



Other K-State Online powered by Canvas Notes

Moving Content from Classic to Canvas

Decide what content in your K-State Online courses need to move to Canvas. Do not bring over any historical/archive material, focus on content you will use in Canvas. See below for separate process for course videos:

1. **Files:** Follow these step-by-step instructions to export your course content from K-State Online Classic and import it to K-State Online Canvas:
 - a. https://kstate.service-now.com/kb_view.do?sys_kb_id=9110ea64e505618c2cae49399a7dc63e
 - b. **Notes:** Links will be put into a .csv file so you can copy/paste them into Canvas as new links. Separator bars will not migrate.
2. **Videos:** Videos will be handled by Mediasite, K-State's new video streaming and management tool. This is available inside and outside Canvas. Unless you have just one or two short (less than 10 min.) videos, then you will upload them into Mediasite via Canvas and use them in your course.
 - a. First, **add My Mediasite to your Canvas course:** https://kstate.service-now.com/kb_view.do?sys_kb_id=b17deba580d835002e809b41dfc6d175
 - b. **Upload your videos** to Mediasite and link into Canvas.
3. **Assignments/Question Banks:** You can export your assignments and import into Canvas. It will create a corresponding assignment in Canvas and a question bank for the questions from that assignment.
 - Follow these steps: https://kstate.service-now.com/kb_view.do?sysparm_article=KB11876

Files > Modules > Pages: Managing and Presenting your content in Canvas

Unlike K-State Online Classic, Canvas has you upload and manage your content in one place and present it via other tools.

1. **Files:** Files is the place to upload, arrange and secure files in Canvas. It is not suited for presenting files to your students. Unless you have a strong reason, consider using Modules or Pages to present your files to students and remove Files from the Student Navigation.
<http://guides.instructure.com/m/4152/c/23847>
2. **Modules:** Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do. You can use Modules to create prerequisite activities that students must complete before moving on in the course, Track student progress through a sequence, organize and present course content by providing clear links to files, discussions, assignments, URLs, online tools, videos, etc all in one place.
<http://guides.instructure.com/m/4152/c/23855>
3. **Pages:** Pages allows you to present and organize your content like a website or a wiki, with a set of interlinked pages that you design and organize. Pages lets you build an online textbook or flexbook, lets you create pages of content you can use in Assignments or Modules or create entire sites for your chapters, topics, units or weeks.
<http://guides.instructure.com/m/4152/c/23858>

Assignments and Quizzes

1. In Canvas, **Assignments** can be a variety of online or in person assessments. Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.) The Assignments page will show your students all of the Assignments that will be expected of them and how many points each is worth. Assignments can be assigned to everyone in the course or differentiated by section. Ungraded activities can be managed and a peer review option is provided.
2. The **Quizzes** tool is used to create and administer online quizzes, exams and surveys, both graded and ungraded. They include question banks, moderation, randomization options and timing and date controls. They can be varied by section.
3. **Notes on Assignments and Quizzes**
 - Until date: Canvas as an Available and Due date but also an Until date, which allows you to handle late submissions.
 - i. <http://guides.instructure.com/m/4152/l/73044-what-is-the-difference-between-due-dates-and-availability-dates>
 - ii. You can prevent any late submissions by simply setting the Until Date the same as the Due Date.
 - iii. If a student starts a quiz but does not finish by the due date, Canvas will automatically submit the quiz on the Due date. **If the quiz allows late submissions** (meaning that the Until date is blank or set after the due date), students who have not yet taken the quiz can do so before the Until date. For late submissions, if a student starts a quiz but does not finish by the Until Date, Canvas will automatically submit the quiz on the Until date.

Student View

Canvas allows instructors to see the course as a student views it. Activate the Test Student in Settings. <http://guides.instructure.com/m/4152/l/61152-what-is-student-view>
To **add someone manually** to your course, go to People and then +People button. Important note is to **search by their eID only**. Disregard what the text says in the search box about using other formats.



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Copy Grades to KSIS

The Copy Grades to KSIS tool found in K-State Online Canvas allows instructors to:

- Review section grades
- Set or confirm grading scheme
- View unmatched students
- Confirm grades for KSIS
- Copy grades to KSIS
- Print a review

See *Copy Final Grades from K-State Online to KSIS*: https://kstate.service-now.com/kb_view_customer.do?sysparm_article=KB12524

Archiving Content in K-State Online Classic

The general mantra to remember is 'Use 2015 to move course material to Canvas and use 2016 to archive material out of Axio'. The archive planning is still in process but the tentative plan is to have all information in Classic be available for 2 years in a read-only mode. Faculty and staff cannot create anything new, however, they will be able to view and download data. We will provide tools to make Rosters, Gradebooks and other reporting data like item analysis available for export/download to be retained by the academic departments or instructors. Data and courses older than 10 years will be subject to offline archiving and we would also provide a method for instructors to get copies of their courses in an offline format.

General Resources

1. <http://www.k-state.edu/canvas/FAQ.html>

This is the **K-state FAQ page for Canvas** with step by step info on how to do many commonly asked items and information on how things work.

2. <http://guides.instructure.com>

The Instructor Quickstart Guide is helpful for the beginning creation of the class, then more specific help can be found in the Instructor Guide. In Canvas, access the online Canvas guides by clicking on "Help" in the gray menu bar in the upper right

This document located at <http://www.ksu.edu/canvas/help.html>

IT Help Desk

First point of contact for campus IT needs.

Walk-in 🏠: 214 Hale Library Phone ☎: 785-532-7722 • 800-865-6143 Email ✉: helpdesk@k-state.edu Web 🌐: k-state.edu/its/helpdesk

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