LSA-ISS Moving to Canvas:
Options for LSA Instructors

As the University transitions to Canvas, LSA Instructional Support Services offers many services to assist you in fully utilizing this new tool! Your preparation activities will depend on the CTools features you utilized previously, any targeted changes or goals you have for your course, and your department's plans and guidelines. The following information outlines some resources and recommendations for a smooth transition.

Get ready.
- Consult with a member of LSA ISS Learning Technology Consultants (LTC) Group to review your options. Please arrange an appointment via email lsa-iss-canvas@umich.edu or phone 734 615-0099. Also, visit the LTC website at https://ltc.iss.lsa.umich.edu/

- If appropriate, make any changes to your course syllabus.

- Determine if you want to use the ITS Convert2Canvas service (http://tinyurl.com/UM-Convert2Canvas). This automated conversion process copies the resources from a CTools course to a Canvas site so that you can reuse quizzes, assignments, and other assets. Alternately, if you want to choose which resources to move to Canvas, download them from your CTools site.

- If your course has multiple components, determine if you wish to merge the component courses into one Canvas site. If so, make a request through the ITS Service Center (http://its.umich.edu/help/).

- If you require graduate student assistance in setting up your Canvas site, contact Monika Dressler (mdressle@umich.edu) to make a funding request. NOTE: While ISS recommends working with a graduate student from your department, we can also provide staff.

Learn about Canvas.
- **Individual Exploration:** If you prefer self-directed activities, review the resources below.
    - UM Canvas Instructor Guide via (https://umich.instructure.com/courses/200/modules)
    - Canvas Guides (Online reference material: https://guides.instructure.com/)
    - Canvas Help Line and Chat (available under Help in Canvas)
    - ISS Website (Help with Canvas and of learning technologies: https://www.lsa.umich.edu/iss).
  NOTE: If you would like a practice Canvas course site for learning and experimentation, contact LTC.

- **Hands-On Workshops***:* These sessions are targeted to LSA faculty and cover a variety of topics. They provide key information about a feature or highlight a pedagogical best practice. Other organizations, such as the University Library and ITS, offer general workshops. A few examples of LSA-specific sessions are:
    - Introduction to Canvas for LSA Faculty
    - Course Design for LSA Faculty
    - Feature Focus: Canvas Assignments.
    - For a more up to date list, check the website: http://ttc.iss.lsa.umich.edu/ttc/?s=Canvas+LSA&submit=Search

- **Departmental Events:** Check with your Key Administrator or Course Coordinator to learn about presentations, working sessions, and other types of assistance in your department.

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Plan your work.
- Determine the timing for completing your site. Below are some guidelines in making an estimate. **Important:** Give yourself plenty of time to complete your site so that you can take full advantage of the available support resources.

	Features	Course Structure and Complexity	Planning Guidelines for Winter, 2016	Planning Guidelines for Fall, 2016
A starter site	In CTools, you used Resources and basic Assignments.	Your course is a single component course with a typical enrollment of under 100 students.	5 hours (Recommended Start Date: no later than December 1st.)	5 hours (Recommended Start Date: no later than June 1st.)
A basic site	In CTools, you used Resources and Assignments, as well as more advanced features like Forums and Test Center. External applications might include i>Clicker and Box	Your course is a single component course with a typical enrollment of under 500 students.	up to 15 hours (Recommended Start Date: no later than November 15th.)	up to 15 hours (Recommended Start Date: no later than May 1st.)
A complex site	Resources, Assignments, Forums, Test Center	Your course is a multi-component course with high enrollment. You plan on robust use of Pages and/or other features like Modules, Rubrics, or Outcomes.	up to 30 hours (Recommended Start Date: no later than November 9th.)	up to 30 hours (Recommended Start Date: no later than April1st.)

Complete your Canvas course site.
- Incorporate any files into your new course site. Either manually uploading files from CTools or check files that were converted from your CTools site through the ITS Convert2Canvas (http://tinyurl.com/UM-Convert2Canvas).
- Add information from your syllabus and provide links to related information, where appropriate.
- Create learning activities, including Assignments, Quizzes, or Discussions. Publish them as appropriate.
- Publish your course.

Start teaching!
- As needed, get troubleshooting assistance via ITS Service Center, at http://its.umich.edu/help/.
- Stay current with support information related to UM's implementation of Canvas via the Canvas at Michigan Course at https://umich.instructure.com/courses/200
- Visit the ISS website at https://www.lsa.umich.edu/iss to learn about additional Canvas features that may be useful in your course.
- Visit the ISS Learning Technologies and Consulting (LTC) website at https://ltc.iss.lsa.umich.edu/ for more specific information and additional Canvas resources.

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