# Canvas Instructor Quick Sheet

Migration Cleanup before the move

# Pre-Migration Cleanup

If you are migrating your courses from D2L to Canvas, there are a few things you need to be aware of to make the transition smooth.

* Export and Import of anything in technology is NEVER 100% accurate. You will need to do some clean up.
* Web links and course links tend to break, so check for those broken links using Canvas’s Validate Links in Content checker located in Course Settings Canvas.
* Question Pools in D2L may need to be repaired within Canvas. If you run into issues, be sure to contact Jared Oxborrow for further assistance.

Preparing to Clean Your Course

Determine which content from D2L you want to move over. You can download your entire course from D2L, but best practice is to clean and organize your D2L course before you begin the migration process.

## Clean up Files

Delete Unused and Duplicate Files

If the original file exists, then the duplicate file(s) should be removed. These files generally contain keywords in their file name such as (1) or Copy.

* Delete files that you are no longer using or that are duplicates. Keep in mind that you can always add content to your Files at a later date if you have the original documents.
* Create folders and rearrange files for better organization.
* Look for files, pages, questions, or quizzes **that you may no longer use** (or that are duplicates of others).
* Decide on a **clear naming configuration for your files and images**. Make sure they have names that you will be able to easily recognize and organize.
* Evaluate your **current content organization**. In D2L, content was organized by “Table of Contents; in Canvas, it’s “Modules”. You may find that you need to restructure your current organization when you begin to build in Canvas.