

Importing From Blackboard to Canvas

To help make the migration from Blackboard to Canvas as smooth as possible, you'll want to follow the steps below.

Steps:

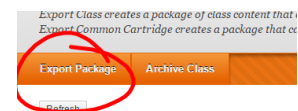
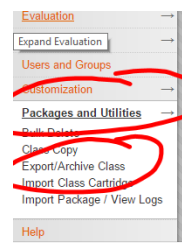
1. Prep
2. Export
3. Import
4. Organize

1. Prep Before Exporting

- It is recommended that you rename files in Blackboard so they are easily identifiable once in Canvas. The naming convention should include the name, or abbreviation for the course, unit and lesson number.
- It is also recommended that all course documents live in one level of folders. Nested folders will increase the difficulty of matching your documents once in Canvas.
- Course size should be kept to under 5 gigs. Large media files should be removed from courses prior to export. These files can be re-added to Canvas.

2. Exporting Your Blackboard Course

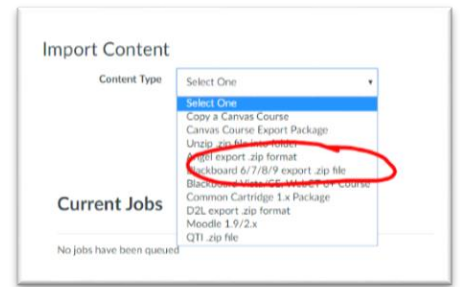
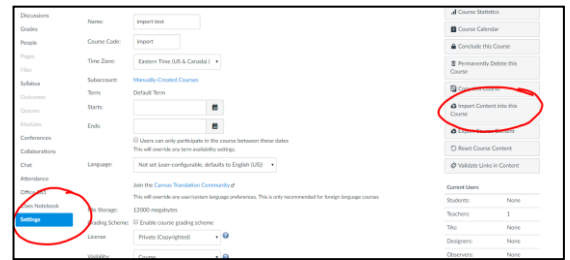
- A. Go to the Control Panel
- B. Click on "Packages and Utilities"
- C. Click on "Export/Archive Course."
- D. Click on "Export Package"
- E. Under File Attachments select "Copy links and include copies of the files in the class default directory"
- F. Under Select Class Material check "Select All"
- G. Click on Submit
- H. It takes some time for blackboard to prepare your course package. You will receive an email when it is ready.
- I. Once you get the email, go back into the same course
- J. Go to the Control Panel
- K. Click on "Packages and Utilities"



- L. Click on “Export/Archive Course”
- M. Click the available link. It will download.

3. Importing your Blackboard Course into Canvas

- A. In Course Navigation along lefthand side, click the Settings.
- B. On the righthand side, click the Import Content into this Course button.
- C. In the Content Type drop-down menu, select the Blackboard 6/7/8/9 export .zip file option.
- D. Click the Choose File button. Find and click the Blackboard .zip file you want to import. Click the Open button.
- E. For Default Question Bank, leave it as “Select question bank”
- F. To import all content from the course, select the All Content radio button
- G. If you want to adjust the due dates associated with the course events and assignments, click the Adjust events and due dates checkbox.
- H. Click the Import button.
- I. The Current Jobs section displays the status of your import.



4. Reorganize

After the import, you’ll want to reorganize your material and/or ensure that it is in the correct location in your Canvas course.

In addition, you’ll want to remember to go into Settings and change which pieces students can see along the lefthand navigation. We recommend you start with Home, Announcements, Syllabus, Modules, and Grades. All other items (discussions, quizzes, files, etc) will be a part of the modules you build. Having less available will make it more user friendly.