From: Provost Office <provost@uw腋x.edu>
Sent: Monday, April 29, 2019 10:05 AM
Subject: Termination of D2L & Transition to Canvas

To all UWL instructors and staff

UWL is in the final months of transitioning to Canvas, the new learning management system. This announcement is a reminder about

- the deadlines related to the termination of D2L
- what you will need to do to migrate your D2L courses to Canvas
- the support available in May to help you make the transition to Canvas

Deadlines for termination of D2L, and the transition to Canvas

- September 1. D2L will no longer be available for instruction starting September 1, 2019.
- September 1. D2L will no longer be available for non-instructional purposes, e.g., D2L sites used by departments, units, and committees for non-instructional purposes.
- September 13. You will no longer have access to your D2L files as of September 13, 2019.

To transition to Canvas, you will need to do three things:

1. Migrate your D2L course files to Canvas. You will need to save the files from ALL of your D2L courses, not just your fall 2019 courses.
2. After migrating your files to Canvas, you may need to sort and reorganize them in Canvas.
3. Learn basic features of Canvas so you can prepare and teach your fall courses in Canvas.

If you have not started to migrate your course material to Canvas, we recommend that you do so at your earliest convenience, and that you complete the migration of all your courses by August 16.

The amount of time to migrate a course depends on the number and types of files. The migration process is straightforward. However, after you transfer your course material to Canvas you may need to reorganize the files to best fit the Canvas structure. If you have not worked with Canvas, you will also need additional time to become familiar with its features so you can use it effectively in your fall courses.

In May, CATL staff members will provide assistance to help instructors migrate their D2L courses to Canvas and become familiar with basic features and functions in Canvas. We invite you to take advantage of these opportunities, especially if you have not yet worked with Canvas. Link to Canvas Support for May 2019.

Canvas Support May 2019
Help Sessions May 13 - 16
Attend Canvas help sessions on course migration and setting up/building a course. These involve short presentations followed by work time for questions and concerns. Link to Help Session Schedule

Drop In for individual assistance
Staff will be available to help with course migration and answer questions about using Canvas. Link to Drop In Schedule

Do-It-Yourself.
Use digital resources to
- carry out course migration on your own
- manage course files in Canvas
- become familiar with Canvas features

Canvas 24/7/365 Support
For day-to-day and after-hours assistance, we encourage you to call Canvas Support at 833.826.8720. Their agents can help you with all types of Canvas questions.

UWL Canvas Support Staff:
- Stephanie Speer, LMS Administrator
- Khendum Gyabak, Instructional Designer
- Marjorie Bazluki, Instructional Designer
- Jared Oxborrow, Canvas Migration Specialist (temporary until May 17)