v2*Vault Instructor Guide
# Table of Contents

V2*Vault Help & Support ......................................................................................................................... 3
  Why can't I access the v2*Vault? ........................................................................................................ 4
Bulk Migration Information ..................................................................................................................... 5
How to Use Course Archive Once Downloaded ..................................................................................... 10
V2*Vault Help & Support
Why can't I access the v2*Vault?

⚠️ On Friday, May 31, 2019 the v2*Vault was permanently closed and decommissioned.

All Yale University academic courses (except for the School of Medicine) are now using the Canvas learning management system.

To log into Canvas, please go to https://canvas.yale.edu

If you have any questions or concerns, please contact canvas@yale.edu.

Transition information...

In 2016, Yale University elected to transition from the Classes*v2 learning management system (LMS) to Canvas. Part of this plan included the eventual decommissioning of the Classes*v2 servers, scheduled for Friday, May 31, 2019.

In the summer of 2017, content for over 18,000 Classes*v2 course sites were automatically migrated in bulk over to Canvas. For more information about what courses and what content was migrated, please check out our Bulk Migration help article. Instructors for the migrated courses can find their migrated course sites in Canvas under their Past Enrollments.

In March 2018, the Classes*v2 was re-branded to the v2*Vault and included a brand new tool called Course Archiver. This tool provided instructors with the ability to download copies of the courses to their computers. These downloadable copies included data that could not be migrated to Canvas including rosters (with photos) and grades. For information on how to use the archives, please check out our article on How to Use Course Archive Once Downloaded.

If you are interested in more information, please refer to our Canvas Transition site.
Bulk Migration Information

- We have 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.

- **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 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
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.