













Migration Course Setup Checklist

When you are migrating content from another learning platform (Blackboard, D2L, Moodle, etc.) into Canvas, all of your course content may not come over exactly as you expect. This checklist will help you determine what needs to be adjusted before you publish your course.

Click underlined text links to read detailed instructions. Click the video () icon to watch a tutorial video.

Content to Review:	Notes:
File Imports and Organization	
Get all files/content into Canvas where it can then be managed	
<input type="radio"/> Import Content via settings 	
<input type="radio"/> Manually import files (or .zip) 	
<input type="radio"/> Create/arrange folders 	
<input type="radio"/> Arrange files in folders 	
Course Customization	
Create a clean and intuitive course; Add apps to facilitate course design	
<input type="radio"/> Customize course home page 	
<input type="radio"/> Customize course navigation 	
<input type="radio"/> Adjust course settings 	
<input type="radio"/> Add relevant external (LTI) apps	
Assignments/Discussions/Quizzes 	
Ensure all graded/ungraded assignments, discussions, and quizzes have transferred	
<input type="radio"/> Verify all assignments exist	
<input type="radio"/> Organize assignments accordingly	
<input type="radio"/> Weight assignment groups if desired	
Assignments Review	
Review each individual assignment to ensure accuracy	
<input type="radio"/> Verify titles and instructions	
<input type="radio"/> Test links and file attachments	
<input type="radio"/> Review ALL assignment details 	
<input type="radio"/> Publish applicable assignments	

Content to Review:

Notes:

Discussions Review	
Review each individual discussion to ensure accuracy	
<input type="radio"/> Verify titles and instructions	
<input type="radio"/> Test links and file attachments	
<input type="radio"/> Review graded discussions 📄	
<input type="radio"/> Review non-graded discussions 📄	
<input type="radio"/> Organize discussions 📄	
<input type="radio"/> Publish applicable discussions	
Quizzes Review	
Review each individual discussion to ensure accuracy	
<input type="radio"/> Review ALL quiz settings 📄	
<input type="radio"/> Review ALL quiz questions 📄	
<input type="radio"/> Randomize questions if desired	
<input type="radio"/> Review question bank links	
<input type="radio"/> Create or delete question banks	
<input type="radio"/> Publish applicable quizzes	
Modules	
Organize course content and create an intuitive workflow for students	
<input type="radio"/> Create modules + add content 📄	
<input type="radio"/> Reorder modules + content	
<input type="radio"/> Edit or rename content	
<input type="radio"/> Add prerequisites + requirements	
<input type="radio"/> Lock modules if desired	
<input type="radio"/> Publish applicable modules	
Gradebook 📄	
Ensure all assignments are ready for grading	
<input type="radio"/> Verify assignment point values	
<input type="radio"/> Mute assignments if desired	
<input type="radio"/> Arrange/sort gradebook as desired	
Calendar 📄	
Ensure all events and assignments occur on the appropriate dates	
<input type="radio"/> Adjust event/assignment dates	