a module being marked “completed.” Click on the 3-dot dropdown for the module you’re setting a Requirement for.



Edit Module Settings

Top-level Content Item (from BeachBoard)

Lock until

**Prerequisites**

+ Add prerequisite

**Requirements**

Students must complete all of these requirements

Students must move through requirements in sequential order

Student must complete one of these requirements

Sub-Module 1 (from Be) view the item

+ Add requirement

Cancel Update Module

- Add pre-requisites for opening [a module](#) (based on completion of previous modules)

Edit Module Settings

Top-level Content Item (from BeachBoard)

Lock until

**Prerequisites**

[ Select Module ]

+ Add prerequisite

**Requirements**

+ Add requirement

Cancel Update Module



## Quizzes and Quiz Questions

Most of your quizzes should migrate over fine, but if you have any Likert questions, these are not supported yet in Canvas. Also, if you have any Rank-Order and Matching question types, check to make sure all questions and answer descriptions were copied over.

- Check all your quizzes in “Quizzes”
- Open Quizzes and check all question types, question order, images, correct answers, feedback, etc.
- [Randomize \(shuffle\) quiz questions in Canvas](#). If you implemented shuffling questions in BeachBoard, you would have to redo this in Canvas. The way this is done in Canvas is through Question Groups. Click the link above to learn more.

If you notice any issues with quizzes or see an anomaly, contact us at [ATS-InstructionalDesign@csulb.edu](mailto:ATS-InstructionalDesign@csulb.edu).

## Assignments

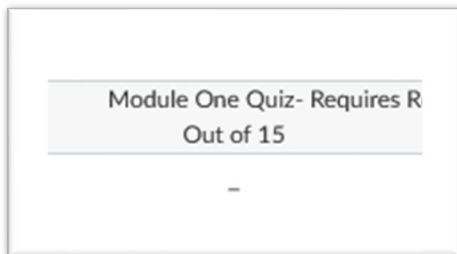
On the Assignments page, you can view all graded activities in the course. Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.). Your Dropbox assignments will migrate over to Canvas as online submissions within the Assignments tool. You’ll want to check on them for accuracy.

- For dropbox-type assignments, you’ll want to ensure that the submission type is ‘file upload.’
- [Create Assignment Groups](#) and delete any unnecessary ones that came over in the migration. This will help you for numerous reasons. You can put “like” things into an assignment group (e.g., 10 discussion board posts, the parts of a final paper). Having assignment groups will make using your gradebook easier because of filtering. Follow this [Canvas Guide](#) to learn more about [filtering the gradebook](#).
- [Weight the final course grade](#) if you weighted your gradebook in BeachBoard.

## Gradebook

Canvas and BeachBoard differ in terms of setting up your gradebook. When creating graded items such as dropbox assignments, quizzes and discussions, Canvas simultaneously creates these activities in the gradebook. You’ll want to do the following:

- Check gradebook “out of” scores for all graded assignments:





Note: Make sure they reflect whole number scores the way you prefer. Scores and items cannot be edited in the Gradebook. If you note any discrepancies or extra decimal places, go to those respective graded activities in Assignments, Discussions, or Quizzes to adjust scores.

- [Arrange the columns of the gradebook](#). Check and reorder the columns' order as you see fit.
- Check that there aren't extraneous columns in your gradebook. To delete a column, you must delete the item itself or change it to an "ungraded" item. Ungraded items will not show up in the gradebook.

## Rubrics

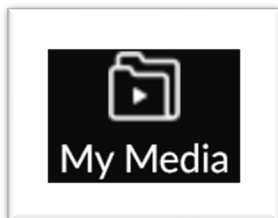
Rubrics can be attached to Assignments, including file uploads and discussion boards.

- Check the Rubrics" section – delete any duplicates you might see.
- Check that your rubrics have the correct criteria, ratings, and point values
  - For more on managing Canvas Rubrics
- [Assignments \(e.g. file uploads\) with rubrics](#) – confirm that all graded assignments and discussions have the correct rubrics attached. Rubrics are visible on the Assignment pages and can be edited from there as well.
- For Discussion Boards with rubrics – confirm discussions have the correct rubrics attached by following directions for Adding a Rubric to a Discussion.
  - Open the 3-dot dropdown menu and select Show Rubric

## Course Media

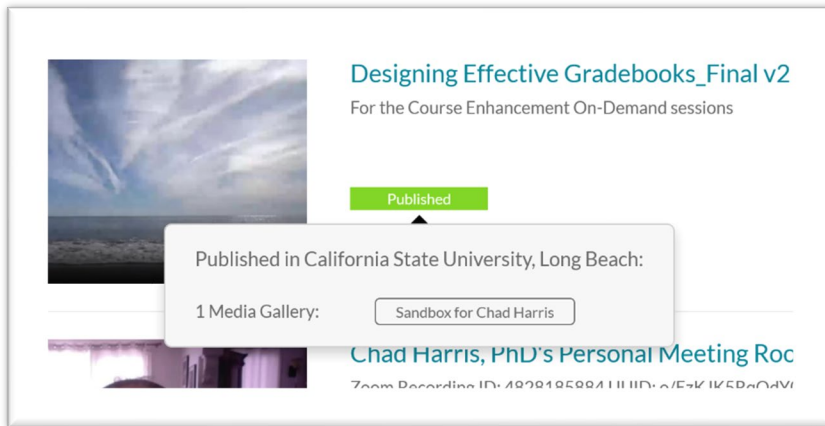
Confirm that any media you created for previous courses is in your MyMedia gallery. The third-party vendor for media is still Kaltura, but it's configured differently in Canvas than on BeachBoard.

- Check the MyMedia icon on the left-hand Canvas menu:



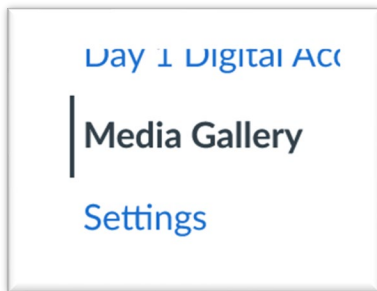
The MyMedia gallery is your main Canvas repository for all your course videos, including videos you made in Zoom. Videos that are already published to courses will have a green "published" tab next to them, which you can click to confirm which courses the videos are published in:



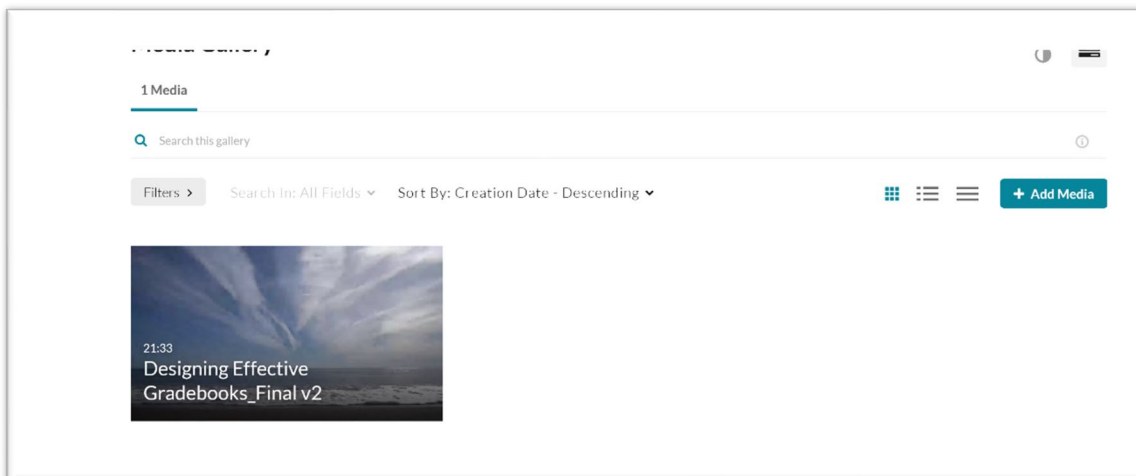


In the image above, the video “Designing Effective Gradebooks” is published in the course “Sandbox for Chad Harris.”

- Next, in your migrated course(s), check the course “Media Gallery,” which is where you will find videos that have been published to that course:



The course media gallery looks like this – note the same video as the image above from the MyMedia gallery:



You can publish additional videos from your MyMedia gallery into the course Media Gallery by clicking the “Add Media” button. If you have any trouble finding your videos, contact us at [ATS-InstructionalDesign@csulb.edu](mailto:ATS-InstructionalDesign@csulb.edu).



## Word Replacement to Look Out For

During the course migration process from BeachBoard to Canvas, select words were replaced with specific terms such as "BeachBoard" to "Canvas", "Dropbox" to "Assignments" and "Content" to "Module." If you used any of these words in your course content or as part of a hyperlink, then please revisit these elements and make sure word replacement makes sense within context, as well as all hyperlinks are properly working.

## Exception Log

During the course migration process from BeachBoard to Canvas, any issues that occur are documented in what is called the Exception Log. This migration guide has addressed the most common issues found in the exception log, and following the migration checklist will address most, if not all of the issues found in your exception log. Keep in mind the exception log is reserved for backend developers and it is written so in that manner. We recommend only using the exception log help locate specifically where the issue is located in your course if any.

Please note, fixing the issues outlined in the exception log does not mean the items in the exception log will be removed from the log. It is a static page.

## Accessing the Migration Exception Log

1. From your Canvas course, click "Pages" in the course navigation
2. Locate and click on a page called "000-Migration Exception Log"

From here there will be items that are categorized either "Requiring Action" or "Requiring No Action." These are issues that were identified during the migration process. Each item will give you a brief description of the issue as well as the location of the issue both in BeachBoard and Canvas. Since the exception log is written from a developer's point of view, we recommend completing the migration checklist to address most of the issues found in the exception log.