

Content from one or more of your Trunk course sites was migrated to Canvas. To see your new course sites, log in at [canvas.tufts.edu](https://canvas.tufts.edu). Here's an overview of what Trunk course material is moved to Canvas in a migration:

- Any downloadable files in Resources
- Lessons
- Assignments
- Forum topics
- Published quizzes
- Question pools

The following Trunk course material is *not* automatically migrated to Canvas:

- Web links in Resources
- Documents or text in the Syllabus tool
- Announcements
- Messages
- Unpublished quizzes (retracted and working copies)

To retrieve any content that was not migrated, log in at [trunk.tufts.edu](https://trunk.tufts.edu) to access your course sites from previous semesters.

### Learn more about Canvas

For more information about any of the following Canvas tools, log into Canvas and visit the **Instructor Orientation and Training Course** (accessible from your Canvas Dashboard).

For help and support as you work with your new Canvas courses, contact us at [canvas@tufts.edu](mailto:canvas@tufts.edu) or see [sites.tufts.edu/canvas/help-and-support/](https://sites.tufts.edu/canvas/help-and-support/).



## Review your Files

Any *downloadable* files in the Resources area of your most recent Trunk course site were migrated to the Files tool in Canvas. This includes files and folders that were hidden from students. Folders and files are named as they were originally named when they were first uploaded to Trunk.

- Delete files that are duplicates or out-of-date.
- Rename anything with a confusing file name.
- Organize files into folders so you can easily find them.
- Unpublish any files you want to hide from students; click on the green circle with a checkmark next to the filename. You'll see options for unpublishing or restricting access to the file.

## Review your Assignments

Trunk Assignments are imported to the Canvas Assignments tool.

- Review and update due dates and availability dates.
- Review the grading scheme and points awarded.
- Unpublish any assignments that need further review or more work.
- Consider organizing Assignments into categories. Trunk Assignments are imported and placed in a Canvas Assignments Category named Imported Assignments. You can rename this category or create new ones.

## Review your Quizzes

Published Trunk Tests & Quizzes are imported to the Canvas Quizzes tool.

- Review **every** question in your imported quizzes.
- Make sure that correct answers are indicated where appropriate and that points are correctly awarded. (The point value of each imported question is set to 1.)

Some question types do not import cleanly to Canvas Quizzes:

- Numeric Response questions are converted to Fill in the Blank questions.
- Matching, File Upload, Matrix, and Calculated questions are not imported. With the exception of Matrix, these question types exist in Canvas and the questions can be recreated.
- Trunk quizzes that use the random draw functionality are imported into Canvas but all questions in the associated pool from which there is a random draw are shown in the quiz. Thus, all random draw quizzes contain all of the questions from the pool.

## Review your Discussions

Trunk Discussion Topics are imported to the Canvas Discussions tool.

- Review the text of Discussion topics. Topic short descriptions are not imported but Topic long descriptions are imported and displayed along with any media files.
- If you use Groups in your Canvas course, Assign Topics to Groups as appropriate.

## Review and save any web links in Trunk Resources

The Files tool in Canvas does not store links, and any links you had in Trunk Resources were not automatically migrated. Go to your Trunk course site, open **Resources**, and make note of any web links you posted there. If you want to save any links so you can later put them into your Canvas site, here's how:

1. In the **Actions** drop-down menu to the right of your link, select **Edit Content**.
2. Copy the address in the URL box.
3. Open a text editor on your computer (Notepad or TextEdit).
4. Paste the URL into a text file.
5. Repeat for any links you want to save.

These links can be added to Canvas Pages or Modules.

## Create Pages or Modules to organize your content

The Modules tool provides an easy way to arrange your course material in lists and groups. Modules allow you to

- Rearrange things quickly with drag and drop
- Put files and links into multiple modules
- Allow students to progress through a Module by clicking a “next” button to automatically load the next document or link
- Post Assignments, Quizzes, Pages, and other course elements alongside readings and slides

If you prefer more flexibility in how you present your course material, you can use the Pages tool to create HTML pages with links to your Canvas content. Pages allow you to write free text, include images, and embed media files in a page along with direct links to files, assignments, quizzes, and other course elements.

Help and support: [canvas@tufts.edu](mailto:canvas@tufts.edu)  
Training schedule and project info: [sites.tufts.edu/canvas](https://sites.tufts.edu/canvas)