This tip sheet provides preliminary recommendations on how to begin to prepare your Moodle courses for the migration to Canvas. Please also check the [Canvas Project Website](https://www.umt.edu/it/about/projects/canvas/default.php) for up-to-date information on timelines, training, course migration, etc., as details become available, and to view some Frequently Asked Questions.

# Overview

Review the preliminary steps to begin preparing for the Canvas migration. Each step is outlined in more detail in the following pages.

1. **Review Your Course:** Identify the types of resources, activities, and settings you use in your Moodle course using the Migration Inventory Checklist.
2. **Remove Non-Essential Content:** Are you storing old content in your course that you will not use in future courses? Consider deleting any content that you don’t need to migrate into Canvas. If there is content you want to keep for yourself but isn’t necessarily being used in the course, we recommend storing that outside of your course.
3. **Backup Your Course:** Download a backup of your course from Moodle to store on your personal device. You will not be able to open this file outside of a Learning Management System, but the backup file can be imported into your course in Canvas in the future.
4. **Optional - Create a Free Canvas Account:** Our UM Canvas site is currently in development. In the meantime, you can [create a Canvas Free-for-Teacher Account](https://www.instructure.com/try-canvas) and begin exploring some of the features. Keep in mind that the free account isn’t going to precisely match our site, but the basic features will be the same. We also recommend you review the [Canvas Instructor Guide](https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor) which provides a detailed overview of the Canvas LMS and associated tools and features.

# Step 1: Review Your Course

Before courses are migrated into Canvas, we recommended you inventory all of the tools and features that you are using in each of your current Moodle courses. While Canvas and Moodle function similarly, there are differences in the types of resources and activities you can build in each. Available tools in Canvas include Pages, Assignments, Quizzes, and Discussions. Content built using Moodle tools with no direct equivalencies in Canvas will migrate with modifications, and UMOnline’s Instructional Design Team is prepared to help identify alternatives for those resources, activities, and settings.

\**Tools noted with an asterisk do not have direct equivalencies in Canvas, though most activities can be rebuilt using different tools.*

## Migration Inventory Checklist

|  |  |  |
| --- | --- | --- |
| **Moodle Tool** | **Tool Present in Course (Yes/No)** | **Frequency of Use** |
| Activity Completion |  |  |
| Announcements |  |  |
| Attendance |  |  |
| Assignments |  |  |
| Book |  |  |
| Cengage |  |  |
| Certificate |  |  |
| Choice\* |  |  |
| External Tool (LTI) |  |  |
| Extra Credit |  |  |
| Feedback |  |  |
| File |  |  |
| Folder |  |  |
| Forum |  |  |
| Glossary\* |  |  |
| Gradebook\*  *(feature exists, but manual grade items and categories won’t migrate)* |  |  |
| Groups & Groupings\*  *(feature exists, but groups won’t migrate)* |  |  |
| H5P |  |  |
| Label (Text and Media Area) |  |  |
| Lesson\* |  |  |
| Questionnaire |  |  |
| Question Bank |  |  |
| Quiz |  |  |
| Restrict Access\* |  |  |
| Rubrics & Checklists\* |  |  |
| URLs |  |  |
| Wiki\* |  |  |
| Workshops\* |  |  |

# Step 2: Remove Non-Essential Content

If you have been teaching in Moodle for a while, you may have relied on course shells to store content that you keep hidden from students but want to keep for yourself. We recommend reviewing all archived content to determine if there is anything that you can remove from Moodle prior to the migration. Remember that removing something from Moodle doesn’t mean you will lose it forever. Instead, you can archive your content on your personal device by downloading word documents, PowerPoints, PDFs, images, videos, etc., and storing on your personal device. You can also export question banks as word documents so you can review individual questions and maintain your question bank outside of the LMS. The goal is to prepare your course so that only the relevant course content you need is what gets migrated into Canvas. If you export your gradebook, consider protecting the document with a password.

# Step 3: Backup Your Course

Follow these steps to backup your Moodle course:

1. Open your course in Moodle and navigate to the **Admin Menu**.
   * Click the **Gear Button** in the upper right corner if using the Snap theme.
   * Scroll to the **Administration Block** if using the Classic theme.
2. Select **Backup**. You can then click the button to **Jump to final step**, or you can click **Next** to select individual resources and activities to include in your backup.
   * Note: User data will not import from Moodle to Canvas, but course content will.
3. Your backup will begin downloading as an .mbz file. This file type can only be opened in a Learning Management System, so you cannot access content through your backup file, but you can import it into Canvas or Moodle.

# Step 4: Create a Free Canvas Account (optional)

Our UM Canvas site is in development, so in the meantime, you may [create a Canvas Free-for-Teacher Account](https://www.instructure.com/try-canvas) to explore some of the features of the Learning Management System. The free site will not match our UM Canvas site, though the basic features are the same. You can practice building Pages, Assignments, Discussions, and Quizzes.

# Questions?

For questions regarding the Canvas transition, please contact [SingleLMS@umontana.edu](mailto:SingleLMS@umontana.edu).

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