

Review Content Migrated from Canvas to Brightspace

This document provides an overview of common items to check for when reviewing a migrated course. Purdue Brightspace resources and step-by-step documentation are [available here](#).

Announcements

- **Announcements in Canvas will import with a time difference of +6 hours in Brightspace.**
 - **Example:** An announcement with a start date of 9/21/2023 at 5:54PM in Canvas will appear as 9/21/2023 at 11:54PM in Brightspace.
 - **Recommendation:** Review the Start and End dates/times of all migrated course announcements. This can be done individually from Course Tools > Announcements > click the name of the announcement. This can be done in bulk from Course Tools > Course Admin > Manage Dates.
 - **Additional Information:** An End Date is required if you wish to remove the announcement from the student's view. Any announcement with a Start Date in the past and no End Date will be visible to your students when the course is made active.
- **Delete any announcement you no longer need.**
 - **Recommendation:** Click Course Tools > Announcements > click the drop-down to the right of the announcement no longer needed > select Delete.

Assignments

- **Assignment titles in Canvas that contain spacing will appear in Brightspace with a dash in place of the spaces.**
 - **Example:** "Tool Analysis and Recommendation" in Canvas will appear as "tool-analysis-and-recommendation" in Brightspace.
 - **Recommendation:** If you wish to remove the dashes from assignment titles, click Course Tools > Assignments > select all assignments > click Bulk Edit.
- **Assignment start, due, and end dates will import with a time difference of +2 hours.**
 - **Example:** An assignment with a start date of 9/11/2023 at 12:00AM in Canvas will appear as 9/11/2023 at 2:00AM in Brightspace.
 - **Recommendation:** Review the Start, Due, and End dates/times of all migrated assignments. This can be done individually from Course Tools > Assignments > click the drop-down to the right of the assignment > select Edit Assignment > click Availability Dates & Conditions on the right. This can be done in bulk from Course Tools > Assignments > Select All assignments > click Bulk Edit. This can also be done in bulk from Course Tools > Course Admin > Manage Dates.
- **Ensure each Assignment is linked to the Gradebook.**
 - **Recommendation:** From Course Tools > Assignment, click the drop-down to the right of an assignment > select Edit Assignment. Ensure the point value for the assignment appears in the Score Out Of field and it is set to In Grade Book.

Quizzes

- **Quiz start, due, and end dates will import with a time difference of +6 hours.**
 - **Example:** A quiz with a start date of 9/18/2023 at 12:00AM in Canvas will appear as 9/18/2023 at 6:00AM in Brightspace.
 - **Recommendation:** Review the Start, Due, and End dates/times of all migrated quizzes. This can be done individually from Course Tools > Quizzes > click the name of the quiz > click Availability Dates & Conditions on the right. This can be done in bulk from Course Tools > Course Admin > Manage Dates.
- **Quiz settings in Canvas allowing students to see question feedback and correct answers will not transfer to Brightspace.**
 - **Example:** A quiz with the “Let Students See Their Quiz Responses” and “Let Students See The Correct Answers” settings selected in Canvas will have the “Attempt Grade” and “No questions” selected in Brightspace. Please see images below.
 - **Recommendation:** If you would like students to see feedback on their quiz attempts, review and modify Feedback settings for migrated quizzes. This can be done individually from Course Tools > Quizzes > click the name of the quiz > click Evaluation & Feedback on the right.

The image contains two screenshots of quiz settings. The top screenshot is from the Canvas interface, showing a settings panel with the following options:
- ☒ Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)
- ☐ Only Once After Each Attempt
- ☒ Let Students See The Correct Answers
Below these are two date pickers: 'Show Correct Answers at' and 'Hide Correct Answers at'. A yellow box with the word 'Canvas' is overlaid on the right side of this screenshot.
The bottom screenshot is from the Brightspace interface, showing a settings panel with the following options:
- Under 'When published, display to learners:', ☒ Attempt grade
- Below that, the word 'and'
- A dropdown menu currently showing 'No questions'. A yellow box with the word 'Brightspace' is overlaid on the right side of this screenshot.

- **Quiz questions in Canvas with “Question” or “Group” as the question title will appear in Brightspace with either “Question” or “Group” as the question title. In Brightspace, this makes it troublesome to view the actual quiz question.**
 - **Example:** Please see images below.
 - **Recommendation:** Questions appearing labeled as question or group can remain as they are, or you can click into each quiz question and remove all text from the Short Description field.

The image shows a comparison of a quiz interface between Canvas and Brightspace. The top section, labeled 'Canvas', displays a quiz with three questions. The first question is 'The patella refers to which anatomical feature.' The second question is 'Elvis is considered the king of rock and roll.' The third question is 'The sky appears blue.' The bottom section, labeled 'Brightspace', shows a 'Select All' checkbox and a list of questions. The first question is '1 Question Multiple Choice' and the second is '2 - 2 Group1'. A note at the bottom of the Brightspace section states 'Question Pool • Selecting 1 question from 3, worth 1 point each'.

- **Ensure each Quiz is linked to the Gradebook**
 - **Recommendation:** From Course Tools > Quizzes, click the name of the quiz. Ensure the point value for the quiz appears in the Score Out Of field and it is set to In Grade Book.

Discussions

- **Discussion start, due, and end dates will NOT import to Brightspace.**
 - **Example:** A discussion with a start date of September 19, 2023 at 12:00AM will appear without a start date. Please see images below.
 - **Recommendation:** Add dates/times to migrated discussions as desired. This can be done individually from Course Tools > Discussions > click the drop-down to the right of the discussion > select Edit Topic > click the Restrictions tab. This can be done in bulk from Course Tools > Course Admin > Manage Dates.
 - **Additional Information:** The Discussions tool in Brightspace does not have a Due date/time – only a Start date/time and an End date/time.

Assign to

Everyone X

Due **Canvas**

Sep 20, 2023, 11:59 PM

Available from **Until**

Sep 19, 2023, 12: Sep 21, 2023, 11:

The role of generative AI in education ▾

Brightspace

Topic

The role of generative AI in education ▾

Hidden.

There are arguments for forbidding the use of generative AI in educational settings and there are arguments for working with it. Please share your views and expand upon why you feel this way. Read and respond to two other classmates.

- **All discussions (past, present, or future) from Canvas will import to Brightspace as “Hidden from Users”.**
 - **Recommendation:** Make discussions visible. From Course Tools > Discussions, click the drop-down to the right of a discussion topic and select Make Visible to Users. This will make the discussion visible to students, but they will not be able to engage with the topic until the Start date/time has passed.
- **All graded discussions from Canvas will import to Brightspace as Ungraded and will not be connected to the gradebook.**
 - **Example:** Please see images below.
 - **Recommendation:** From Course Tools > Discussions, click the drop-down to the right of a discussion topic > select Edit Topic. Ensure the point value for the discussion activity appears in the Score Out Of field and it is set to In Grade Book.

Points Possible 5 **Canvas**

Display Grade as Points ▾

Assignment Group Assignments ▾

Assessment

Grade Item

-- Choose a grade item -- ▾ [New Grade Item]

Score Out Of **Brightspace**

0 ⚠️ ?

Groups

- **Groups in Canvas will not transfer to Brightspace.**
 - **Example:** A group discussion or group assignment in Canvas will appear as an individual discussion or assignment in Brightspace.
 - **Recommendation:** Recreate the groups in Brightspace from Course Tools > Groups. Once finished, modify the assignment or discussion that should be a group activity and select the group you created.
 - **Additional Information:** A group category in Brightspace can be thought of as the overarching purpose of the groups (i.e. Discussion Groups). Within that group category, you will have individual groups.

Content

- **Module lock dates will NOT import to Brightspace.**
 - **Example:** A module locked until September 22, 2023 at 12AM in Canvas will appear as a module with no Start, Due, or End Dates in Brightspace.
 - **Recommendation:** Add dates/times to migrated content modules if desired. This can be done individually from Content > click the name of the module. This can be done in bulk from Course Tools > Course Admin > Manage Dates.

Third-Party Tools

- **Links to third-party tools (i.e. Pearson, TopHat, etc.) will not transfer.**
 - **Recommendation:** Third-party tool links will need to be removed and re-added to the course. Information for working with the most popular tools is [available here](#). Information for working with other tools is [available here](#).

Grades

- **Verify the gradebook contains all graded activities.**
 - **Recommendation:** From Grades > Manage Grades, ensure all graded activities are listed. If you need to add standalone columns (i.e. to manually add participation scores), click New > Item > Numeric > and establish the grade column. If activities that will take place in Brightspace are missing from the gradebook, return to the appropriate tool in the Course Tools menu. If the activity does not exist, create it from scratch. If the activity does exist, ensure it is connected to the gradebook.

To-Do List

- **To-Do Lists in Canvas will not transfer to Brightspace.**
 - **Recommendation:** To-Do Lists can be re-created using Brightspace's Checklist feature.