



## Migrating Courses from Etudes to Canvas

Migration of your Etudes course site to a Canvas course site will take several steps. An “Etudes to Canvas Migration Tool” will be available starting in the 2015 Fall Quarter to help transfer your modules, quizzes, and discussions in Etudes to Canvas. However, that Tool will not transfer any other course materials. These materials need to be transferred to Canvas manually. The materials that need to be transferred manually include: announcements, syllabus, resources, links, and homepages.

- Etudes to Canvas Migration Tool (coming fall 2015)
  - Modules and Resources
  - Quizzes
  - Discussions (if marked reuse)
- Manual Migration
  - Announcements
  - Syllabus
  - Links
  - Homepages

The table below provides a mapping between Etudes features and equivalent features in Canvas. For each Canvas equivalent feature, there are links to documentation and videos from the Canvas Help Center site on how to use the feature. Links to instructions for those Etudes features that require additional steps to manually migrate are also linked and can be found at the end of this document.



## Migrating Courses from Etudes to Canvas

Etudes Features	Canvas Equivalent	How to use in Canvas?
<b>Announcements</b>	<b>Announcements</b> <a href="#">See instructions below</a>	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a></li> <li>• <a href="#">Video</a></li> </ul>
<b>Assignments</b>	<b>Assignments</b>	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a></li> <li>• <a href="#">Video</a> - overview</li> <li>• <a href="#">Video</a> – creation</li> </ul>
<b>Chat</b>	<b>Chat</b>	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a></li> <li>• <a href="#">Video</a></li> </ul>
<b>Discussion</b>	<b>Discussions</b>	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a></li> <li>• <a href="#">Video</a> - overview</li> <li>• <a href="#">Video</a> – creation</li> </ul>
<b>Gradebook</b>	<b>Gradebook</b>	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a> – overview</li> <li>• <a href="#">Documentation</a> – how to use</li> <li>• <a href="#">Video</a></li> </ul>
<b>Groups</b>	<b>Groups</b>	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a></li> <li>• <a href="#">Video</a></li> </ul>
<b>Homepage</b>	<b>Course Homepage</b> <a href="#">See instructions below</a>	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a> – layouts</li> <li>• <a href="#">Documentation</a> – new page</li> </ul>
<b>Modules</b>	<b>Modules</b>	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a></li> <li>• <a href="#">Video</a></li> </ul>





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Private Messages	Conversations/Messages	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a></li> <li>• <a href="#">Video</a></li> </ul>
Resources (files, simple text document)	Files	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a></li> <li>• <a href="#">Video</a></li> </ul>
Resources (links to sites)	Module/Add External Link	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a></li> </ul>
Resources (html page)	Pages	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a> – overview</li> <li>• <a href="#">Documentation</a> – creation</li> <li>• <a href="#">Video</a></li> </ul>
Quizzes	Quizzes	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a></li> <li>• <a href="#">Video</a> – creation</li> <li>• <a href="#">Video</a> – settings</li> </ul>
Schedule	Calendar	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a> – how to use it</li> <li>• <a href="#">Documentation</a> – add events</li> <li>• <a href="#">Video</a></li> </ul>
Site Links (external)	Module/Add External Link <a href="#">See instructions below</a>	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a></li> </ul>
Syllabus	Syllabus <a href="#">See instructions below</a>	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a> - how-to-use-it</li> <li>• <a href="#">Documentation</a> - editing</li> <li>• <a href="#">Video</a> - overview</li> </ul>
Test and Quizzes	Quizzes/Surveys	<ul style="list-style-type: none"> <li>• <a href="#">Documentation</a></li> <li>• <a href="#">Video</a> – creation</li> <li>• <a href="#">Video</a> – settings</li> </ul>



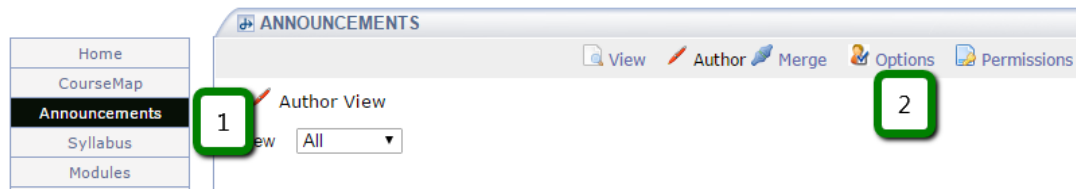
## Migrating Courses from Etudes to Canvas

<b>Wikis</b>	<b>Pages</b>	<ul style="list-style-type: none"><li>• <a href="#">Documentation</a> –overview</li><li>• <a href="#">Documentation</a> - creation</li><li>• <a href="#">Video</a></li></ul>
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### Announcements

If you use the same announcements term after term in Etudes, you may want to copy those same announcements into your Canvas course shell. The steps below outline a way to tackle this task.

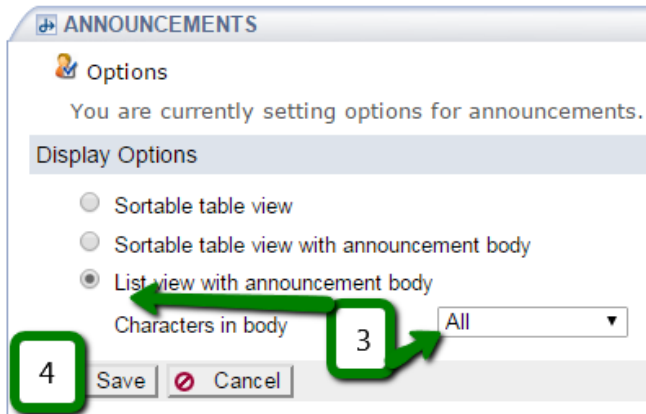
1. While logged in to your Etudes course as an "Instructor," click on the "Announcements" button
2. Click on "Options"



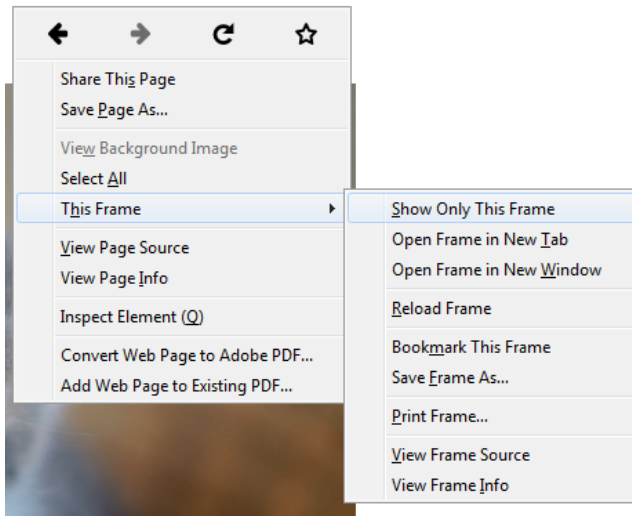
3. Select "List view with announcement body" and "All" for Characters in body
4. Click on "Save" button



## Migrating Courses from Etudes to Canvas



In Firefox, click on the right mouse button, click on “This Frame” and “Show This Only Frame,” in order to break out the frame (In Chrome, you’ll need to add this functionality to your browser. [This link will take you to instruction on how to do that](#))





## Migrating Courses from Etudes to Canvas

You now have all announcements displayed in one window, and you have two options for proceeding:

- a. If you're building your Canvas site now, click on each hyperlinked announcement title, and copy/paste the body into Canvas Announcements.



Don't forget to visit the zoo this weekend to prepare for our text on Monday!

- b. If you will be building your Canvas site later, you can save all announcements by using your browser's edit feature to Select All then use Copy/Paste to save all announcements to a Word document.

### Important considerations:

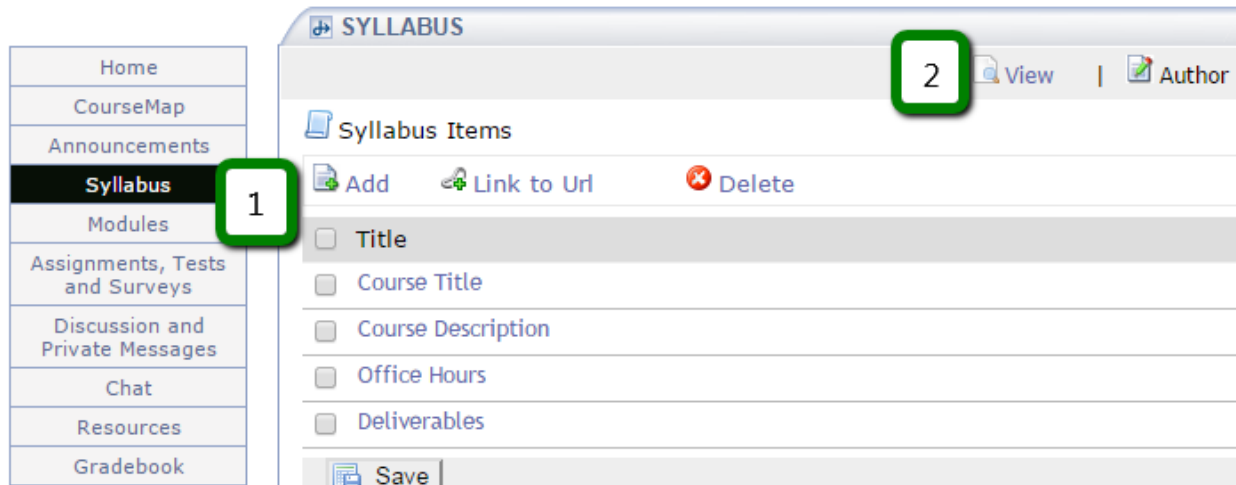
1. If you have images in your announcements, these images are stored on the Etudes servers, and they will break if copied and pasted into Canvas. To preserve the images, they will need to be downloaded, uploaded, and reinserted into your announcement.
2. Currently, Canvas doesn't have a draft state for Announcements. (This feature is highly desired and currently under review: <https://community.canvaslms.com/ideas/1102>) In the meantime, it's important to note that, **unless you delay posting your announcements**, students will be able to see them as soon as they have access to the course.

### Syllabus

In Etudes, you can post your Syllabus in a variety of ways: 1) webpage internal to the Etudes site using the Syllabus tool, 2) link to a webpage that is external to the Etudes site from the Syllabus tool, 3) file attachment using the Syllabus tool, and 4) in Modules. Each of these requires different processes for migrating to Canvas, although most will require either copy/pasting or downloading.

#### 1) Webpage internal to the Etudes site using the Syllabus tool

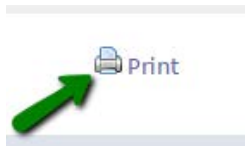
1. Click on Syllabus button
2. Click on “View”





## Migrating Courses from Etudes to Canvas

3. Click on Print link in upper right corner (or use break out of frame)

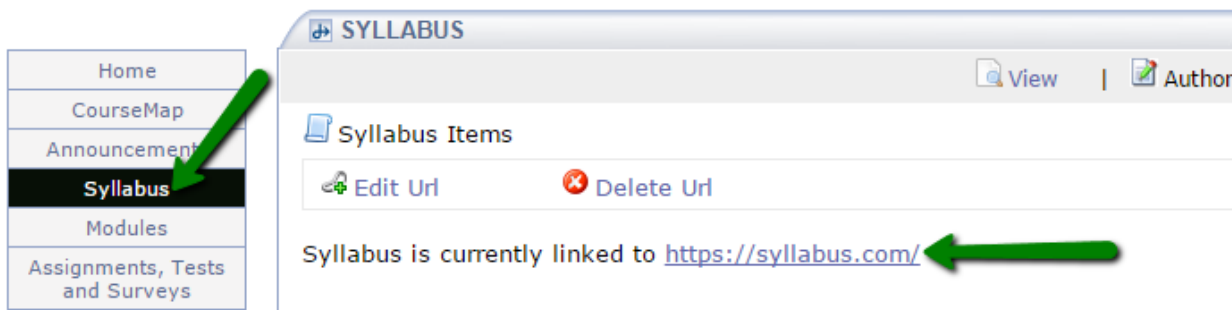


4. Copy/paste using your browser's Edit tool

**Important considerations:** Using this method, the syllabus content will be pasted into Canvas as a table. Consider pasting the syllabus in MS Word, before pasting into Canvas, and using Word's "table to text" feature to remove the table formatting. (MS Word > layout > table to text)

- 2) Link to a webpage that is external to the Etudes site

1. Click on Syllabus button
2. Copy/paste the URL



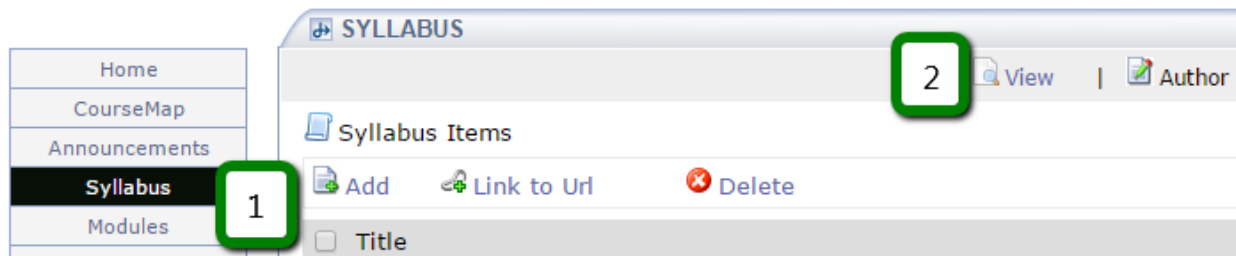
- 3) File attachment using the Syllabus tool

1. Click on Syllabus button
2. Click on "View"





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3. Scroll to bottom to find the file attachment
4. Click on file attachment link
5. Download file
6. Upload to Canvas and insert link in Syllabus component

**Note:** If the syllabus is contained in Modules, it will be automatically exported when using the “Etudes to Canvas Migration Tool.”



## Migrating Courses from Etudes to Canvas

### Links

1. Click on the button in the navigation area that appears to be an External Site or Third-party Service

Home
CourseMap
Announcements
Syllabus
Modules
Assignments, Tests and Surveys
Discussion and Private Messages
Chat
Resources
Gradebook
External Site Example
Activity Meter



2. Or, click on “Site Setup” and copy and paste the links found in the “Site Links” section:



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The screenshot shows the Etudes interface. On the left sidebar, there are options for 'External Site Example 1', 'External Site Example 2', and 'Activity Meter'. Below these are 'Site Setup' (with a gear icon) and 'Roster' (with a person icon). A 'users present:' section shows 'Heather Garcia'. The main content area lists site components: Home, CourseMap, Announcements, Syllabus, Modules, Assignments, Tests and Surveys, Discussion and Private Messages, Chat, Resources, Gradebook, and Activity Meter. Below this is the 'Site Links' section, which includes 'External Site Example 1' and 'External Site Example 2', both with the URL <http://www.boredpanda.com/cute-baby-animals/>. An 'Edit' button with a gear icon is located to the right of the 'Site Links' section. Green arrows highlight the 'Site Setup' link and the two external site links.

3. Copy the URL and then paste it into a Word document or directly into Canvas

### Homepage

Note that some instructors have many different versions of their Homepage that display at designated times during the quarter. Explanations and illustrations of this are available at <http://etudes.org/help/instructors/home-manage/>

In Canvas, you can set up each of your homepages as a page; however, in Canvas, you can't automate the release of each homepage. You can manually change your homepage or reconsider your design.



## Migrating Courses from Etudes to Canvas

1. From course home in Etudes, click on the “Edit” icon in the upper right corner that looks like a gear with a yellow pencil on it



2. Click on the magnifying glass next to each of the “Home Items” one at a time to view

### Home Items



3. Select/copy/paste each Homepage version
4. Paste into a Word document or directly into Canvas Pages

### Important considerations:

1. If you have images in your homepages, these images are stored on the Etudes servers, and they will break if copied and pasted into Canvas. To preserve the images, they will need to be downloaded, uploaded, and reinserted into your page.