

Email DigitalLearning@newhaven.edu to place a request for these tasks:

**Migrating a Blackboard Course to Canvas,
Adding a Module Structure to your Canvas Course,
Copying a Course to another Course within Canvas**

Migrate a Blackboard Course to Canvas

Please send the specific course IDs of the course to be copied and the destination course to DigitalLearning@newhaven.edu "Copy Blackboard Course to Canvas Fall 2020" in the subject line. (Request example: Copy from Blackboard COMM-1101-20-S20 to COMM-1101-01-F20)

Add a Module Structure to your Canvas Course

We suggest using the module structure to make content easy to find and provide a consistent student experience across the University.

Add the 7-module or 15-module structure using the instructions posted on myCharger>Faculty Resources>Technology Training>Canvas section: [Add a Module Structure to your Course Instructions](#) **OR**, we will add a module structure to your course **upon receiving a request from you**. Please send the specific course ID to DigitalLearning@newhaven.edu. (Request example: Add the 7-module structure to COMM-1101-01-F20)

Copy a Course to Another Course within Canvas

Copy a Course to Another Course within Canvas using the instructions posted on myCharger>Faculty Resources>Technology Training>Canvas section: [Copy a Canvas Course or Selected Material into an Existing Course Instructions](#)

OR, we will copy this content to your Fall 2020 course **upon receiving a request from you**. Please send the specific course IDs to DigitalLearning@newhaven.edu. (Request example: Canvas Copy from COMM-1101-20-S20 to COMM-1101-01-F20)

Important: Publishing your Course and Students enrollment

Canvas courses are unpublished and students do not have access to them until you publish a course. Unpublished courses provide faculty opportunities to modify courses and open each course when they are ready. **You must publish your course by the start date of the term.**

Find UNH training events on myCharger>Faculty Resources page>Faculty Training and Development section and Canvas training events on the Canvas Global Navigation Menu HELP icon (?) Training Portal link.