

Migrating Your Chalk Organization Site

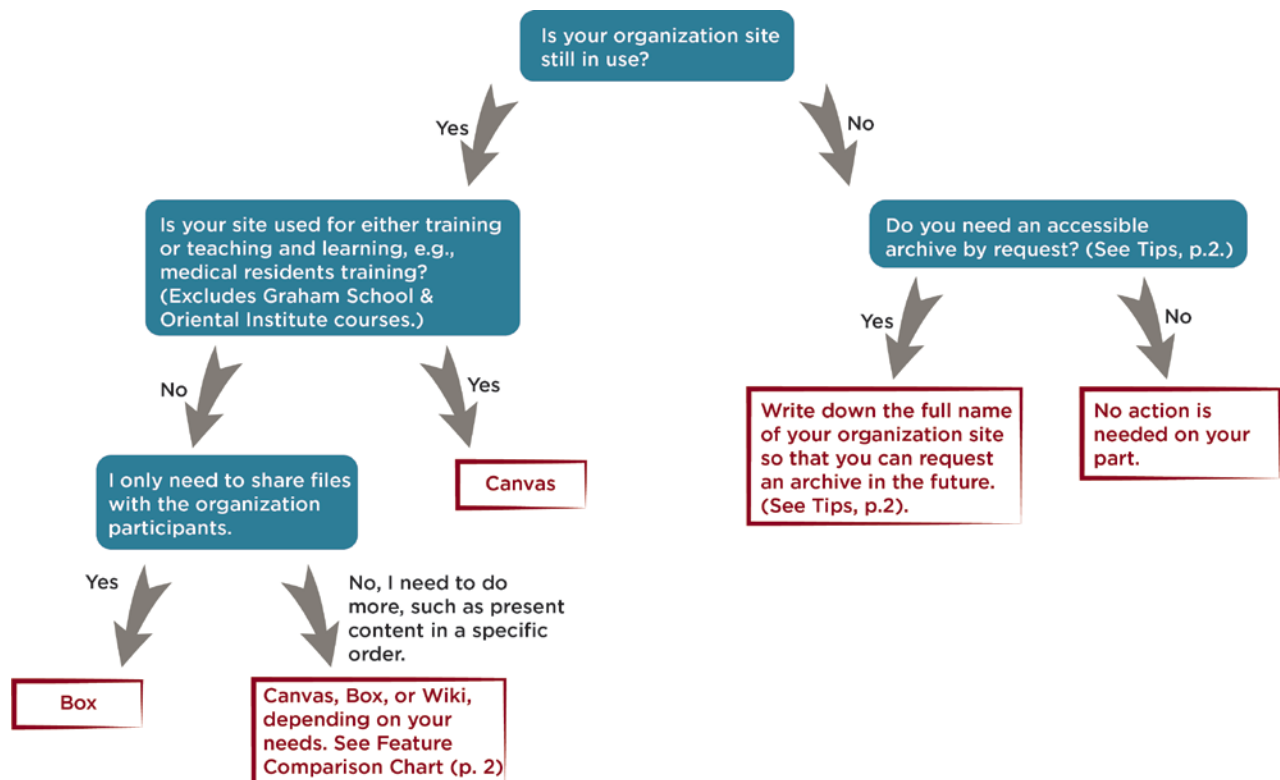
Chalk organization sites are Chalk course sites used by non-credit courses, training courses, and other organizations. With the decommissioning of Chalk, there are several options for migrating your organization sites. This document helps you decide what tool best suits your needs. **All Safety Courses under Chalk's Community Tab will be migrated to Canvas in a separate process.**

What tools are available to host content used by my organization?

1. **Canvas** is a learning management system like Chalk. It has all of the core functionality found in Chalk. This option is most suitable for non-credit and training courses, or organizations that use features such as the discussion board feature.
2. **UChicago Box** is a cloud storage and file-sharing service. Files stored on Box can be synced and accessed from several locations, including desktops, mobile devices, and laptops. A departmental UChicago Box account is recommended for those who only need to share files with a group of individuals.
3. **UChicago Wiki** is a collaborative space where groups of people can write, edit, and share content. This option is most suitable for those who need to present their content in a specific hierarchical order.

See the Feature Comparison Chart on the next page for more information about each of these tools.

Where should I move my Chalk organization site?*



*Email canvas@uchicago.edu to set up a consultation if you have questions.

Tips for Migrating Your Content

An archive of an organization site preserves Announcements, Files, and Tests, Surveys, and Pools. When the archive file is opened in Canvas, the layout of some content may get jumbled and some links may be missing. Whether you are archiving or migrating your site, know that **discussion board threads and groups settings do not migrate at all**. If you wish to keep a record of these, you will need to either print the pages or copy the threads into a word processing document or elsewhere.

Feature Comparison Chart

| Features | Canvas | UChicago Box | UChicago Wiki |
|---|--|---|--|
| File repository capability | Yes | Yes, with versioning, and optional automatic notification of new, changed, and deleted files | Yes, with versioning |
| Sync to desktop | No | Yes, via Box Sync App | No |
| Storage capacity | 2GB total file size (default) *Can be increased upon request | Unlimited storage | 25 MB per attachment |
| Other functions | | | |
| Discussion board | Yes, native discussion board that supports rich text and multimedia | None, but supports text comment per file and Box Note | None, but supports comment section per page, with support for rich text and multimedia |
| Automatically graded online quizzes | Yes | No | No |
| Content Page | Yes | Box Note or Google Doc | Yes |
| Multimedia embed | Yes, on any content area | No | Yes, on Pages |
| Kaltura (video mgmt tool) Integration | Yes | No | No |
| Image Gallery | Not supported | Automatic gallery display of images (jpg, png) | Gallery function available via macro |
| Native email | Yes | No | No |
| Customizable navigation/content hierarchy | No | Automatic indexing of content by name and date when last updated; organized by folders | Automatic indexing of pages in the space; space admin can control content hierarchy |
| Web Conferencing | Yes (up to 50 participants) | No | No |
| Permission | Same roles as courses: see courses.uchicago.edu/canvas-transition/canvas-roles | Granular control per individual: combinations of upload, download, preview, view, get link, edit, and delete. | Granular control: view, view & comment, add, and delete, by individual UChicago users, all of UChicago, or the public. |
| Access | Single sign-on for UChicago users. Non-UChicago users can be invited. | Single sign-on for UChicago users. Files can be shared with individuals outside of UChicago via email. | CNetID log-in for UChicago users. |
| Mobile App | Yes | Yes | No |

Next Steps and Resources

To migrate your site into Canvas

1. Request a Canvas Organization Site at courses.uchicago.edu/organization-sites
2. Refer to our migration documentation (courses.uchicago.edu/resources) or attend our Canvas workshops (courses.uchicago.edu/workshop-schedule).

To migrate your organization site into Box

1. Download your site's files from Chalk. To do this, select **Files** in the left-hand navigation menu of the course site -> Click on the course number -> Click **Show All** to display all files -> Select the files you wish to download -> Click **Download Package**. This will download the files as a single .zip file.
2. Request a departmental account in Box at uchicago.service-now.com/it?id=its_sc_cat_item_request&sys_id=f4038d251326260027255eff3244b05d
3. When the departmental account has been created, log in with your CNetID and password.
4. Create content folders as appropriate.
5. Unzip the download package and upload your files into the appropriate content folder (either by dragging and dropping them, or by clicking **Upload** and selecting the files).
6. For more information:
 - o Box Quick-Start Guide: uchicago.service-now.com/it?id=kb_article&kb=KB00016013
 - o General Box documentation: uchicago.service-now.com/it?id=search&t=kb&q=box

To migrate your organization site into a wiki

1. Download your site's files from Chalk. To do this, go to **Files** in the left-hand navigation menu of the course site -> Click on the course number -> Click **Show All** to display all files -> Select the files you wish to download -> Click **Download Package**. This will download the files as a single .zip file.
2. Create a wiki space for your course site. To do this, go to wiki.uchicago.edu -> Log in with your CNetID and password -> Click **Spaces** at the top -> Select **Create Space** from the drop-down menu -> Click the blue **Create** button.
3. Upload your files. To do this, click the **Files** icon in the gray horizontal menu bar -> Select **Attached to this page** -> Either drag-and-drop your files, or click **Upload Files** and browse for the files you wish to upload.
4. Create and edit pages within the space to organize your files hierarchically. You can re-order pages by moving them around in the page tree (left-hand navigation menu).
5. For more information:
 - o Wiki FAQ: https://uchicago.service-now.com/it?id=kb_article&kb=KB00015408
 - o General Wiki documentation: uchicago.service-now.com/it?id=search&t=kb&q=wiki