The Sakai-to-Canvas Migration tool was designed to copy course materials from your existing Sakai sites to Canvas staging courses. The tool can copy content from the Sakai Assignments, Resources, and Tests & Quizzes tools only. Any other tools will need to be re-created in your new Canvas course. No student data will be migrated.

> ⚠ **NOTE: When you create a new site in Canvas using the Migration tool, it is not intended to be used for teaching your course. It will serve as a staging site to review and modify what was migrated. Once you have edited the content and site to your satisfaction, you will import it into your officially created Canvas course for the term when you will be teaching the course.**
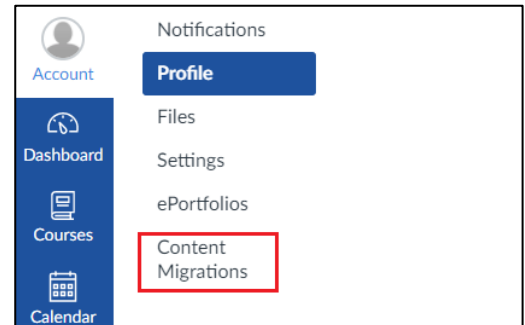
To use the migration tool, follow these steps:

1. Log in to Canvas. If you have not logged into Canvas before, visit www.udel.edu/Canvas and click on the "Log In to Canvas@UD" button.

    From the left-hand global navigation menu of Canvas, click "**Account**", then "**Profile**".
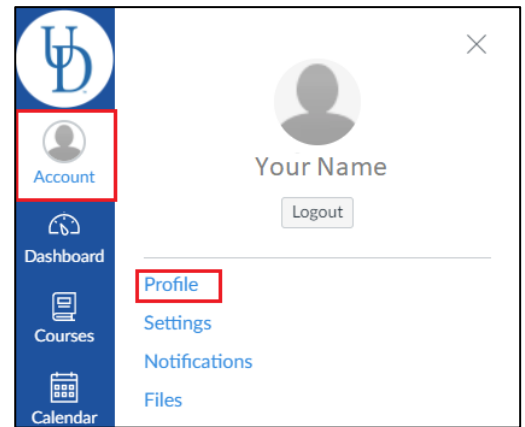
2. Select "**Content Migrations**" from the navigation menu to access the migration tool.

3. The first time you select this option, you will see some prompts to "authenticate" into Canvas and then to "authorize" the app to access your Canvas data.   You must complete both steps.
    If you have migrated a course previously, ignore this step.

    If you cannot access the migration tool because you receive a message, "You must be a teacher to access this page", please contact us at t2c-info@udel.edu or call the Faculty Commons at (302) 831-0640.
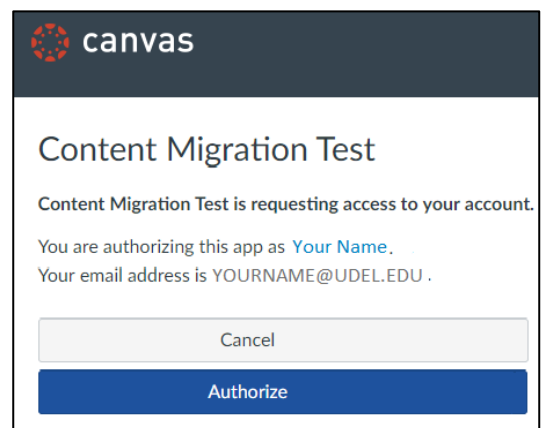
4. From the dashboard of the migration tool, click "**+New Migration Request**" to migrate a course.

Course Migration Tool

All Sakai Migration Requests

State	Total	
Waiting In Queue	0	View
In Progress	0	View
Completed	0	View
Failed	0	View
All	0	View

+ New Migration Request

Remote Course ID	Remote Course Name	Canvas ID	Canvas Course Name	Migration Start	Status

Previous   Next

5. Enter part of the name of a Sakai site to which you have access that you would like to migrate and click "**Search**".

A list of matching sites list will be returned.

Sakai Course Migration Request   ×

Find Your Site: [Site Name]   [Search]

[Next]

6. Select one or more of the Sakai sites you wish to migrate from the list of matching sites.

Sakai Course Migration Request   ×

Find Your Site: [My Course]   [Search]

Matching Sites

☐ My Course

[Next]

7. A list of tools that may be migrated will appear. Select which tools to migrate for each course and click "**Next**".
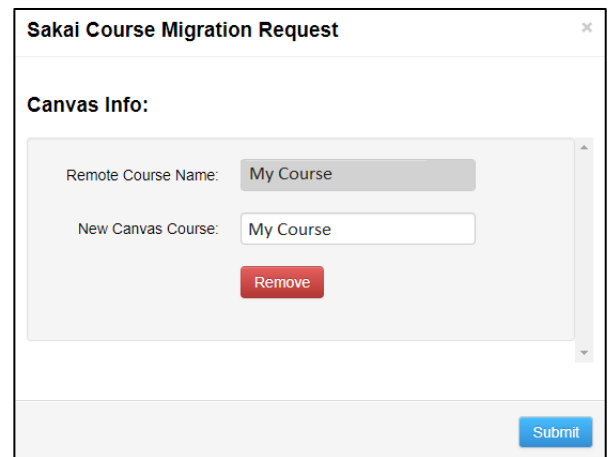
Sakai Course Migration Request   ×

Find Your Site: [My Course]   [Search]

Matching Sites

☑ My Course
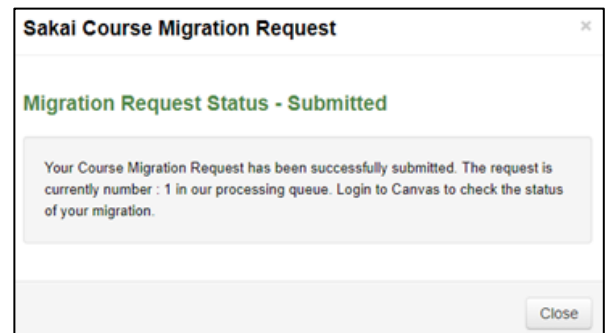
☐ Resources
☐ Tests and Surveys (Samigo)
☐ Assignments

[Next]

8. By default, your Canvas staging course name will be the same as your Sakai course. When you are ready to migrate, click "**Submit**" to start the migration.

9. A confirmation message will display letting you know that the migration request has been submitted. Click "**Close**".

10. On the migration tool dashboard, you will see the migration request you just submitted. For each migration you complete, you will see its status to the right:

   - **In Queue**: Your migration is in line behind one or more other requests.
   - **In Progress**: Canvas is in the process of migrating the site's content.
   - **Complete** (shown in green): Content has been successfully migrated without errors.
   - **Complete** (shown in yellow): The migration was completed, but with warnings. Click the arrow next to "Completed" to view issues with the migration.
   - **Failed**: The migration experienced an error and was unable to import any content into Canvas. Click the arrow next to "Failed" to view details.

   For assistance with warning or failures, please contact us at t2c-info@udel.edu or call the Faculty Commons at (302) 831-0640.

Once your course migration is completed, click the associated Canvas ID link from the migration tool dashboard or use your Canvas Dashboard to access your new staging course. Carefully review your migrated content and revise it as necessary.