Summer & Fall '23 Sakai to Canvas Migration Guide

Before You Begin

The guide below will help migrate content from Sakai to Canvas.

Sakai can export most, but not all, course content through the Sakai Lessons tool, even if you didn't use the lessons tool (also called 'course modules'). The export can include the following elements of a Sakai course: Resources, Assignments, Discussions, Tests & Quizes, Lessons pages, and Question Banks.

Export from Sakai will NOT include gradebook items or student submissions. The import will not perfectly recreate all details of a Sakai course. This is especially true for the Lessons tool. Adjustments will be required to make the course usable, even if TLPEC migration services are requested.

Because of differences between how Sakai and Canvas present course content, importing the Lessons tool is strongly discouraged. In most cases, imported Lessons content requires a great deal of work to make it intelligible. As a result, TLPEC strongly recommends faculty work in the Modules tool to reproduce the intended function of the Saki Lessons tool, using those pages as a reference. This is the method used by TLPEC migration staff.

Table of Contents

Table of Contents 1
Before You Begin 1
Export Course from Sakai 3
Import Sakai Course Content into Canvas 4
Commonly useful content for Import (if used in your Sakai course) 6
Content not useful for import 6
Known Issues Importing into Canvas 6
Assignments 7
Resources 7
Test & Quizzes 7

Sakai Lessons 8

Sakai Lessons and Canvas Modules are not really compatible under most usage cases at CSC. Many design decisions will need to be made to recreate your content as closely as possible to Sakai. It's particularly important to check over this content. In many cases, it's easier to recreate from scratch than try to fix the migration that comes in automatically from Sakai. Embedded questions within Lessons. If you have "quick check" questions in Lessons, these will not be available in Canvas since they do not offer a similar feature. 8

Sakai Discussions 8

Sakai Discussion forums must have an added topic. Forums with no topics will not copy into Canvas (and wouldn't have worked in Sakai either). This is likely an area where it's easier to delete all the Discussions that are imported and start from scratch. 8

Content that Will Not Import 8

Third Party Integrations 8

Announcements 9

Syllabus 9

Sakai Rubrics 9

Other Sakai Tools 9

Sakai Student Submissions and Grades 9

Sakai to Canvas Glossary 10

Export Course from Sakai

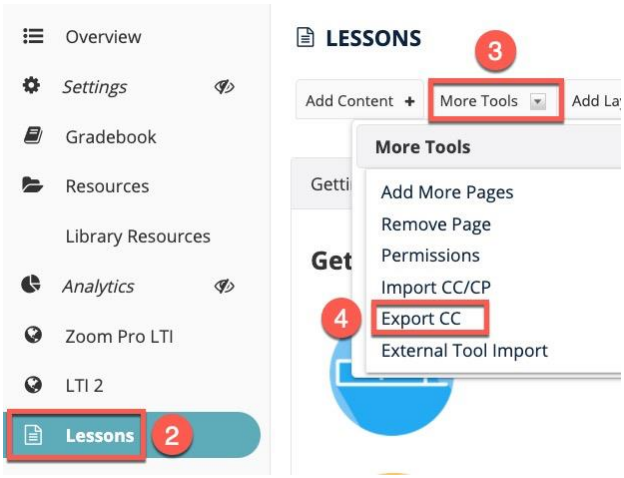
1. Add the Lessons tool to your Sakai course site if it is not there. This is needed even if you are not currently using the Lessons tool for your course. If you are already using the Lessons tool, you can skip this step. To enable the Lesson tools:

    a. Navigate to the Sakai course
    b. Click **Settings**.
    c. Click the **Manage Tools** tab.
    d. Check the box next to Lessons
    e. Scroll to the bottom of the page and click **Continue**
    f. Click **Continue** again unless you would like to rename the tool.
    g. Click **Finish**.
    h. Refresh the browser if you do not see the Lessons tool on the left navigation

2. Click the **Lessons** tool in the Sakai site. This may also be called Course Home or Course Navigation.

3. Click **More Tools**.

4. Choose **Export CC**.



5. Select **Use newest version (1.3), recommended for Canvas.**

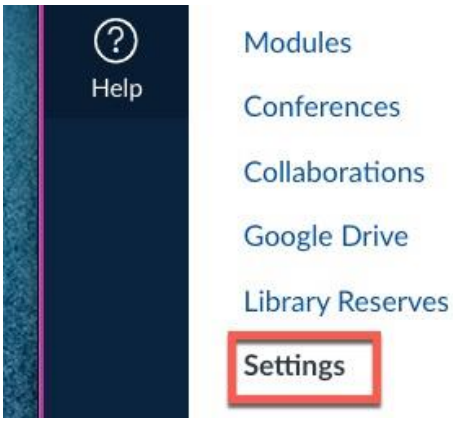
6. Wait. The process may take some time, especially for large course sites. If it fails, the amount of information may be too much and IT may need to up the quota.

7. Look in your Downloads folder on your computer for a file named "**sakai-export.imscc".** This file is what will be imported into Canvas in the following section.

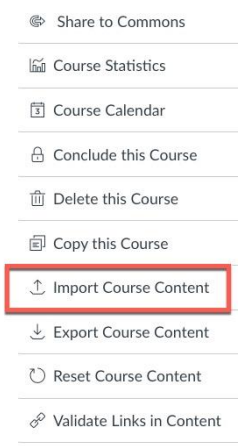
Note: If you are exporting multiple courses, the downloaded file name stays the same but adds (1), (2), (3) etc at the end of the file name (e.g. "sakai-export.imscc(1)". This can make it difficult to know which course was exported. When exporting multiple courses, rename each file after downloading to distinguish the exports.

Import Sakai Course Content into Canvas

8. In Canvas, go to your course and click **Settings.**



9. **Click 'Import Course Content' from the menu on the far right or bottom (depends on window size).**



10. For *Content Type*, choose Common Cartridge 1.x Package.

11. Choose the exported file from the Sakai lessons tool (e.g. "sakai-export.imscc" or whatever you may have renamed the file).

12. Next to *Content,* TLPEC *recommends* choosing **'Select Specific Content.'**

Note: You may also select the option to 'Adjust Events and Due Dates.' This attempts to automatically shift dates between terms. All course dates will still require verification.

13. Click 'Import.'

14. The import process may take a long time depending on the amount of content stored in your course. You can navigate away from the page without interrupting the import.

15. Under 'Current Jobs' (beneath the Uploading status bar), Canvas will indicate '**Completed'** or '**Waiting for Select'** (depending on whether you chose to import 'All content' or 'Select specific content').

16. If you see 'Waiting for Select,' click '**Select Content**,' then place check marks next to the items you want to import.

17. There may also be an '**Issues'** link. You can click Issues to see what problems Canvas encountered. These details are seldom helpful.

18. Once Canvas indicates the Common Cartridge job is completed you can now check over the migrated content and make corrections as needed.
    a. TLPEC recommends using the Migration Checklist, available in the Canvas 'Help Menu' and in the banner on the canvas home page, to work systematically through preparing the imported content before teaching.

Commonly useful content for Import (if used in your Sakai course)

- Assignments – check settings
- Discussions – check settings
- Files (strongly recommended for all migrations)
- Quizzes (**if** your quizzes do not use question banks)
- Question Banks (**if** your quizzes use question banks)
    - TLPEC recommends building new quizzes and attaching imported question banks to them. Set the number of questions to draw and the points-per-question at this point. See these instructions for setting up question banks.
    - Questions containing images will need to have those images re-set. Images will be stored in the Files tools but will require searching. We recommend that images be stored in folders that are 'Published.' Here is a guide to working with Canvas question banks.

Content not useful for import

- Modules – usually requires more effort to clean up than to re-build
- Pages – usually contains a high proportion of non-usable files, will clutter 'Pages' tool in Canvas interface
- External tools – TLPEC has never observed a functional import of any external tools from Sakai

Known Issues Importing into Canvas

You will need to check the individual items (Assignments, Quizzes) in Canvas to make sure the dates are appropriate (do this even if you chose to "shift dates" - many dates simply will not come through the transition).

Assignments

- Any attachments to the Assignment description in Sakai will migrate into Canvas Assignments. They will be placed into a folder in Canvas Files called “attachments”. Each assignment that has an attachment will be in a subfolder with a random string of characters. Be sure to hide these attachments or rename as needed.
- If you used Turnitin, it will need to re-enabled on each assignment.
- Check closely what type of submission you want in Canvas, oftentimes the import will allow students to submit URLs as well as attachment/files which may not be desirable.

Resources

- If you renamed Resource files (used a Display Name) in Sakai, they will revert to the original file names. You need to rename the files again in Canvas.

- The migration may fail to include some Resources when exporting. You may need to upload individual files.

- The visibility settings in Sakai Resources will not transfer to Canvas Files. Please check over all folders and files carefully if you wish to restrict access to files or folders.

- Canvas does not allow you to reorder files, they will always be in alphabetical order. You need to use either the Pages or Modules tool to control the display order.

- Certain types of Sakai Resources will not copy over (web links/URLs, citation lists). URLs cannot be stored in Canvas Files and will need to be placed somewhere else - Canvas Pages or Modules are both likely candidates.

Test & Quizzes

- Only published Tests & Quizzes from Sakai will be able to be exported. If the test is in Draft or Redacted form, there is most likely also a published version of the test so no additional work needs to be done. If the test has an ! icon next to it, you will need to Edit > Republish the quiz.

- In Canvas Files, there will be a folder called “cc-objects”. There will be a file inside of the folder called “export-errors.txt”. This text file will contain a list of questions that could not be imported successfully. The reasons for questions not importing successfully include:

    - File attachments including images do not come over with the import and will need to be reattached.
    - Question types that are not supported by Canvas

    - Question types that are supported by Canvas, but cannot be recreated automatically (examples include math notation questions and multiple matching).

- Point values will default to 1pt for each question. Each question's point value will need to be changed if they were more or less than 1 pt.

- Question banks are generally migrated but will likely need significant reorganization and then be manually reattached to a new quiz in Canvas.

Sakai Lessons

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Sakai Discussions

Sakai Discussion forums must have an added topic. Forums with no topics will not copy into Canvas (and wouldn't have worked in Sakai either). This is likely an area where it's easier to delete all the Discussions that are imported and start from scratch.

Content that Will Not Import

Third Party Integrations

Content and connections from third parties will need to be re-added in Canvas. This includes Flipgrid, publishers, EdPuzzle, etc. No content from the third parties including assignments or gradebook items will transfer to Canvas automatically since it's a new integration.

In Canvas, add external tools to enable third party integrations. If you do not see the third party tool listed, contact TLPEC. Almost all integrations that were available in Sakai are enabled in Canvas. They may appear under a different name or have a completely different integration than was available in Sakai.

Announcements

Copy the text from Sakai announcements and paste into a new Canvas announcement. Delay the posting to the future if you don't want anything to be sent immediately.

Syllabus

The syllabus tool will not be migrated from Sakai. See How do I use the Syllabus as an Instructor for more information.

Sakai Rubrics

You will need to manually recreate rubrics by copying and pasting each criteria and descriptions into Canvas Rubrics.

Other Sakai Tools

For help discussing the options for other tools not mentioned such as Attendance, Blogs, Certification, Chat Room, Drop Box, PostEm, Web Content, etc. contact TLPEC.

Sakai Student Submissions and Grades

Where exactly would you securely store past semester student work? Does your department have a shared drive? Or do each of you have your own storage solution? We recommend SharePoint. Contact IT or the TLPEC for more information.

Exporting Test and Quizzes scores and student answers to a spreadsheet: https://sakai.screenstepslive.com/s/sakai_help/m/101295/l/1340564-how-do-i-download-tests-quizzes-submissions-for-grading-offline

Downloading a zip file of student Assignment submissions: https://sakai.screenstepslive.com/s/sakai_help/m/101295/l/1339948-how-do-i-download-assignments-for-grading-offline

Exporting Sakai grades as a spreadsheet: https://nd.service-now.com/nd_portal?id=kb_article_view&sysparm_article=KB0015160

Sakai to Canvas Glossary

In Sakai it's called...	In Canvas it's called...	Notes
Overview	Home/Front Page	User can edit the Home page to use, or create a Page and set it to be front page.
Announcements	Announcements	Sakai's Announcement tool allowed email notifications. Canvas' Announcements does not, but student users can include them in their notification list to receive a text or email
Assignments	Assignments	Comparable, although Canvas offers SpeedGrader and student annotation option. Canvas Assignment also used for setting up Gradebook. Assignment exports cannot be filtered by section.
Gradebook	Grades	Canvas grading weights and categories are created in Assignments. Canvas additionally allows letter grades and checkmarks to display in gradebook as well. Canvas also allows curving by grade item within tool.
Resources	Files	Same, although **Files** cannot display URLS or weblinks.
Roster	People	People has Student group listings for self-selection
Discussions (Forums)	Discussions	
Email	Inbox	**Inbox** is an active internal messaging system that copies personal gmail. Users can communicate completely within Canvas.Email tool is simply a place to send emails to course participants.
Lessons	Modules	**Lessons** acts as a webpage with templates and customization, links to content and assessments in course sites. **Modules** organizes content and

		assessments under headings.
Lessons	Pages	**Lessons** acts as a webpage with templates and customization, links to content and assessments in course sites. **Pages** also allow formatting, although more limited in layout options. Both allow html formatting.
Test & Quizzes	Quizzes	
Attendance	Attendance	**Sakai's Attendance** tool allows day by day manual tracking of students; **Canvas Attendance** allows a one-time participation grade.
Sakai Rubrics	Rubrics	
Chat Room	Chat	
Library Resources	Library Reserves	Redirect to Hesburgh webpage.
Settings	Settings	
No direct equivalent	Pages	
No direct equivalent	Outcomes	
Drop Box	No direct equivalent	Canvas Assignments has additional functionality which covers many of the use case scenarios of Drop Box. Contact oithelp@nd.edu if you need help.
Blogs	No direct equivalent	Canvas Discussion or Pages and other external tools like Google Sites covers many of the use scenarios of Blogs. Contact oithelp@nd.edu if you need help.
PostEm	No direct equivalent	**Post-Em** allows to upload csv to display grading and feedback privately to students.Allows flexible offline grading options.
Certification	No direct equivalent	