

Canvas Migration Updates: Next Steps for UHCL

October 5, 2023

This Week's Highlights

- This week, we have several items of note related to the Canvas migration project, so we've provided a video option for instructors to access update information. Click the following hyperlink to access the video recording: [IDT Canvas Updates – Oct 4 2023 \[11:45\]](#).
- If you have not done so already, please complete our short (4-item) [Canvas Readiness Profile](#) at your earliest convenience. Survey data are critical to ensuring we provide sufficient training opportunities.
- Blackboard-to-Canvas migrations are in progress. The IDT team is working with our OIT colleagues to move the estimated 7447 (7.5 TB) of Blackboard contents to Canvas shells in the next two weeks.
- SP24 Canvas shells already exist for courses in the currently published online SP24 schedule. Faculty who have completed Canvas training or who self-identified as experienced self-sufficient Canvas users should see their SP24 shells in Canvas on Monday, October 9. As other faculty members complete training or self-identify as experienced Canvas users, the IDT staff will release their SP24 shells to them.

Canvas Training by the Numbers

- **239 faculty members (44% of total)** have completed the online Canvas training, self-identified as experienced and self-sufficient Canvas users, or indicated via the Canvas Readiness Survey that they need introductory Canvas training.
- **304 instructors (56%)** have not yet completed the Canvas Readiness Profile survey and their readiness status remains unknown.
- Training goals for FA23

50% by 10/20/23 75% by 11/22/23 95% by 12/20/23

FA23 Introductory/Basic Canvas Training

- **100% Online Asynchronous** - Already available to FA23 faculty in Canvas, including those who are NOT early adopters. Can be completed at your own pace.
- **Face-to-Face** - Vendor-provided Canvas training will be on campus again on October 26 and 27 to offer two three-hour introductory Canvas training sessions that are equivalent in scope to the 100% Online Asynchronous course. Two three-hour intermediate sessions will be offered in the afternoon on both days.
- **Hybrid Video-Based** – Consists of a 30-minute ID/LTA-led synchronous orientation session, two videos (including embedded questions) that faculty can watch on their own schedule, and a final 60-minute ID-led synchronous “capstone” session to wrap up any lingering questions and get faculty started on editing or creating their Canvas courses.
- **Synchronous Online** – We’re still working with the vendor to make this delivery format available.

To register for the Hybrid Video-Based Training option, please send an email to IDT@uhcl.edu and a member of my team will contact you to schedule your hybrid orientation session.

October 2023 Face-to-Face Canvas Training

Our designated Canvas trainer, Helen Wilson, returns to campus in October for another two days of training sessions. Per a request made in last month's Faculty Senate meeting, one of those dates falls on a Friday. Helen will offer a **3-hour Part A training, completion of which will categorize attendees as having completed the required Canvas training.** She will offer an optional Part B training that we recommend but is not required. Below are the dates, times, and topics for these two different 3-hour sessions:

- **Part A - Content Creation and Assignments (9:00 AM - Noon on either Thursday, October 26 or Friday, October 27)**
 - Page Basics
 - Building Tools and the Rich Content Editor (RCE)
 - Announcements
 - Accessibility Checker
 - Building an Assignment
 - Discussions
- **Part B - Creating Classic Quizzes and Course Flow (1:00 PM - 5:00 PM on either Thursday, October 26 or Friday, October 27)**
 - Classic Quizzes and Surveys
 - Creating Questions
 - Quiz Settings
 - Creating and Using Question Banks
 - Quiz Viewing (Quiz Preview and Student View)
 - Course Organization
 - Creating and Managing Modules

To ensure the best use of time in these sessions, our Canvas-provided trainer has asked that all face-to-face training participants view the Canvas Video, [Canvas First Look for Faculty \[31:07\]](#) before arriving at your first session.

Seating is limited for these in-person sessions. Please RSVP via email to IDT@uhcl.edu.

FA23 Faculty IDT Support Options

- Regularly scheduled Online Drop-In Sessions
- **Coming Soon!** Face-to-Face ID-hosted "Working Sessions"
- Individual Virtual or F2F IDT Consultation
- "Special Request" Sessions for Programs/Departments, Upon Request
- Canvas-Provided 24/7 Live Chat and Telephone Faculty Support

Canvas Migration Communications Plan

- Every other Thursday, beginning this week (9/7/23), a Canvas Migration Updates email will be sent to all current instructors.
- IDT staff will provide regular reports to the Dean of their designated college.
- IDT Weekly Newsletter and Canvas Faculty Support Page
- IDT staff welcome invitations to make brief presentations at college- or program/department-specific meetings throughout the FA23 term.