

**From:** Don Carter <[00000423498214a9-dmarc-request@lists.nau.edu](mailto:00000423498214a9-dmarc-request@lists.nau.edu)>

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**To:** [FACULTY-L@lists.nau.edu](mailto:FACULTY-L@lists.nau.edu)

**Subject:** Migration of Bb Learn Courses to Canvas

NAU Faculty:

As we round the corner after Spring Break, and we do hope you had a bit of a break, the Canvas Implementation team is working on getting the collection of course shells on Canvas for teaching in both Summer 2023 and Fall 2023. Below is a guide for the possible pathways for getting your Bb Learn courses into Canvas.

### **Which Migration Pathway should I take?**

There are three options available:

1. We can migrate your Bb learn course to Canvas using the K16 migration service. K16 Migration is a service NAU contracted to move Bb Learn course content and design to Canvas providing a resultant Development shell in Canvas that you will review and modify as needed, then you will copy this Dev-shell into your Canvas teaching shell.  
To request your course(s) to be migrated from Bb Learn to Canvas please use the [K16 Canvas Migration Form](#).
2. You can choose to follow the Self Migration process where you Export your Bb Learn course to a file on your computer then import that export file into Canvas. The import can be into a Development shell or into the course shell already on Canvas for either Summer2023 or Fall 2023 courses you are identified in PeopleSoft Schedule of Classes as the instructor of record. For more help on this process, see [Self Migration](#).
3. You may choose to rebuild your course(s) from scratch on Canvas using either Development Shell(s) you request, [Request a Dev-Shell](#), or directly into the teaching shells already on Canvas. When you logon to Canvas you will see all the teaching shells in which you are the instructor of record in the schedule of classes for Summer and Fall 2023.

The [Teaching and Learning Center](#) and the [Instructional Design Group](#) are ready to advise and assist you in this work, regardless of the path you choose.

For more detail and comparisons of these three options, please see the Knowledge Base article [Choosing a Canvas Migration Pathway](#). Whichever pathway you choose, we recommend getting started by completing the [Bb Learn to Canvas Pre-Migration Guide](#), for the most streamlined experience. For more general information and an overview of the Canvas implementation process, see [Overview of the Canvas Transition](#).

### **Want more information about the K16 Migration Process?**

If you would like us to migrate your course through K16 Migration, please submit the [K16 Canvas Migration Form](#). Use this form to specify exactly which Bb Learn shell(s) are to be migrated to Canvas through K16 Services for your Summer 2023 or Fall 2023 course(s).

1. On the [K16 Canvas Migration Form](#) identify your source Bb Learn shell for migration. In the text box please include other faculty you may be collaborating with who need to be enrolled as instructor, and any information you have about the date you expect to have your premigration cleanup completed. Put that information in the text box at the bottom of the K16 Migration

Form labeled “Enter the full name (and NAU EMPLID number if possible) of any additional instructors who need to be enrolled in the Canvas development shell.”

2. We expect the first batch of courses to be migrated starting soon after Spring Break. Each batch should take no more than a week to show up in Canvas. There will be several batches throughout the remainder of Spring and Summer 2023. You may submit your migration request closer to, but before the date you want your course migration to occur. Please expect the following dates for batches of migrations.

1. ASAP after March 24<sup>th</sup>
2. April 10<sup>th</sup>
3. May 5<sup>th</sup>
4. May 31<sup>st</sup> (last migrations for summer courses)
5. June 30<sup>th</sup>
6. July 28<sup>th</sup>
7. Aug 11<sup>th</sup> (last migrations for fall courses)

2. The content will be migrated to a Development Shell (Dev-Shell) in Canvas for you to review and clean up. There may be some components of your course(s) that did not transfer well. You will receive an email when your populated/migrated Dev shell is ready for your review. When you are ready after cleanup on Canvas, you will copy that Dev-Shell into the Teaching Shell that is already created in Canvas.

NOTES: For courses with multiple sections, we advise that one primary shell be prepared through the [Pre-Migration Process](#) that will be migrated to Canvas and eventually be the source to copy to all the teaching shells in Canvas. We understand there will be situations, due to unique content and pedagogy across sections that will lead to migrations of multiple sections of the same course. We also understand different course delivery timeframes often will lead to the need for multiple sections be migrated. That said, we hope to increase consistency of navigational design for students and to minimize the number of redundant migrations through the K16 services.

Sincerely,  
Your LMS Support Team

QUESTIONS? Please email [Canvas-Migration@nau.edu](mailto:Canvas-Migration@nau.edu)

**Don Carter**  
**Dir Teaching & Learning Technology Services**  
[don.carter@nau.edu](mailto:don.carter@nau.edu) | 928-523-1605

