v2*Vault Instructor Guide
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V2*Vault Help
& Support
What is V2*Vault?

The v2*Vault is a repository storing all courses taught in Classes*v2 from Fall 2005 - Spring 2017. This repository will be available until May 31, 2019 for all faculty to access old course sites. Instructors can use the v2*Vault to keep a copy of old Classes*v2 course materials.

In the Summer of 2017, we completed the process of migrating the most recent copy of every unique course taught since Fall 2008 by each instructor. These courses will be available in a read-only format within your past enrollments within Canvas @ Yale. See our help article to learn more about the Bulk Migration.

To access your course sites, click on the "My Active Sites" button at the top of the screen and then click on the course title from the resulting list.

If you have questions regarding V2*Vault, please contact classesv2@yale.edu.

Note: Students and Faculty will maintain access to Classes*v2 until May 31, 2019.
Course Archiver Tool

The v2*Vault is a repository storing all courses taught in Classes*v2 from Fall 2005 - Spring 2017. This repository will be available until May 31, 2019 for all faculty to access old course sites. Instructors can use the v2*Vault keep a copy of old Classes*v2 course materials. This Course Archiver tool will create a zip file of the course content from the tools you select below. Content will be organized into folders by tool name and navigable by an index.html page. The Gradebook and Photo Roster are the only student content that will be included in the archive.

Go to the course site you would like to archive, then follow the steps below:

1. Click on “Course Archiver“ from to course navigation on the left-hand side.

💡 NOTE: Please keep in mind your responsibility to protect the confidentiality and security of any materials downloaded from Classes*v2 which identify students in particular Yale classes. You may use Secure Box @ Yale for storage of FERPA-protected educational records. If you have questions regarding proper use and protection of student records, please refer to the following guidance provided by the University:

The Family Educational Rights and Privacy Act: Guidance for Members of the Faculty and Staff

Protect Your Data
2. Select the tools that you would like to include in the archive by clicking on the checkbox in front of each tool.

3. Click “Create.”

💡 NOTE: A folder within the zip file of each tool selected will be created, even if there is no content within the tool that you selected.
You will see a green box appear at the top of the page indicating that the archive is in process (indicated below). Once the archiving process is complete, you will see the following message: "An archive for this site has recently been completed. Go to Archive History to view it."

4. Click on “Archive history tab.”
5. Click the “Download” link next to the completed archive status.

This will download a zip file to your local computer. Once you open the zip file, you will find an index.html file and a folder for each tool you selected.
NOTE: To obtain additional student work from this course, please use the Student Work Archive Request form.

To learn how to use the course archive file once downloaded, please see this help article: How to Use Course Archive Once Downloaded.
This article is intended to describe how to utilize the Course Archive file once it is downloaded onto your computer. In order to use the Course Archiver Tool, please see this help document: Course Archiver Tool.

NOTE: Please keep in mind your responsibility to protect the confidentiality and security of any materials downloaded from Classes*v2 which identify students in particular Yale classes. You may use Secure Box @ Yale for storage of FERPA-protected educational records. If you have questions regarding proper use and protection of student records, please refer to the following guidance provided by the University:

The Family Educational Rights and Privacy Act: Guidance for Members of the Faculty and Staff

Protect Your Data

Open Downloaded Zip File

1. Open your course archive from your downloads.
2. Once the zip file is open, if you are using a PC, click "extract all".
3. Click on the index.html file.
Once you open the index.html file, you will see a folder structure for your v2 course. Each folder can be expanded to show the information in each folder.
NOTE: To obtain additional student work from this course, please use the Student Work Archive Request form.
How Can I Archive Student Data

Only instructors of record can request student data to be archived from the v2*Vault by submitting the Student Data Archive Request Form.
How do I create a zip archive of My Workplace?

Go to Resources.

Select the Resources tool from the My Workspace menu.

Click Actions, then Compress Zip Archive.

To the right of the folder you want to zip archive, from the Actions drop-down menu, select Compress to ZIP Archive.

This creates a zip file. To download this zip file onto your computer, just click on the file link and it will automatically download.
How to Add Users to Course in V2*Vault

For the v2*Vault, we have removed the ability to add participants to courses as this is meant to be in a “read-only” state. Only instructors and TAs can be added by admins, and these individuals can only be added with the instructor of record or department admin's permission.

If people need to add users, please have them contact classesv2@yale.edu.

For more information on the v2*Vault, please see our help article.
Bulk Migration Information

We have completed process of migrating the most recent copy of every unique course taught since Fall 2008 by each instructor. These courses will be available in a read-only format within your past enrollments within Canvas @ Yale.

Note: Only faculty content was migrated- no student submissions have been migrated into Canvas.

Note: Students and Faculty will maintain access to Classes*v2 until May 31, 2019.

Note: Courses that have been migrated over but you do not plan on using can be ignored.

This article will cover:

- Examples of What Will be Migrated
- How to Access Your Migrated Course
- How to Request More Courses to be Migrated to Canvas
- How to Copy a Canvas course into another Canvas course
- What Tools Were Included
- Excluded Tools
- Audio and Video Files
- How to get support

Examples of What Will be Migrated:

- If you taught the same course every year for 8 years, you would get one copy of that course, the most recent version.
- If you taught a different course every year for 8 years, 8 different courses would transfer.
- If the same course is taught by a different person each year for 8 years, 8 copies would come over, with the different instructors enrolled in their respective course.
How to Access Your Migrated Courses:

To view your past courses, click the "Courses" button in the Global Navigation bar and select "All Courses". For more information, please refer to our help article: How to View Classes*v2 Migrated Courses.

How to Request More Courses to be Migrated to Canvas:

In some unique situations, you may want to retain all your Classes*v2 versions of the courses taught. Some examples could be independent studies, seminars, and different readings/topics used throughout the years.

To request more courses to be migrated, please submit the Course Migration Request form for each course (including the course URL) that you would like migrated over.

How to Copy a Canvas course into another Canvas course:

Since the migrated courses are in a read-only state, to edit, revise, or utilize the information, you will need to copy the migrated course into the active course. To do so, please read our help article: Copy Content from One Canvas Course into Another Canvas Course. By default, you are given 500 MB of space within your Canvas course. For any reason you feel you need more space, please email canvas@yale.edu and we are happy to assist you.

Note: If you receive errors within the copying of the migrated course, please contact canvas@yale.edu with the course information and error message for support.

What Tools Were Included:

Assignments → Assignments

• All assignments were migrated into the Assignments tool in Canvas with due dates, points, and closed status.
• Assignment attachments were migrated into Files in a folder labeled “assignments.”
  • Some file types may not have migrated properly - please double check any of these file types that you may have had in your Classes*v2 course.

Forums → Discussions

• Forums moved over as a discussion with a “Forum -” prefix.
• Topics moved over as a discussion as-is.
The order (top-bottom) of Forums and Topics were maintained in Canvas.
Both Forums and Topics are at the same level in Canvas as Canvas does not have the same Forum > Topic hierarchy as Classes*v2.
Forums/topics that were in “draft” state in v2 come over to Canvas without that designation.

Home → Home

Homepage descriptions and HTML pages migrated over as-is.
Homepage files / images are migrated into Files in a folder labeled “home” and linked to from Home.
Note: Images may looked skewed due to the more narrow content area in Canvas. Therefore, images may need to be resized.
Redirects did NOT migrate over.
  • Alternative - Please go back into the Classes*v2 course to capture the URL.

Syllabus → Syllabus

HTML syllabi migrated over as-is.
Syllabus attachments were migrated into Files in a folder labeled “syllabus” and linked to from the Syllabus tool.
Redirects did NOT migrate over.
  • Alternative - Please go back into the Classes*v2 course to capture the URL.

Resources → Files

All resource folders and files migrated over into Files in a folder labeled “resources.”
Folder structure remained intact
Active website links migrated over in an HTML page. Broken web links DID NOT migrate over.
Resources pointing to a local file (ex. file/C:) DID NOT migrate over.
Note: The folder from Classes*v2 will have the original folder name rather than the name of the folder that it was changed to.
Note: resource folders with parenthesis may create more than one folder for subfolders and individual files.

For more information on the Canvas tools listed above:

- How to Create Assignments
- How to Created Discussions
- How to Set Your Home Page
- How to Create your Syllabus
- How to Add Files to Resources
Excluded Tools

**Announcements** - These were NOT part of the bulk migration

- You can request migration by using the content migration form.

**Tests & Quizzes** - These were NOT part of the bulk migration

- You can request migration by using the content migration form

**Media Library** - These were NOT part of the bulk migration

- You can request these materials by using the content migration form.

> For announcements, tests & quizzes, and the media library, please submit the [content migration form](#) to have these tools migrated over.

Audio and Video Files

**Canvas Files**

Video and media files should be uploaded into the Media Library tool and not into Files. If you have some media files within the Files area, you can download the files from Files onto your computer to be able to upload into the Media Library. Please see this help document to [download a file within your Canvas course](#).

**Media Gallery in Classes*v2**

The audio and videos within your Media Gallery/Media Library was not part of the bulk migration. In order to have your Media Gallery/Media Library content migrated from Classes*v2 to Canvas, please see the articles below. If you would like assistance with migrating your media files, please submit the [content migration form](#).

> For more information on managing your media files in Canvas:

- [How do I add media files to the media library?](#)
- [How do I find and move content that was in Media Gallery?](#)
- [How do I migrate Media Library course content from Canvas Course to Another?](#)
How to get support:

- Local Canvas @ Yale Support: email canvas@yale.edu
- Help documentation: help.canvas.yale.edu
- Request Forms & Support Information: canvas.yale.edu/help
- Consultations: One-on-One Consultations
- 24/7 Support from Instructure: 1-855-308-2813
- Register for a Workshop: ctl.yale.edu/canvas-workshops

💡 For more information on how to prepare your course for the term, please see the links below:

- Quick Start Guide for Instructors
- Beginning of Term Checklist
Resources
What is the Resources tool?

The Resources tool allows instructors to share a wide variety of files with their students within a site. Individual users may also have Resources within their personal My Workspace area.

Instructors or site owners can upload files (for instance, word processing documents, spreadsheets, slide presentations, audio and videos), as well as create and post HTML (web) pages, simple text documents, library citations, and share links to useful web sites.

Instructors or site owners can organize these files and links into folders and subfolders making it easier for students to locate and access items. Folders and files in Resources can be moved or reordered within a site or copied from one site to another.

Files and folders can display contextual remarks, can be shown, hidden or viewable only during specific dates and times. Instructors can automatically notify site members by email that an item has been added to Resources.

Resources also allows users to upload multiple files using the Drag and Drop interface, or using the WebDAV protocol.

To access this tool, select Resources from the Tool Menu in your site.
Example of a Resources page.
How do I navigate the Resources tool?

There are a number of controls that determine the display of the Resources tool, making it easier to maneuver about within the tool space.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Reset

Clicking Reset will always return the Resources display to the root level with all the folders closed.
### Plus / Minus

Clicking **Plus** + will open a folder, within the view of all of the folders. Clicking **Minus** - will close a folder.

### Folder View
Clicking on the name of any folder will isolate the display to just the contents of that folder.

**Breadcrumb Trail**

![Breadcrumb Trail Image]

When a folder or subfolder is isolated, a breadcrumb trail of links allows users to navigate the folders.

**Expand All / Collapse All**

![Expand All / Collapse All Image]
Clicking **Expand All** will open up and display the contents of all folders and subfolders. Clicking **Collapse All** will close all folders and subfolders.

**Expand All / Collapse All** is a toggle button. Clicking it once will expand the display; clicking it again will collapse the display.
How do I create folders?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Add, then Create folders.

To the right of the site's root folder, from the Add drop-down menu, select Create folders. This displays the Create Folders page.
Enter the name of the folder.

Add multiple folders. (Optional)

If you would like to create multiple folders, click Add another folder.

Note: You can add as many folders as you want by clicking "Add another folder".
Click Create Folders Now.

To create the folder(s) in Resources, click **Create Folders Now**.

This returns the display to the Resources page with the newly created folder(s) displayed.
View folders in Resources.

Notice that the folders are displayed slightly indented to the root folder.
To create a subfolder within a folder, from the Add drop-down menu, select Create Folders to the right of the parent folder.

This displays the Create folders page.
Enter a title for the subfolder.

Create multiple subfolders. (Optional)

If you would like to create multiple subfolders, click **Add Another folder**.

*Note: You can add as many subfolders of a folder as you want by clicking "Add another folder".*
Click Create Folders Now.

To create the subfolder(s) in Resources, click **Create Folders Now**.

This returns the display to the Resources page with the newly subfolder(s) displayed within the main folder.
View subfolders in Resources.

Notice that the subfolders are displayed slightly indented to the parent folder.
How do I create a zip archive file in Resources?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Actions, then Compress Zip Archive.

To the right of the folder you want to zip archive, from the Actions drop-down menu, select Compress to ZIP Archive.

This creates a zip file.
Zip file contents.

The zip file contains a copy of all of the subfolders and files inside the selected folder.

Note: The zip file is named the same as the Resource folder that was compressed. By default, the zip file is placed inside of the root folder of the site.
How do I move a file or folder within Resources in the same site?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Method 1: Click Actions, then Move.

To the right of the file or folder you want to move, from the Actions drop-down menu, select Move.

This places the Resource page in a temporary display state to facilitate the moving of a file or folder. (Click Reset to cancel)
Click Actions, then Paste Moved Items.

To the right of the folder you want to move the file or folder to, from the Actions drop-down menu, select Paste Moved Items.
View moved file in new location.

<table>
<thead>
<tr>
<th>PowerPoints</th>
<th>Add</th>
<th>Actions</th>
<th>Entire site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture02_19thCenturyPoets.ppt</td>
<td></td>
<td>Actions</td>
<td>Entire site</td>
</tr>
<tr>
<td>Lecture03_20thCenturyPoets.ppt</td>
<td></td>
<td>Actions</td>
<td>Entire site</td>
</tr>
<tr>
<td>Readings</td>
<td>Add</td>
<td>Actions</td>
<td>Entire site</td>
</tr>
<tr>
<td>Week_1_Readings</td>
<td>Add</td>
<td>Actions</td>
<td>Entire site</td>
</tr>
<tr>
<td>AmericanPoets.pdf</td>
<td></td>
<td>Actions</td>
<td>Entire site</td>
</tr>
<tr>
<td>APoetsJourney.pdf</td>
<td></td>
<td>Actions</td>
<td>Entire site</td>
</tr>
<tr>
<td>Lecture01_PoeticForms.ppt</td>
<td></td>
<td>Actions</td>
<td>Entire site</td>
</tr>
<tr>
<td>RobertFrost_AtTufts1915.pdf</td>
<td></td>
<td>Actions</td>
<td>Entire site</td>
</tr>
<tr>
<td>Week_2_Readings</td>
<td>Add</td>
<td>Actions</td>
<td>Entire site</td>
</tr>
</tbody>
</table>

This returns the display to the Resources page with the file or folder now moved to the other folder.
Method 2: Click Actions, then Move.

To the right of the file or folder you want to move, from the Actions drop-down menu, select Move.

This places the Resource page in a temporary display state to facilitate the moving of a file or folder. (Click Reset to cancel)
Click the clipboard icon.

To the right of the folder you want to move the file or folder to, click the clipboard icon.
View moved file in new location.

This returns the display to the Resources page with the file or folder now moved to the other folder.
Method 3: Select multiple items, then click Move.

Check the boxes to the left of the files or folders you want to move to select several items at once, then click Move.

This places the Resource page in a temporary state to facilitate the moving of a file or folder. (Click Reset to cancel)
Click the clipboard icon.

To the right of the folder you want to move the files or folders to, click the clipboard icon.
View moved files in new location.

This returns the display to the Resources page with the files or folders now moved to the other folder.
How do I copy a file or folder within Resources in the same site?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Method 1: Click Actions, then Copy.

To the right of the file or folder you want to copy, from the Actions drop-down menu, select Copy.

This places the Resource page in a temporary display state to facilitate the copying of a file or folder. (Click Reset to cancel)
Click Actions, then Paste Copied Items.

To the right of the folder you want to copy the file or folder to, from the Actions drop-down menu, select Paste Copied Items.
This returns the display to the Resources page with a copy of the file or folder in the other folder.
Method 2: Click Actions, then Copy.

To the right of the file or folder you want to copy, from the Actions drop-down menu, select Copy.

This places the Resource page in a temporary display state to facilitate the copying of a file or folder. (Click Reset to cancel)
Click the clipboard icon.

To the right of the folder you want to copy the file or folder to, click the clipboard icon.
View copied item.

This returns the display to the Resources page with a copy of the file or folder in the other folder.
Method 3: Select several items, then click Copy.

Check the boxes to the left of the files or folders you want to copy, then click Copy.

This places the Resource page in a temporary state to facilitate the copying of a file or folder. (Click Reset to cancel)
Click the clipboard icon.

To the right of the folder you want to copy the file or folder to, click the clipboard icon.
This returns the display to the Resources page with a copy of the files or folders in the other folder.
How do I copy a Resources file or folder from one site to another site?

Instructors can copy a Resource file or folder from one site to another site.

Go to Resources.

Select the Resources tool from the Tool Menu of the destination site.

Click Copy Content from My Other Sites.

This displays the Resource folders located in your other sites.
Navigate to the folders or files you want to copy.

If you need to expand folders to find your files, click the folder with the plus sign icon next to the folder title to expand it and view the contents. A folder that is already expanded will appear open with a minus sign on it.
Select the files or folders you would like to copy, then click Copy.

This places the Resources page into a temporary display state to facilitate the copying of files (Click reset to cancel).
Click the clipboard icon.

To the right of the folder you want to copy the files or folders to, click the clipboard icon.
View copied files.

This places a copy of the files or folders into the Resources folder on the other site.
How do I reorder files or folders within Resources?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Files: Click Actions, then Reorder.

To reorder the files in a folder, to the right of the folder, from the Actions drop-down menu, select Reorder.

This displays the folder Reordering page.
Reorder items and Save.

Click and drag the items into the desired order, then click **Save**.

View reordered items.

This reorders the placement of the files in the folder.
Folders: Click Actions, then Reorder.

To reorder the folders on a site, to the right of the root folder, from the Actions drop-down menu, select Reorder.

This displays the folder Reordering page.
Reorder items and Save.

Click and drag the items into the desired order, then click Save.

View reordered items.

This reorders the placement of the folders on the site.
How do I remove a file or folder in Resources?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

**Method 1: Select the item(s), then click Remove.**

![Remove button highlighted](image)

To remove a Resource file or folder select the item(s) by checking the boxes next to each one to be removed, then click **Remove**.

This displays the Remove confirmation page.
Click Remove again to confirm.

![Poetry 101: Resources]

Are you sure you want to remove the following item(s)?

Remove confirmation...

Name

- LewisCarroll_Jabberwocky.htm
- WaltWhitman_AChildSaid.docx

[Remove] [Cancel]

Items are removed.

![Poetry 101 Resources]

- [ ] Readings
- [ ] Week_1_Readings
- [ ] AmericanPoets.pdf
- [ ] APoetsJourney.pdf
- [ ] RobertFrost_AtTufts1915.pdf
- [ ] Week_2_Readings

Add Actions

Add Actions

Add Actions

Add Actions

Add Actions

Note: If you remove a folder, all of the items inside the folder are also removed.
Method 2: Click Actions,, then Remove.

To the right of the file or folder you want to remove, from the Actions drop-down menu, select Remove.

This displays the Remove confirmation page.

Click Remove again to confirm.
The Item is removed.

This removes the item from Resources.

Note: If you remove a folder, all of the items inside the folder are also removed.
How do I add and display contextual information about a file or folder?

Users can add a description to files and folders in Resources. Site participants can view these descriptions by clicking on the information icon located to the right of the item.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Actions, then Edit Details.

To add contextual information, to the right of the file or folder, from the Actions drop-down menu, select Edit Details.

This displays the item's Edit Details page.
Enter details, then Update.

Enter (or paste) a description of the file or folder in the Description box, then click Update.

View item details.

The description is now available to participants by clicking on the information icon.