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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Access Canvas</td>
<td>Open a browser preferably, Chrome or Firefox, NOT Internet Explorer or Edge, and type: <a href="https://cbu.instructure.com">https://cbu.instructure.com</a> Or, from our own intranet site go to: <a href="https://www.cbu.edu/online">https://www.cbu.edu/online</a></td>
</tr>
<tr>
<td>Canvas Guides</td>
<td>HELP YOURSELF! From the Canvas Global menu: Help &gt; Search the Canvas Guides</td>
</tr>
</tbody>
</table>
| Cross-listed Courses in Canvas| 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:  
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.  
De-cross-listing Section Request Form: [https://forms.cbu.edu/machform/view.php?id=24937](https://forms.cbu.edu/machform/view.php?id=24937) |
| Import Course Content into Production Course Shell | 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.  
Import Course Content v3.pdf |
| Job Aids                      | 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:  
Inside Canvas:  
1. Help.  
2. Canvas Resources for Instructors.  
3. 00 Job Aids for Canvas v2 ALL IN ONE  
Outside of Canvas: [http://newsletter.cbu.edu/olet/canvas](http://newsletter.cbu.edu/olet/canvas) |
| Migrated Courses              | These are your old Moodle courses. To see your migrated courses, go to the Global Menu  
1. Courses  
2. All Courses  
3. Past Enrollments |
| Past Enrollments              | *Past Enrollment courses are read-only courses.* You cannot edit them. You must FIRST import the Past Enrollment course content into your Production Course Shell. You will do all editing in the Production Course Shell. See Import Course Content and job aid. |
| Production Course Shells      | 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., Engineering Economy) will be hidden a bit, under Settings.  
| **Banner Course Title** | **Canvas Production Course Title** |
| HUM 210 – A, Introduction to Sustainability | Fall 2019 HUM 210-A. |
| Settings                     | Access a Course. Click SETTINGS. See the link below for what you will find under SETTINGS.  
[https://community.canvaslms.com/docs/DOC-12814-4152724176](https://community.canvaslms.com/docs/DOC-12814-4152724176) |
<table>
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<tr>
<td>SIS-ID</td>
<td>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:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Designator</th>
<th>Term Designators</th>
<th>SIS-ID examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Fall term = 10, Spring term = 20, Summer term = 30</td>
<td>Course</td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td>CRN 30105 running in <strong>Summer</strong> 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CRN 10242 running in <strong>Fall</strong> 2019</td>
</tr>
</tbody>
</table>

You will be able to find the SIS-ID for your course under SETTINGS.
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:

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 Canvas Template.docx
5. Start of Semester Processing Steps

1. Registrar updates Banner
   - ILP standard process automatically assigns faculty to courses and processes registrar-assigned Banner cross-listings.

2. Students register for courses
   - ILP standard process automatically enrolls students into their designated sections.

3. Automatic, custom cross-listing occurs
   - A custom integration process automatically cross lists courses that meet these conditions (Traditional modality, same course, same teacher, multiple sections exist.) Runs DAILY at 6AM, Noon, 6PM up until Monday BEFORE start of semester.

4. If desired, faculty must request de-crosslisting

5. Faculty create/design course from scratch or import course content into Production Course Shell

4. Assumption is de-cross listing will be the EXCEPTION.