

Dear NAU Instructor,

The first group of K16-assisted content migrations has completed, and your requested courses are now available on Canvas (canvas.nau.edu). We apologize that the process has encountered several delays, and we very much appreciate your patience. Please read this email in its entirety as it may answer most or all of your questions regarding the content migration process.

How can I find and identify my migrated courses on Canvas?

You have been enrolled into your migrated courses as Instructor/Designer. Simply log into Canvas and you should see your migrated courses in your Dashboard (under Unpublished Courses), or by going to Courses > All Courses. Your migrated courses will all begin with “k16.”

What should I do in my migrated course?

Your migrated content may need some attention before you copy it to your “real” courses for teaching. Please use this [Post Migration & Tool Comparison Guide](#) to assist you in checking your content, links, activities, and course tools. The guide also contains information on NAU Processes, such as customizing course combinations and availability.

How do I make my migrated course available to students?

Once you are done working through your migrated course, you may copy it into your production courses, or into a [Development Shell](#) if you would like to keep a base copy for future development. As of this writing, all scheduled courses for Summer 2023 and Fall 2023 should be available in Canvas. Follow [these instructions](#) for copying your migrated course content into your production course shells. If you don't see your Summer or Fall production courses yet, your department may not have scheduled you in Peoplesoft yet; please check with your scheduler.

What if I need help with my migrated content?

- For technical help with Canvas, please contact the [ITS Service Desk](#).
- If you would like to consult with an instructional designer for help with course design, best practices, or graphics and media support, please contact [Instructional Design and Support](#).
- For synchronous or asynchronous Canvas Training, please contact the [Teaching and Learning Center](#) or [view their Events Calendar](#).

What if the migration I requested is not available?

Your request may have been submitted after the first set of migrations was provided to K16 for processing. The next set will be processed within 2-3 weeks; you will be contacted when that migration has completed. Or, you may have submitted requests for multiple sections of the same course that were nearly identical; if so the duplicate requests may not have been processed.

May I submit additional migration requests?

Yes, to submit additional migration requests please submit a [Migration Request Form](#). Please do not submit requests for multiple Blackboard sections of a course that are identical or nearly identical; rather, you should submit one migration request, and then you may copy that into multiple [development shells](#) if you wish to develop several versions of your course.

NOTE: You may notice that you are enrolled as “Teacher” and “Designer” in these migrated courses. In your actual production courses, you will be enrolled as “Instructor” and “Designer.” Those roles have identical permissions, just different labels.

Thank you again for all of your hard work and for your patience!

- Canvas Implementation Team