

Post-Migration Checklist

When you are migrating content from Pearson into Canvas, all of your course content may not come over exactly as you expect. This checklist will help you determine what needs to be adjusted before you publish your course.

Files – Imported Files + Organization

- Ensure all files have copied over from Pearson Course Site
- Create folders and organize the files – can arrange & drop

Modules

Your course migration should have maintained the structure of the Pearson Course Site

- Ensure all modules migrated to your Canvas Course Site
- Reorder the modules to be sure they are in the correct order
- Create additional modules
- Lock modules, if desired

Assignments / Discussions / Quizzes

- Verify all assignments, discussions & quizzes actually exist & were transferred
- Organize assignments, discussions & quizzes
- Create gradebook weighting groups, if desired

Assignment

- Verify titles + instructions
- Test all links + attachments
- Review assignment details, assign a weight group, if desired
- Publish all applicable assignments

Discussions

- Verify titles + instructions
- Test links + attachments
- Review graded discussions + set up details, assign a weight group, if desired
- Review non-graded discussions
- Organize discussions
- Publish all applicable discussions

Quizzes

- Review all quiz settings, assign a weight group, if desired
- Review all quiz questions
- Randomize questions, if desired
- Review question bank links
- Create or delete question ranks
- Publish applicable quizzes

Gradebook

- Verify assignment point values
- Mute assignments, if desired
- Arrange/Sort gradebook, as desired
- Verify weighting equals 100%

Calendar

- Adjust event/assignment dates

Course Customization

- Customize course home page
- Customize course navigation
- Adjust course settings, if needed
- Add relevant external (LTI) apps
- If you used doc sharing or webliography before, you will need to create modules/sub-modules/areas to house these resources