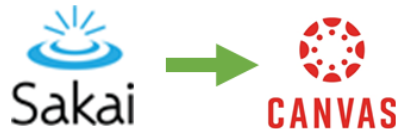


Sakai-to-Canvas Course Migration: Info for Program Directors & Chairs

Durham Tech has contracted with an external consultant to migrate selected courses from Sakai to Canvas.

Program directors and chairs need to select specific courses in their area in order for them to be migrated by the consultant.

- Each program director/chair has been allotted a quota or number of courses they can migrate.
- Program directors and chairs can log in to canvasmigrate.durhamtech.edu to see their quotas and to select specific courses for the consultant to migrate.



FAQ about Course Migration

How do program directors and chairs request specific courses for migration?

1. Visit canvasmigrate.durhamtech.edu and log in with your Sakai credentials.
2. Click **My Requests**. Your quota is listed to the right.
3. Click **Add a new request**. Begin typing a course prefix and number (with space between), and a dropdown list will appear. The dropdown lists all Sakai sites from 2022 and 2023 that match what you typed.
4. Select a specific course in the dropdown, then click **Save**.
5. Repeat steps 3-4 to select another course. (You cannot select multiples at one time.)

TIPS:

- You can log in at any time to see the list of courses you've requested and the status of the requests.
- Click on **My Sakai Sites** to see a list of classes that are available to request. This list includes all Sakai sites from 2022 and 2023. In the lower left, click on **CSV** (small orange icon) to download a spreadsheet of classes available to request.
- If you want to migrate a class that is not on the list, please email canvashelp@durhamtech.edu and tell us the prefix/number/section and semester/year and we will add it to your list.

How well does course migration work?

The migration process does a good job of bringing over most Sakai content (such as Tests/Quizzes, Assignments, Discussions, Rubrics, Lessons, etc.). However, it is not perfect. Due to differences between Sakai and Canvas, and the varied ways instructors use Sakai, some cleanup of migrated content will be needed -- particularly content from Sakai's Lessons tool.

Instructors will need to review their migrated courses thoroughly and spend time making updates. The time required should be far less than rebuilding courses from scratch.

Training workshops and support resources will be available to help faculty as they review and update their migrated content.

As a program director or chair, how do I decide which courses to migrate?

The purpose of migration is to make it easier for instructors to set up their new courses on Canvas. When deciding which courses to migrate from Sakai, we recommend migrating courses that will help instructors set up their new courses on Canvas – rather than trying to save things “just in case”. (Keep in mind that all content on Sakai will remain accessible to instructors through at least July 2024.)

Of course you’ll want to work with your faculty on these decisions. If an instructor has taught the same course many times in the same format, typically they would select one of those courses to migrate. (Or two if they’ve taught the course in two formats, such as 8 week and 16 week, or online and hybrid.)

The best candidates for migration are...

- Courses that contain significant content in Lessons that would require more than a few hours to rebuild (via copy/paste from Sakai)
- Courses that contain many tests/quizzes or assignments that would require more than a few hours to rebuild

We do not recommend migrating courses that consist mainly of content in Resources. It is very easy to download and save Resources content from Sakai and to transfer the files to another system.

When will courses be migrated?

Four separate migration “batches” will occur over Spring and Summer. When a specific course is migrated depends on when the program director or chair submits the request to migrate that course.

For requests submitted on or before...	Migrated course will be available in Canvas by...
Fri, March 24	Fri, April 7
Fri, April 21	Fri, May 5
Fri, June 23	Fri, July 7
Fri, July 21	Fri, August 4

What happens after a course is migrated?

Program directors will receive an email notification when a batch of courses they requested have been migrated.

Each migrated course will be available in Canvas *to the instructor who was listed as the instructor of the course in Sakai*.

- Note: If others need access to a migrated course in Canvas, the program director or chair can contact canvashelp@durhamtech.edu to request to have others added to it.

Can project sites or advising sites be migrated?

Yes. However, in the migration request tool (canvasmigrate.durhamtech.edu), project sites do NOT appear in the dropdown selection list and are not available for you to select. At your request, we can add specific project sites to the dropdown list, so you will be able to select and request to migrate them.

NOTE: Project sites or advising sites you choose to migrate will be deducted from your overall quota, same as regular “courses”.

To request to migrate a project site or advising site, follow the steps on the next page.

Follow these steps to request to migrate a project site:

1. In Sakai, go into the project site you want to migrate, and click **Site Info**.
2. On the right, under Site Information, copy the **Site Title**
3. Email the Site Title to canvashelp@durhamtech.edu and tell us you want it migrated.
4. We will add the project site to your list in the migration request tool and will email to let you know when it's there.
5. Then you can log in to canvasmigrate.durhamtech.edu and select the project site and submit it for migration.

How were quotas determined?

Durham Tech's budget determined the total number of courses that can be migrated.

Quotas for each area were determined based on a detailed analysis of the number of courses and sections that used Sakai in calendar year 2022.

For most areas, the quota equates to approximately 70% of the total Sakai sites used by that area in 2022.

For areas that tend to have only one section (or one Sakai site) per course each year, quotas were set to ensure that a Sakai site for each course offered could be migrated.

What if my quota isn't big enough?

Contact Karen McPhaul (mcphaulk@durhamtech.edu) to discuss your situation. We'll try to figure out a way to help.

Also, if you don't plan to use your whole quota, let us know – we can allocate some of your quota to someone else.

Or if you know of a colleague who doesn't plan to use their whole quota, ask that person to email us and we can transfer part of their quota to you.