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1. First things first. Some terms and definitions you need to know.

Term	Definition				
How to Access Canvas	Open a browser preferably, Chrome or Firefox, NOT Internet Explorer or Edge, and type: https://cbu.instructure.com Or, from our own intranet site go to: https://www.cbu.edu/online				
Canvas Guides	HELP YOURSELF! From the Canvas Global menu: Help > Search the Canvas Guides				
Cross-listed Courses in Canvas	<p>Unlike cross-listed courses in Banner that the registrar will process, cross-listing courses in Canvas is like creating a META course in Moodle, except cross-listing in Canvas will happen automatically under these conditions:</p> <ol style="list-style-type: none"> 1. When the course delivery modality is Traditional and the same teacher teaches the same course that has multiple sections, a custom integration process will run to cross list the multiple sections into a single course. This custom integration process will start as soon as the registrar makes FACULTY ASSIGNMENTS to courses in Banner. 2. Cross listing will happen on a cycle at 6AM, Noon, and 6 PM daily up until the MONDAY BEFORE THE START OF EACH SEMESTER. 3. Faculty who do NOT wish for their courses to be CROSS-LISTED may request that OLET manually DE-CROSSLIST THEIR COURSE (See the De-cross-listing Section Request Form link below.) 4. Cross listing must take place BEFORE importing course content. <p>De-cross-listing Section Request Form: https://forms.cbu.edu/machform/view.php?id=24937</p>				
Import Course Content into Production Course Shell	<p>In order to edit Past Enrollment course content, you must Import the Past Enrollment Course content into a Production Course Shell. See Job Aid Importing Course Content.</p>  <p>Import Course Content v3.pdf</p>				
Job Aids	<p>Job aids contain steps for how to execute a task. They are particularly useful for tasks that require a lot of fidelity, but that you do not do often enough to internalize the steps. If you use a job aid, you do not have to remember the steps, but you do need to know where to find the job aid. If you have previously attended a Canvas Basics training session, you received 14 job aids that describe how to do many of the tasks you will need to do in Canvas. By Fall 2019, we will have launched a website, but until then, you can find all job aids here:</p> <p>Inside Canvas:</p> <ol style="list-style-type: none"> 1. Help. 2. Canvas Resources for Instructors. 3. 00 Job Aids for Canvas v2 ALL IN ONE <p>Outside of Canvas: http://newsletter.cbu.edu/olet/canvas-help/canvas-job-aids-3/</p>				
Migrated Courses	<p>These are your old Moodle courses. To see your migrated courses, go to the Global Menu</p> <ol style="list-style-type: none"> 1. Courses 2. All Courses 3. Past Enrollments 				
Past Enrollments	<p><i>Past Enrollment</i> courses are read-only courses. You cannot edit them. You must FIRST import the <i>Past Enrollment</i> course content into your Production Course Shell. You will do all editing in the Production Course Shell. See Import Course Content and job aid.</p>				
Production Course Shells	<p>ITS is using middleware that takes course data and enrollment data from BannerWeb and uses it to build your Canvas Production Course Shells every semester. These shells will always be BLANK (meaning, empty of course content) but they will contain all the students enrolled in your course (of course, student enrollments can change up to the last minute and beyond, so Banner is still the system of record for student enrollments). To see all your student enrollments in a Production course, go to the Course Menu and click PEOPLE. Each production course TITLE will start with Term and Year (e.g., Summer 2019) followed by the course code, number and section (E.g., CE314-A) the name (E.g., <i>Engineering Economy</i>) will be hidden a bit, under Settings.</p> <table border="1" data-bbox="376 1606 1511 1665"> <thead> <tr> <th>Banner Course Title</th> <th>Canvas Production Course Title</th> </tr> </thead> <tbody> <tr> <td>HUM 210 – A, <i>Introduction to Sustainability</i></td> <td>Fall 2019 HUM 210-A.</td> </tr> </tbody> </table>	Banner Course Title	Canvas Production Course Title	HUM 210 – A, <i>Introduction to Sustainability</i>	Fall 2019 HUM 210-A.
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HUM 210 – A, <i>Introduction to Sustainability</i>	Fall 2019 HUM 210-A.				
Settings	<p>Access a Course. Click SETTINGS. See the link below for what you will find under SETTINGS.</p> <p>https://community.canvaslms.com/docs/DOC-12814-4152724176</p>				

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SIS-ID	<p>The (SIS) Student Information System [a.k.a. Banner] ID is a unique identifier that is assigned to EACH Canvas course. It is the link between Banner and Canvas. A SIS-ID is made up of the Course Registration Number (CRN) and a Year and Term designator, like these examples:</p> <table border="1" data-bbox="380 231 1485 415"> <tr> <td data-bbox="380 231 678 262">Year Designator</td> <td data-bbox="678 231 1154 262">SIS-ID examples:</td> </tr> <tr> <td data-bbox="380 262 678 289">2019</td> <td data-bbox="678 262 1154 289"> <table border="1" data-bbox="683 262 1464 346"> <thead> <tr> <th data-bbox="683 262 1154 289">Course</th> <th data-bbox="1154 262 1464 289">SIS-ID</th> </tr> </thead> <tbody> <tr> <td data-bbox="683 289 1154 317">CRN 30105 running in Summer 2019</td> <td data-bbox="1154 289 1464 317">30105.201930</td> </tr> <tr> <td data-bbox="683 317 1154 346">CRN 10242 running in Fall 2019</td> <td data-bbox="1154 317 1464 346">10242.202010</td> </tr> </tbody> </table> </td> </tr> <tr> <td data-bbox="380 289 678 317">2020</td> <td data-bbox="678 289 1154 317"></td> </tr> <tr> <td data-bbox="380 317 678 346">Term Designators</td> <td data-bbox="678 317 1154 346">You will be able to find the SIS-ID for your course under SETTINGS.</td> </tr> <tr> <td data-bbox="380 346 678 373">Fall term = 10</td> <td data-bbox="678 346 1154 373"></td> </tr> <tr> <td data-bbox="380 373 678 401">Spring term = 20</td> <td data-bbox="678 373 1154 401"></td> </tr> <tr> <td data-bbox="380 401 678 428">Summer term = 30</td> <td data-bbox="678 401 1154 428"></td> </tr> </table>	Year Designator	SIS-ID examples:	2019	<table border="1" data-bbox="683 262 1464 346"> <thead> <tr> <th data-bbox="683 262 1154 289">Course</th> <th data-bbox="1154 262 1464 289">SIS-ID</th> </tr> </thead> <tbody> <tr> <td data-bbox="683 289 1154 317">CRN 30105 running in Summer 2019</td> <td data-bbox="1154 289 1464 317">30105.201930</td> </tr> <tr> <td data-bbox="683 317 1154 346">CRN 10242 running in Fall 2019</td> <td data-bbox="1154 317 1464 346">10242.202010</td> </tr> </tbody> </table>	Course	SIS-ID	CRN 30105 running in Summer 2019	30105.201930	CRN 10242 running in Fall 2019	10242.202010	2020		Term Designators	You will be able to find the SIS-ID for your course under SETTINGS .	Fall term = 10		Spring term = 20		Summer term = 30	
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2. 24/7 Canvas Help Support

During normal working hours, 8:00AM – 4:30PM, Monday – Friday, Contact OLET@cbu.edu or call: x4004. Outside of normal working hours, you now have access to 24/7 Canvas Help Support! Inside Canvas:

Help

[Canvas Resources for Instructors](#)
This page provides Canvas job aids and other resources to instructors.

[Chat with Canvas Support \(Students\)](#)
Live chat with Canvas Support!

[Chat with Canvas Support \(Faculty\)](#)
Live chat with Canvas Support!

[Canvas Support Hotline](#)
901.318.3024

[Search the Canvas Guides](#)
Find answers to common questions

[Report a Problem](#)
If Canvas misbehaves, tell us about it

[Customize this menu](#)

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Dashboard

Courses

Groups

Calendar

Inbox

Arc

Commons

Help

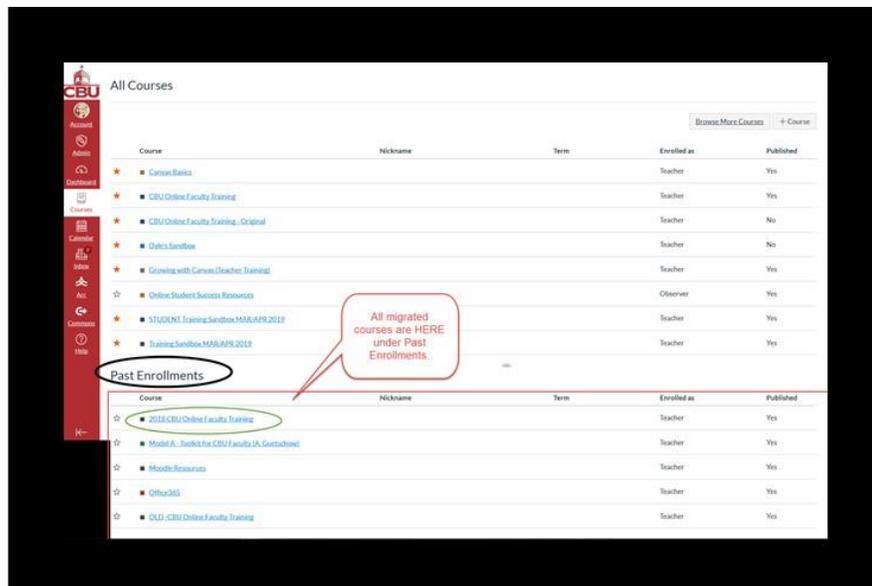
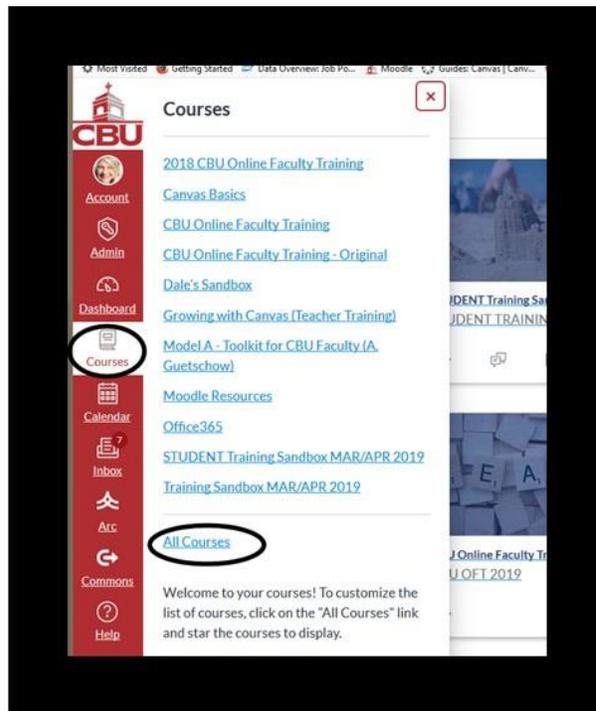
Tailored for CBU Faculty, AVAILABLE TODAY.

3. Moodle Migration Update

We are 100% complete on the Moodle migration as of July 17, 2019.
Where are your migrated courses now?

In Canvas, your migrated courses are different from your actual **PRODUCTION** course shells (As described in the terms and definitions above). Your DASHBOARD shows only **Production** courses. Migrated courses are **CONCLUDED** courses that appear in your course list under **Past Enrollments**. We think the process of CONCLUDING old courses and keeping your DASHBOARD for active **Production** courses only will make it much easier for you to find your active courses in Canvas than it was in Moodle. At least we hope this is your experience.

To see all your MIGRATED courses (or any concluded courses): From the **Global menu**, click **Courses, All Courses**, and scroll down to **Past Enrollments**. Like so:



4. New Course Template

Canvas gave CBU the choice of having a FREE course template or not. OLET selected Higher Ed Template 2 to be the de facto course template for all CBU courses. This is similar to CBU choosing a specific theme to apply to all Moodle courses, with the exception that the Canvas template is an all or nothing proposition. With Moodle, there were several themes that teachers, if they knew how to, could choose from. Starting in fall 2019, ALL COURSES will use the new template.

To see what the new template looks like [Click here.](#)

Four Reasons Why We Like the New Canvas Template.



Four Reasons Why
We Like the New Cam

5. Start of Semester Processing Steps

