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.

To better understand the terminology in this guide, review the definitions provided here: Canvas Course Types

IDENTIFY YOUR MIGRATED COURSES

1. Log in to Canvas via the CSULB Single Sign-on (SSO) portal.

2. Select the Canvas tile.
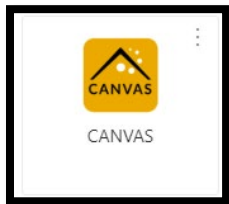
3. You will land on your Canvas Dashboard. You may need to scroll to see all your courses or click on **Courses** from the Global Navigation bar and select **All Courses**.
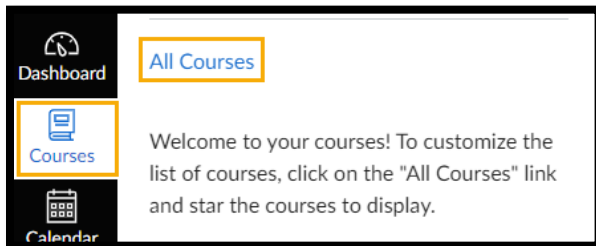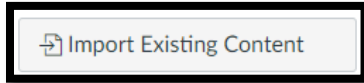

4. Locate your migrated BeachBoard courses. They are labeled in the course name with the original term in which they were taught (e.g., 2022 Fall, 2021 Fall, 2021 Spring, 2022 Winter). They will also indicate **BeachBoard Migration** under the course name on the Dashboard or in the **Term** when looking at all courses.
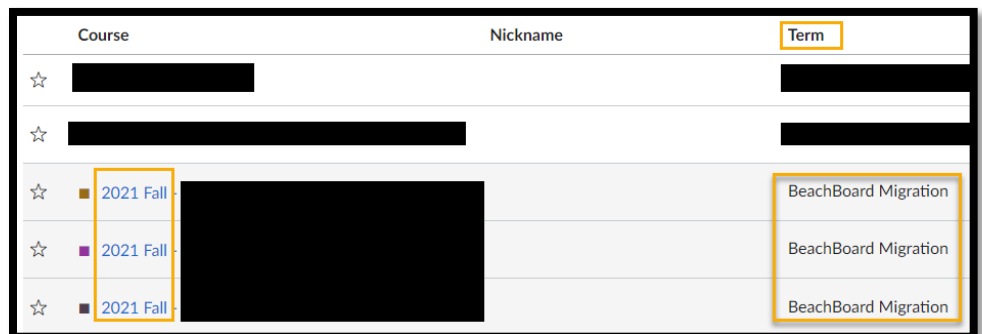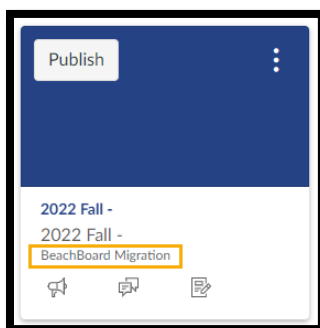

-   If you intend to reuse the content from your migrated BeachBoard course to teach in Canvas, you will need to copy the content to your **Live Canvas Course**.

-   If you prefer to build from scratch, you have the option of using our pre-designed Canvas Layouts Go to the Canvas Course Layouts page and follow the provided instructions for importing CSULB Canvas Layouts

# IMPORT 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 empty of content.

   - 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. Click on the **Import Existing Content** on the right-hand side of the course.

3. Next, select Copy a **Canvas Course** from the **Content Type** dropdown menu.
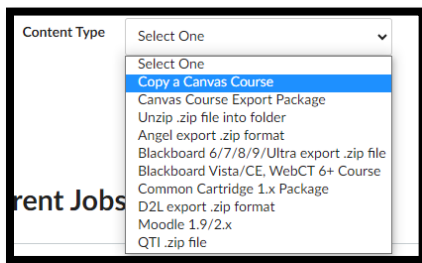
4. In the **Search for a course** dropdown, select your migrated course.

5. You can identify the **Migrated BeachBoard course** from which you want to copy by scrolling to the BeachBoard Migration section in the dropdown menu.
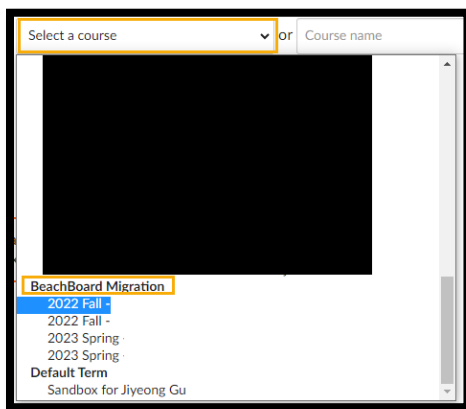
6. Select **All Content** or **Select Specific Content** (depending on your needs)
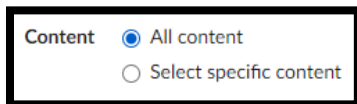
7. Click on **Import** to complete the process.

   - Note, if you selected **Select Specific Content**, you will select the content after clicking **Import**.
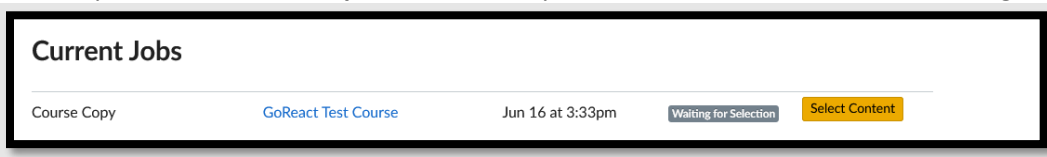
8. You will then be able to see the progress of the import below the Import button. This could take several

minutes, depending on the size of the course.

Current Jobs

| Course Copy | ITSS Employee Onboarding | Jun 28 at 12:38pm | Running |

9. Once it's complete, you will see a **Completed** status icon.
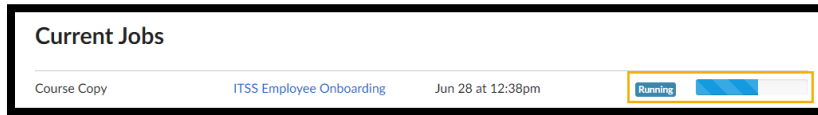

Jun 21 at 3:04pm   Completed

10. You are now ready to check your course to provide quality assurance. Please follow the **Migrated Course Checklist** below to prepare your course 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.

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.
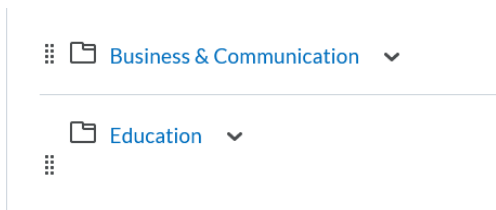
- Items in BeachBoard submodules should be arranged to have an indented structure in Canvas:
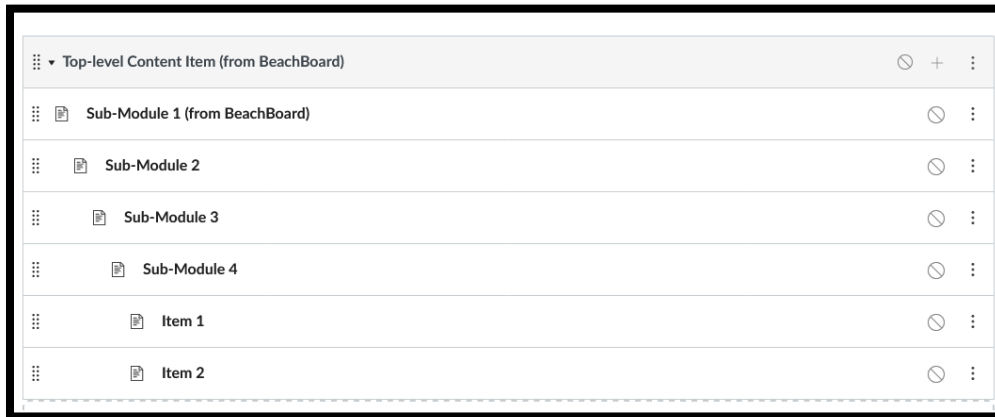
- You can indent module items using the options menu (3-dot dropdown), and choosing "increase indent"
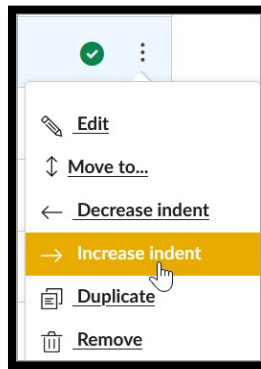
- Contact ATS if you're having any trouble finding items in your Canvas course that you know should have been migrated over.

Prerequisites and Requirements

The release conditions in Canvas function differently than they did in BeachBoard. If you had 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 Canvas settings for this: requirements and pre-requisites:

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.

    a. [Add Requirements to a Module](#)

2. **Add prerequisites for opening a module**: When you set a module **Prerequisite**, the module is locked until a student completes the Requirements.

    a. [Add Prerequisites to a 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 Ordering and Formula (Arithmetic) question types, check to make sure all questions and answer descriptions were copied over.

- Check all your quizzes and exams in **Quizzes**.

- Open **Quizzes** and check all question types, question order, images, correct answers, feedback, etc.

  o In general, Multiple Choice and True/False have been accurately migrated but it is still a good idea to review these.

- 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. For more information, visit the Randomize (shuffle) quiz questions in Canvas support page.

If you notice any issues with quizzes or see an anomaly, contact us at ATS-InstructionalDesign@csulb.edu.
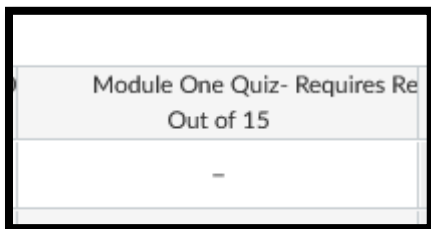
Assignments

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 a 'file upload.' Use the Create an Online Assignment guide for more information.

- Create Assignment Groups and delete any unnecessary ones that came over in the migration. This will help you for numerous reasons. You can put similar items into an assignment group (e.g., discussion boards, the parts of a final paper, quizzes). Having assignment groups will make using your gradebook easier because of filtering. Follow this Canvas Guide to learn more about filtering the gradebook.

- Use the Weight the final course grade guide 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 the "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.

- **Note:** Gradebook items are only editable by editing them from the **Assignments** area.

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, review the Manage Rubrics guide.

- 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 Graded Discussion.

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" was replaced with "Canvas"

- "Dropbox" was replaced with "Assignments"

- "Content" was replaced with "Modules."

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 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 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.