University of Houston Clear Lake

Blackboard to Canvas

Transition Plan

UHCL Office of Information Technology – Instructional Design & Technology

October 2022

The University of Houston – Clear Lake (UHCL) will transition from Blackboard Learn to Instructure Canvas over a series of three terms, starting in Summer 2023 through Spring 2024. The process reflects the following rollout stages:

- Stage 1 (FA22) – We'll first acquire UHCL's license for Canvas and take delivery of our new system. The Instructional Design and Technology (IDT) will begin familiarization with and training on Canvas, from the perspective of system administrators, instructors, and students. Faculty will be empowered to get an early look at Canvas via their free "public" system.
- Stage 2 (SP23) – IDT team will launch our formal schedule of Canvas-related training and professional development offerins. OIT personnel will call upon our sister campuses (who are moving one term ahead of our deployment) to borrow their methodology for connecting UHCL's Canvas system to UHS PeopleSoft/e-Services. IDT Learning Technology Administrators will finalize Canvas configuration to include 2rd-party integrations (e.g., O365, publisher systems, Echo360, Zoom, etc.). Faculty should be provided access to UHCL's Canvas instance by April 2023 to begin manual migrations and updates for FA23/SP24 classes.
- Stage 3 (SU23) – A small cohort of "early adopter" faculty will teach in UHCL's Canvas system, while the bulk of courses will continue to use Blackboard. All new online master courses in design and development will be converted to and completed in Canvas.
- Stage 4 (FA23) – Canvas users will consist of the following: (1) additional "early bird" faculty who opt in to teach in Canvas, (2) some of the university's core curriculum offerings, and (3) select academic programs who opt in the transition to Canvas as complete cohorts of all program faculty/courses. Both Blackboard and Canvas will be used for instruction during this term.
- Stage 5 (SP24) – All courses will be delivered or supported in Canvas. Although UHCL's Blackboard system will remain available to faculty who need to finish saving or migrating legacy course shells, Blackboard will not be used for instruction and will be permanently removed from service on or About June 1, 2024.

Canvas Transition Schedule

FALL 2022	SPRING 2023	SUMMER 2023	FALL 2023	SPRING 2024
Planning and Canvas License Acquisition. IDT begins campus awareness campaign.	IDT Team begins faculty/staff training offerings. "Early Adopters" can opt in to manually migrating and configuring their courses in Canvas. UHCL's Canvas system configured and tied into PeopleSoft for automated course shell creation and instructor/student enrollment data.	"Early Adopters" will have the option to teach in Canvas. Continuing course migrations, ID-hosted user training for FA23 courses.	Continuing course migrations, ID-hosted user training for SP24 courses.	All Blackboard shells intended for future or continuing use will be in Canvas.
Blackboard will remain active and in diminishing instructional use.				Blackboard system removed from service and no longer available.

Blackboard Course Migrations

Course content from all Blackboard courses from the current academic year (AY22-23) will be imported in a single batch to Canvas by the vendor. This will take 4-6 weeks in late Spring or early Summer 2023. Plans for the migration of other existing shells are still to be determined and will be announced as soon as possible.

All term-based Canvas course shells for future terms will be blank and unpublished (i.e., inaccessible to students until the instructor configures the site and publishes the course). Faculty will have the option to copy over contents from the Blackboard shells during the transition or rebuild their courses "from scratch" in the new system. Once Canvas is is instructional use, faculty can copy contents from one Canvas shell into their new blank shells for each new semester.

Current Blackboard Inventory Data

UHCL's active production Blackboard instance currently contains 26,635 shells. A breakdown of the types of those shells is provided below:

- Total # of AY22-23 Shells = 3,921 (does not yet include SU22 shells)
- Total # of AY21-22 Shells = 5,459
- Total # of AY20-21 Shells = 7,727
- Total Estimated # of Master Shells = 5,748
- Total Miscellaneous Shells = 3,780 (includes pre-FA20 offerings that were already slated for removal, workgroups, training shells, and DEV masters)

Instructor Access to Canvas

UHCL's Technology Learning Services team and the Office of Information Technology team will spend October 2022 through March 2023 obtaining and preparing the university's new Canvas system and integrate it with PeopleSoft/e-Services and third-party integrations. During this time, faculty can begin familiarizing themselves will Canvas and even manually migrating and preparing courses from BlackBoard to Canvas using Instructure's free Canvas system. Instructions on how to do so are available by contacting OIT's Support Center.

Beginning in April 2023, instructors should have access to UHCL's new Canvas system, including blank shells for their scheduled SU23 and FA23 classes.

Training and Support

UHCL's Technology Learning Services/Instructional Design and Technology team will coordinate multiple support structures across the university throughout the transition. These efforts include, but are not limited to, the following:

- Identify and collaborate with faculty "early adopters" and "champions" of Canvas to assist with a range of faculty-centered outreach opportunities, such as: (1) serving as program/department/college-specific peer guides and mentors regarding Canvas, (2) collaborating with IDT staff on hybrid professional development and training events such as panel discussions, drop in help sessions, faculty focus presentations , and (3) communicating to the IDT staff about Canvas-related questions, concerns, and documentation/support needs throughout the transition.
- Collaborating with UHCL's Center for Faculty Development to promote and co-host Canvas-related professional development opportunities and possibly to establish a Canvas "Champion" community of practice (COP) to provide a feedback loop to the IDT team and in which to strategize on how best to support their colleagues throughout the transition.
- Actively participate in UHCL's University Technology Advisory Committee (UTAC), providing information and answering questions that UTAC can disseminate to faculty via Faculty Senate.
- Develop and maintain a robust UHCL web presence to support faculty, staff, and students during and after the Canvas transition. The web site will include access to Instructure's resources, as well as UHCL-specific document and video resources for on-demand, just-in-time support.
- Coordinate with OIT's Support Center, providing training and resources to their staff so that they can answer basic (Tier 1) Canvas-related inventories at least 75% of them time.
- Design, develop, and deliver a catalog of formal professional development and training courses for faculty, staff, and student Canvas users, capable of being delivered in-person, as hybrid offerings, 100% online, or in a HyFlex format.
- Coordinate with Student Services staff as UHCL prepares for and begins using Canvas for instruction to provide information, documentation, and other supports that can be disseminated to new and existing UHCL students.