

Sakai to Canvas Migration

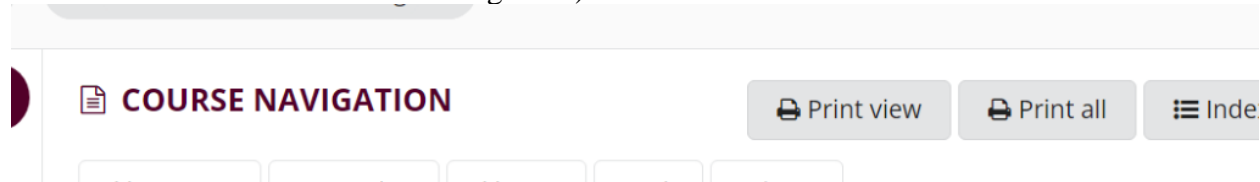
Before You Begin

The guide below will help move content from Sakai to Canvas if you wish to do it on your own. This process *can* be performed by TLPEC for instructors. Each individual course site, usually from the last time the course was taught, will be “cleaned up” to ensure it’s in a better starting place.

- Sakai can export most, but not all, course content through the Sakai Lessons tool, even if you didn’t use the lessons in your site initially. The export will include Resources, Assignments, Discussions, Test & Quiz questions, Lessons pages, etc. *Do not expect the import into Canvas to be perfect.* It will NOT include gradebook items or student submissions.
- Exporting content from Sakai and importing to Canvas is often a good starting point but will require cleanup and review to make sure all materials migrated successfully. You should consider only migrating the course for future reference or to ensure content is not lost. Designing the course in Canvas from scratch may be easier than migrating and result in a better overall course design and experience for students.
- After June 2023 courses will no longer be taught in Sakai. New course shells will not be created in Sakai.

Export Course from Sakai

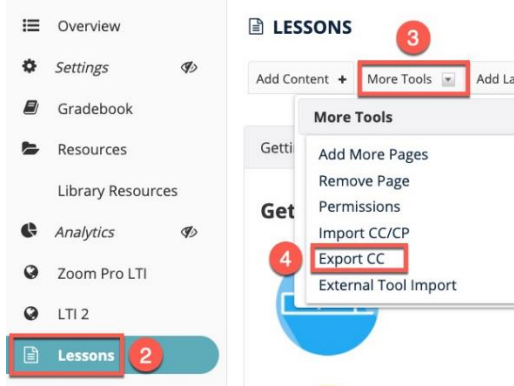
1. Add the Lessons tool to your Sakai course site if it is not there. (This may also be called Course Home or Course Navigation.)



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. If question banks are used, also select **Include all question pools you can access as a single question bank**. You will have to separate out the questions in Canvas or if you have the original files in a Word Document or from the publisher, it is better not to choose the question pools and start from scratch in Canvas.

7. Click **Download**.



8. 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.

9. 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 next 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.

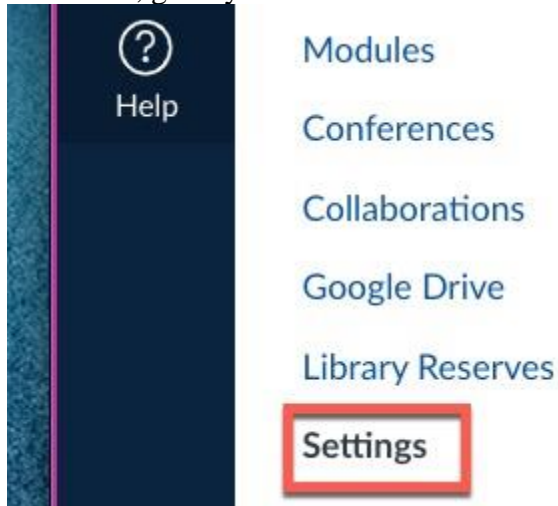
Insert CSC Template

- Go to TEAMS and in the General Folder file is "Final CSC Template" download this file.
- In Canvas, go to your course and click **Settings**.
- Upload this file into Canvas. Click on **Import Course Content**. There is a drop-down box select **Canvas Course Export Package**. Click **Choose File** and select the

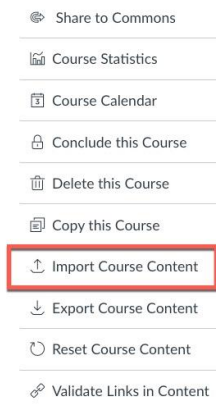
template named **Finals CSC Template.imsc**. Click **Open** and then **Choose All Content**. Click **Import** and then you will need to wait until the blue loading bar changes to complete.

Import Course into Canvas

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



11. Click **Import Course Content** from the menu on the far right.



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

13. Click on **Choose File**. Choose the exported file from the Sakai lessons tool (e.g. "sakai-export.imsc" or whatever you may have renamed the file).

14. Next to *Content* select **Specific Content**

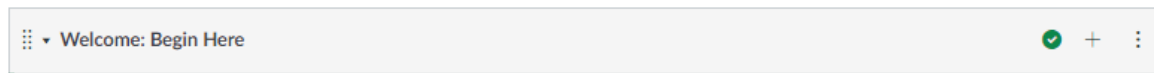
15. Click Import
 - a. Wait. This may take a long time depending on the size of your course and how many files. You can navigate away from the page if you want.
16. Under Current Jobs (beneath the Uploading status bar), Canvas will indicate **Waiting for Select** (depending on whether you chose to import all content, or select specific content).
17. Click **Select Content**
 - a. Select Assignments, Discussions, Quizzes, Question Banks, and Files
 - b. DO NOT SELECT **modules** or **pages** or **external tools**
 - c. Click **Select Content**
 - d. **IF the upload fails see end of document for instructions.**

You have now successfully imported all the content you need 😊

Creating the Canvas Course

You will now use what you have imported to finish the migration over to Canvas. The goal of this migration is to **make the course look as similar to the Sakai Course**. This means you have designer control and there is no "perfect" way!

18. Home Page
 - a. Edit the Course Name and add/ delete welcome message based on if the Sakai course had a welcome message.
19. "Welcome: Begin Here" Module
 - a. Course Overview
 - a. Most of this information can be found on the home page of the Sakai page or in the Syllabus. Anything listed in the Sakai "Getting Started" or "Course Orientation" or "Course Orientation" page needs to be here.
 - b. About Your Instructor
 - a. Add Headshot from [Smug Mug](#).
 - b. Add any other information about the instructor that is included on the Syllabus or the "Meet Your Instructor" page on Sakai.
 - c. Some information like Office, Office Number, etc. can be found on the [online directory](#).
 - c. Any other files located on the Sakai "Getting Started" or "Course Orientation" or "Course Orientation" pages can be added to this module by clicking the plus sign.



20. Modules
 - a. You will now create the modules for the course. Look at the Sakai Course and see if you have a "Lessons" tab or if the instructor has them set up into weeks/ units. This will help determine how many modules you will need and what needs to be included in each module.

- b. Use the Template.
 - a. In the module template, there is an assignment & a quiz—delete them. Then, click the three dots on right side of the template module and select "duplicate."
- c. NOTE: If the educator did not use "Lessons," they may have used "Assignments." In this case, put the "Assignments" into modules.

21. Final Touches

- a. Delete Anything in Assignments/ Discussion that was from the template.
- b. Go through and look to make sure you have the correct amount of weeks & content.

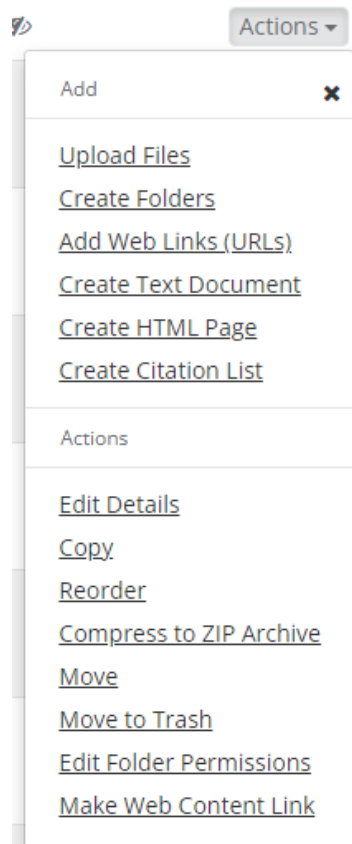
The Upload has Failed or Something didn't upload correctly

Fair warning, this part is not very fun. Since the upload has failed, you will now have to do everything "by hand."

This includes making assignments, discussions, quizzes & uploading files.

Uploading Files

1. In the Sakai Course navigate to Resources.
 - a. Find where it says "[course number – name] Resources" to the right should be an **Actions** button



2. Click **compress to ZIP Archive**.
3. Your files will then compress to a zip file. Click on the **zip file** to download.
4. Look in your Downloads folder on your computer for a file named “[name of course].zip”. This file is what will be imported into Canvas.
5. Go into the Canvas course. Click into Files and upload the ZIP file.
 - a. Always unzip the File



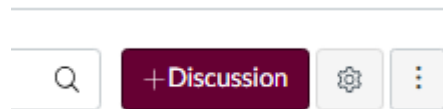
You have now successfully uploaded the course files.

*What you will have to do is create each individual assignment/discussion then go to the assignment within Sakai and copy the instructions over. The next section includes lots of copying and pasting. There are many methods but find what works best for you. You can also type if you like but copying/pasting is the most efficient way.

1. **Highlight the text** – click and drag the cursor until the text you want to copy is highlighted, then release the click.
2. **Copy the text** – With the text still highlighted. You have two ways to copy:
 - a. **Keyboard Method** – Click **CTRL + C**
 - b. **Mouse Method** – Right click and click copy
3. **Paste the Text** – Go to where you want the text to be
 - a. **Keyboard Method** – Click **CTRL + V**
 - i. **CTRL + SHIFT + V** will paste the text with the current format
 - b. **Mouse Method** – Right click and click paste

Making Discussions

1. Navigate to Canvas and on the left-hand side click into Discussions.
2. Click **add a discussion**.



3. Copy the name of the discussion you wish to copy over.
4. Copy the instructions as well.
5. Select **Users must post before seeing replies and graded**.

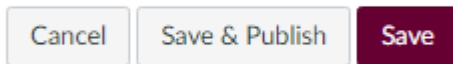
Options

Anonymous Discussion

- Off: student names and profile pictures will be visible to other members of this course
- Partial: students can choose to reveal their name and profile picture
- Full: student names and profile pictures will be hidden

- Users must post before seeing replies
- Enable podcast feed
- Graded
- Allow liking
- Add to student to-do

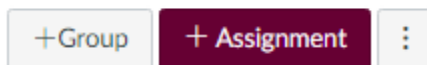
1. Once completed click **Save and Publish**.



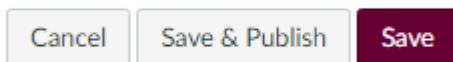
*You do not need to add a due date/ point value. That is one of the things instructors must do to review their course once we are done migrating it.

Making Assignments

1. Navigate to Canvas and on the left-hand side click into **Assignments**.
2. Click **add an assignment**.



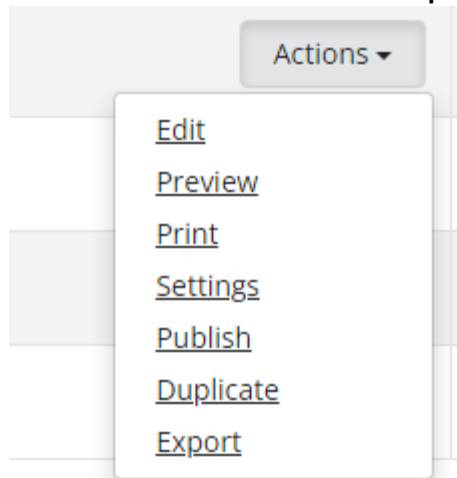
3. Copy the name of the assignment you wish to copy over.
4. Copy the instructions as well.
5. Once completed click **Save and Publish**.



*You do not need to add a due date/ point value. That is one of the things instructors must do to review their course once we are done migrating it.

Making a Quiz/Test

1. Go to Quizzes in Sakai & locate the name of the quiz **DRAFT**.
2. Click **Actions** & Click **export**.



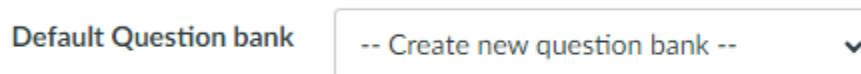
3. Select **Content Packaging** and then click **Export**.

Choose export type:

- Content Packaging**
- QTI v 1.2
- Markup text



4. The Question Bank will download. Go to Canvas & import existing content
5. Select **QTI.zip file**, select "**Export Assessment**" (not always titled this way or might have a number) from your downloads on your computer.
6. In Default Question bank select **Create new question bank**.



7. Question bank name should match what the Exam is
8. Import

Import Content

Content Type

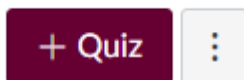
Source No file chosen

Default Question bank

- Options Import existing quizzes as **New Quizzes** [?](#)
 Overwrite assessment content with matching IDs [?](#)

! Importing the same course content more than once will overwrite any existing content in the course.

9. Go to Quizzes in Canvas & add Quiz.



10. Select Classic Quizzes, Name the Quiz
11. Navigate to Questions

12. Click New Question Group

13. Name the Group, then select Link to a Question Bank

Name of Exam P

Q Link to a Question Bank

Cancel Create Group

14. Select the Question Bank that matches the exam. It will also tell you how many questions are in the bank. Change the setting to pick [said number] questions.

15. Select **Create Group**.

Q Link to a Question Bank

Cancel Create Group

16. Save & Publish Exam.

Cancel Save & Publish Save
