MIGRATION JOB AID

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BeachBoard-e62.9 (r)-1.70 Nus course does not appear in Canvas, please email canvas@csulb.edu

erstand the terminology in this guide, review the definitions provided here: Canvas Course Types

IDENTIFY YOUR MIGRATEDOOURSES

- 1. Log in to Canvas via the <u>CSULB Single Sign-on (SSO) portal</u>.
- 2. Select the Canvas tile.



3. You will land on your Canvas Dashboard. You may need to scroll to see all your courses or click on **Courses** rom the Global Navigation bar and select **All Courses**.



4. Locate your migrated BeachBoard courses. They are labeled in the course name wi si124 0 Td[0.6 (r6).03 0831 0 Td-(o)-3 (



IMPORTBEACHBOARDMIGRATED CONTENTINTOA LIVE CANVAS COURSE

- 1. From your <u>Canvas Dashboard</u>, select and enter the Live Coursien which you will be importing content. This is the course you will be teaching with, and it should be empty of content.
 - Each semester, live Canvas courses are automatically created for each section in the Schedule of Classes. Students enrolled in the class are added to "People" in Canvas.
- 2. Click on the Import Existing Content on ribget-hand side of the course.
- 3. New t, select Copy a Canvas Course on the Content T (t)4 O Td 617 -1.426q O Td [OLTj -16.537-1.9 (n)-5 (d8

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minutes, depending on the size of the course.

9. Once it's complete, you will see a Completed

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