



When trying to migrate content from Blackboard, not everything will come over exactly as you see it in Bb, and **you may find it easier (and faster) to rebuild your course in Canvas**. We **highly** recommend building from scratch in Canvas, you can contact your Academic Technology Service Director (ATSD) in your college.

**WARNING:** there will be complications when importing an entire Blackboard course (that has been exported to a .zip file) into a blank Canvas course. This guide is meant to help avoid some of those problems, however because of the difference between Bb and Canvas, there still can be anomalies when moving content into Canvas. All content moved over should be checked for accuracy and functionality.

### When importing to Canvas

Here is a "guide" to where content from Bb will end up in Canvas.

Blackboard Content	How it appears in Canvas
Announcements	Announcements
Assignments/SafeAssignments	Assignments
Course Calendar	Calendar
Course Files	Files
Discussion Boards and Forums	Discussions <u>or</u> pages
Documents, Images & Other Media	Files
Glossary	Pages
Group Discussions and Wikis	Files
Tasks	Pages
Tests, Surveys and Pools	Quizzes

## Importing Blackboard Courses into Canvas

### Pages (in Canvas)

The Pages section of Canvas can be very confusing after importing. Much of the course content as a whole is divided between Files and Pages, and it seems that most group tools, web 2.0 tools, and content areas have a page made for them. Although the page will be created, it will serve as a "bookmark" of sorts for the tool or content and will generally not be functional (many links leading to other Pages sections and text that failed to be linked).

### Quizzes

Although quizzes generally import quite well, it is helpful to know a few things before using them for a class:

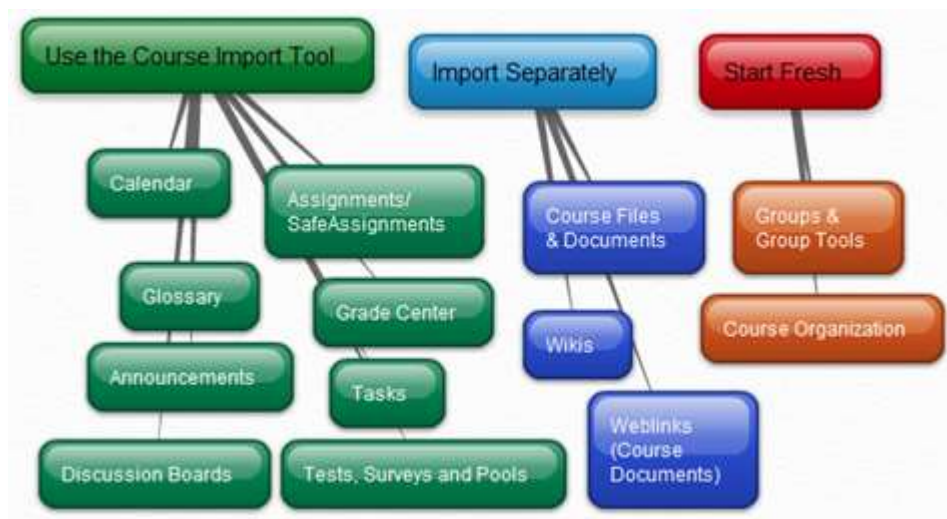
- Quizzes that are import are **unpublished**. They become available to students once they are manually published by the instructor.
- Tests and surveys will both import into the **Quizzes** section, whereas pools will import into the **Question Banks** section within Quizzes.
- Blackboard offers types of questions that do not exist within Canvas. When questions in formats **other than multiple choice, fill in the blanks, essay, matching, numerical, or formula are imported, they will become text-only questions by default**. This will make it so students cannot provide an answer for the question(s), which will count as a wrong answer. It is **very important that quiz questions are checked for this before they become available to students**. If a question has imported to a text-only question unintentionally, change the question format by clicking **edit this question**.

### Course Imports: Best Practices

Since Blackboard and Canvas are very different learning management systems, some things simply will not translate.

To work around this issue, we have developed this specific guide of best practices when moving a Blackboard course into Canvas. We have separated different areas of the course and organized them into three recommendations: **best to import with the Course Import Tool**, **best to import separately/gather content and recreate**, and **best to start fresh**.

## Importing Blackboard Courses into Canvas



### Best to Import Using the Course Import Tool

#### Announcements, Calendar, Glossary, & Tasks

These organizational tools will easily transfer over to Canvas. Note that there are no tools equivalent to "glossary" or "tasks" in Canvas, so the content will transfer to the **Pages** section of your course.

#### Assignments, SafeAssignments, & Grade Center

These three tools will import hand-in-hand. Since there is no SafeAssign feature within Canvas, both assignments and SafeAssignments will import as normal assignments. This, in turn, will create a column for each assignment in the Gradebook.

#### Tests, Surveys & Pools

Tests, Surveys and Pools will all import into the **Quizzes** section. Note that Pools will not show up on the front quizzes page, but will be accessible by going to **Quizzes > Manage Question Banks**.

**Some quiz questions may be in formats that do not transfer to Canvas.** Formats other than standard quiz questions (multiple choice, fill in the blanks, essay, matching, numerical, formula) should be checked before a quiz is published. If a question format is not supported by Canvas, the question will become a **text-only** question (students will not have the option to answer).

## Importing Blackboard Courses into Canvas

### Discussion Board

A recent update to Canvas has improved the course import tool and as a result, the discussion board prompts will now import into your new Canvas course. Since the prompts are generally what the instructor needs, the course import tool will be sufficient. If you find you need student replies, you should save them using an external program (Microsoft Word or the **collect** tool in Blackboard).

### Best to Import Separately or Gather Content & Recreate

#### Course Files

Because Blackboard files are nested, files from Course Files and Course Documents end up importing quite messy and are hard to find in a new Canvas course. We recommend downloading all course files and documents to a .zip file, then importing them directly into your Canvas course's **Files** section. This way, your files will be easier to find and organize.

#### Wikis

Although Wikis technically transfer over to the **Pages** section with the Course Import Tool, there were issues during our testing where many wiki pages were missing. Additionally, the pages de-link upon import. If you would like to keep your wiki(s), the best way to do this is copy and pasting each page's content into the **Pages** section of your Canvas course, then re-linking them back together.

#### Web Links

Web links do transfer over from Blackboard, but they get disorganized and become hard to find in the process. So, it's best to just create new links in your Canvas course. If you have a lot of links in your Blackboard course, it may be best to keep track of the text and urls in a separate document on your computer (for example, in a Word document).

### Start Fresh

#### Groups & Group Tools

Groups and group tools simply do not transfer over. Although the import tool will create a **page** for some of them, they are generally blank (or display little information) and have no enrollments or tools connected to them. Use Canvas' **Groups** feature to create student groups instead.

## Inside Your Blackboard Course

Under Course Management click Packages and Utilities and click Export/Archive Course

Then click Export Package



### File Attachments:

Click the two bottom radial buttons.

You can choose to check the size of your file here, if it is over 500MB you will need to use Box to house some of your files for use in Canvas. Contact your ATSD or the help desk for help.

## FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.

Course Files Default Directory

- ☐ Copy only links to course default directory files  
☒ Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory

- ☐ Copy only links to files stored outside of the course default directory  
☒ Copy links and include copies of the files outside of the course default directory

Package Size

Calculate Size

Manage Package Contents

## Select Course Materials:

Go through your course and choose the materials you want to transfer, remember only certain items transfer well. (see above explanation)

### SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact rec export.

Select All Unselect All

- ☒ Content Areas
  - ☒ Course Documents
  - ☒ Assignments
  - ☐ Everything Else
- ☐ Adaptive Release Rules for Content
- ☐ Announcements
- ☐ Blogs
- ☐ Calendar
- ☐ Collaboration Sessions
- ☐ Contacts

## Click Submit:

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit

## Zip File:

It can take a minute or two to create your zip file, refresh the page and you should see your file. Click the file name, not the down arrow to download it.

Export Package

Archive Course

Export Common Cartridge Package

Refresh

File Name

Date Created

 ExportFile\_CRCP3310-001-1152\_20160503090545.zip

5/3/16 9:05 AM

Displaying 1 to 1 of 1 items

Show All

Edit Paging...

## Inside Canvas:

Choose your course in Canvas and click on settings in the course navigation.

Then choose Import Content into this Course on the right.

≡ Cassidy Sandbox > Settings

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Development

Home

Announcements

Assignments

Attendance

BOX

Chat

Collaborations

Conferences

Discussions

Grades

Files

Modules

Outcomes

Pages

Course Details

Sections

Navigation

Apps

Feature Options

Course Details

Course is Published ✓

Name: Cassidy Sandbox

Course Code: Cassidy Sandbc

Time Zone: Central Time (US & Canada) (▼)

SIS ID:

Department: Southern Methodist Universit (▼)

Term: Development (▼)

Starts: Apr 25, 2016 at 8:42am

Mon Apr 25, 2016 8:42am

Share to Commons

Student View

Course Statistics

Course Calendar

Conclude this Course

Permanently Delete this Course

Copy this Course

Import Content into this Course

Export Course Content

Reset Course Content

Validate Links in Content

## Import Content:

Choose the Blackboard Zip file option and Browse for where you saved the file on your computer.

Click the radial button for Select specific content and then click Import

## Import Content

**Content Type** Blackboard 6/7/8/9 export .zi

**Source** **Browse...** No file selected.

**Default Question bank** Select question bank

**Content** ☐ All content  
☒ Select specific content

**Options** ☐ Overwrite assessment content with matching IDs   
☐ Adjust events and due dates

**Cancel** **Import**

### Import Content:

The process will Run for about a minute (depending on the file size).

Once you see the Select Content button, click it.

### Import Content

Content Type

Select One

### Current Jobs

Blackboard Learn	<a href="#">...152_20160503090545.zip</a>	May 3 at 9:13am	Waiting for select	Select Content	➡
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### Import Content:

Choose your content from the radial buttons. This process works more effeciently when you chose a few items each time. You can just repeat the last step of Selecting content for each "section" of content.

When you have checked the content you want to import, click the blue button, Select Content.

▼ Modules (4)

☒ Course Documents

☐ Assignments

☐ Past Work

☐ Example Solutions

▼ ☐ Wiki Pages (9)

☐ Term Project "Hello World" Examples

☐ Sample DataViz Topics from Class

☐ Project 1 Solution: Letter Frequency

☐ Project 2 Solution: Graphs

☐ Reading 2: Graphs and Social Networks

☐ Project 3 Solution: XML data over HTTP

☐ Project 4 Solution: SQL Queries from Music db

☐ Project 5 Solution: Interacting with a Database via Code

☐ Project 6a Solution: Summary Statistics in Python

▼ ☐ Files (7)

Cancel

Select Content