

When migrating from Blackboard to Canvas please keep in mind that Blackboard and Canvas are two very different LMS systems. This mean your Blackboard content will not transfer over exactly as it was in Blackboard. You might find it easier to simply rebuild your course in Canvas. If you decide to transfer you content over using the Import Content Tool, below are recommendations you might want to keep in mind when using this tool.

Blackboard Content	Canvas Equivalent	How do I use Tool in Canvas?
Announcements	Announcements	<a href="#">Documentation</a> <a href="#">Video</a>
Assignments/SafeAssignment	Assignments	<a href="#">Documentation</a> <a href="#">Video</a> - overview <a href="#">Video</a> – creation
Blog	No Equivalent	See workaround
Course Calendar	Calendar	<a href="#">Documentation</a> <a href="#">Video</a>
Course Files	Files	<a href="#">Documentation</a> <a href="#">Video</a>
Discussion Board/Forums	Discussions	<a href="#">Documentation</a> <a href="#">Video</a> - overview <a href="#">Video</a> – creation
Documents, Images and Media	Files	<a href="#">Documentation</a> <a href="#">Video</a>
Glossary	Pages	<a href="#">Documentation</a> –overview <a href="#">Documentation</a> - creation

		<a href="#">Video</a>
Grade Center	Grade Book	<a href="#">Documentation</a> – overview <a href="#">Documentation</a> – how to use <a href="#">Video</a>
Groups	Groups	<a href="#">Documentation</a> <a href="#">Video</a>
Journals	<b>No Equivalent</b>	<b>See workaround</b>
Learning Module	Modules	<a href="#">Documentation</a> <a href="#">Video</a>
Tasks	Pages	<a href="#">Documentation</a> <a href="#">Video</a>
Rubric	Rubrics	<a href="#">Documentation</a> <a href="#">Video</a>
Send Email	Conversations/Messages	<a href="#">Documentation</a> <a href="#">Video</a>
Test, Surveys and Pools	Quizzes/Surveys	<a href="#">Documentation</a> <a href="#">Video</a> – creation <a href="#">Video</a> – settings
Web Links	Pages	<a href="#">Documentation</a> –overview <a href="#">Documentation</a> - creation <a href="#">Video</a>
Wikis	Pages	<a href="#">Documentation</a> –overview <a href="#">Documentation</a> - creation <a href="#">Video</a>

### Recommendations

#### Use Import Content Tool:

- Announcements
- Assignment/SafeAssignments – Transfers as normal assignments, there is no SafeAssignment in Canvas. There will also be a column created in the Grade Center
- Calendar
- Discussion Board – Discussion prompts transfer over
- Glossary – Transfers as Pages
- Grade Center
- Tasks– Transfers as Pages
- Tests, Surveys and Pools – will transfer in Quizzes section. Only multiple choice, fill in the blanks, essay, matching, numerical and formal will transfer. If not supported by Canvas the question becomes text only question

#### Import Separately

- Course Files & Documents –transferring files could be confusing or hard to find. It will be best to download all course files into zip file and import into Canvas files directly.
- Wikis – although they do transfer over into Pages in Canvas, some were missing and were not linked. It will be best to copy and paste them into the Pages section of Canvas.

- Web Links -transfer over, but they are not organized or missing. It will best to just create new links in your Canvas course.

### Create New

- Content Areas – some content area pages transfer as pages. You would need to recreate.
- Groups – they do not transfer over, so you will need to recreate.

Learning Modules – transfers as Pages. You will need to recreate in Modules.

- Course Organization – your course structure will not transfer over exactly as it was in Blackboard.

### Work-Arounds

- Blogs – students can use a 3rd party application such as Blogger.com (<http://www.blogger.com>) and share the URL with the class or you can create a Discussion Board just for them.
- Journals - Canvas assignments allow multiple submission attempts by default. This is great for a recurring assignment like a weekly reflection journal. Students will be able to open this assignment over and over, submitting new journal entries each time. *Please note: the steps below are only if the instructor plans to grade the Journal overall and not each submission.*

Creating a Journal in Canvas

Create a New Assignment



In the Assignments screen, enter the name of the Assignment.

Private Journal

HTML Editor

B I U A A Ix [List Icons] x<sup>2</sup> x<sub>2</sub> [List Icons]

[Grid] [Link] [Image] [Media] [Table] [Code] [Font Sizes] Paragraph

Points 10

Assignment Group Participation

Display Grade as Points

Submission Type Online

**Online Entry Options**

Text Entry

Add the total points possible for this assignment  
Select **Online** from the **Submission Type** drop down

Under **Online Entry Options**, select **Text Entry**

Canvas assignments allow multiple submission attempts by default so do not close off assignment. This way, students will be able to open this assignment over and over, submitting new journal entries each time. The instructor can also communicate with student using the commenting feature in right sidebar.

How to do a Course Import from Blackboard to Canvas:

Part 1: Export and Download Course Zip file from Blackboard

Go to your Blackboard course

Go to > **Control Panel >Packages and Utilities**

Click on **Export/Archive Course**

Click on **Export Package** button

TECH 101 - J. Smith

**Export/Archive Course**

*Export Course creates a package of course content that interactions available at the time the Archive is created. operations. [More Help](#)*

Refresh

File Name

ExportFile\_TE0001\_20150731013756.zip

COURSE MANAGEMENT

- Control Panel
  - Files
  - Course Tools
  - Evaluation
  - Grade Center
  - Users and Groups
  - Customization
- Packages and Utilities
  - Course Copy
  - Export/Archive Course**
  - Import Course Cartridge
  - Import Package / View Logs
  - Move Files to Course Files
- Help



## Converting from Blackboard to Canvas

Select the Course Materials to Export

Select **ONLY**

Content Area (only **Assignments or Tests, Quizzes or Exams**)

- Announcements**
- Calendar**
- Discussion Board**
- Glossary**
- Grade Center Columns and Settings**
- Task**
- Test, Surveys and Pools**

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

Select All | Unselect All

- Content Areas
  - Syllabus
  - Course Documents
  - Quizzes
  - Assignments
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
  - Include starter posts for each thread in each forum (anonymized)
  - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
  - Availability
  - Banner Image
  - Course Guest Access
  - Course Observer Access
  - Duration
  - Enrollment Options
  - Language Pack
  - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

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

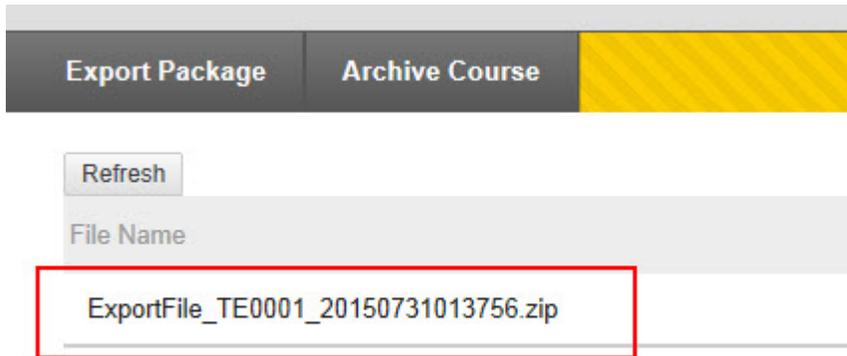
Click **Submit**

You will receive an email letting you that your Export file has been created

Go to > **Control Panel > Packages and Utilities**

A .zip file has been created

Click to save the file to your local hard drive or location of your choice



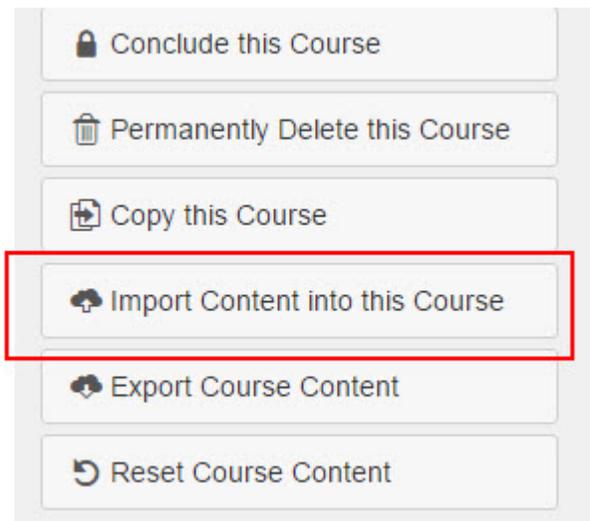
The screenshot shows a user interface for exporting a package. At the top, there are three buttons: "Export Package" (dark grey), "Archive Course" (dark grey), and a yellow button with diagonal lines. Below these buttons is a "Refresh" button. Underneath is a "File Name" label followed by a text input field containing the filename "ExportFile\_TE0001\_20150731013756.zip". The filename is enclosed in a red rectangular box.

### Part 2: Upload Course Zip file to Canvas

Login to your Canvas course

On the side navigation menu click on **Settings**

On the next screen select **Import Content into this Course**



From the drop down menu select **Blackboard 6/7/8/9 export .zip file**

## Import Content

**Content Type** Select One ▼

- Select One
- Copy a Canvas Course
- Canvas Course Export Package
- Unzip .zip file into folder
- Angel export .zip format
- Blackboard 6/7/8/9 export .zip file**
- Blackboard Vista/CE, WebCT 6+ Course
- Common Cartridge 1.x Package
- D2L export .zip format
- Moodle 1.9/2.x
- QTI .zip file

**Current Jobs**

No jobs have been queued

Once you do the selection you will be prompted to upload the zip file

## Import Content

**Content Type** Blackboard 6/7/8/9 export .zip file ▼

**Source** Choose File ExportFile\_T... 1013756.zip

**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

Make sure to select **All Content** to import all your course content  
Click on **Import**

A status bar will appear under **Current jobs** indicating how much of the file has been processed

### Current Jobs

Blackboard Learn	...001_20150731013756.zip	Aug 4 at 10:34am	Running	
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Once the course has finished importing you will see the status bar indication the job has been completed

### Current Jobs

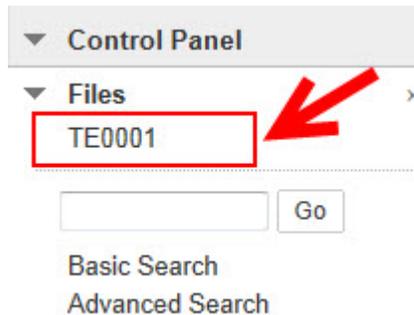
Blackboard Learn	...001_20150731013756.zip	Aug 4 at 10:34am	Completed	20 issues
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The content will appear in the course immediately

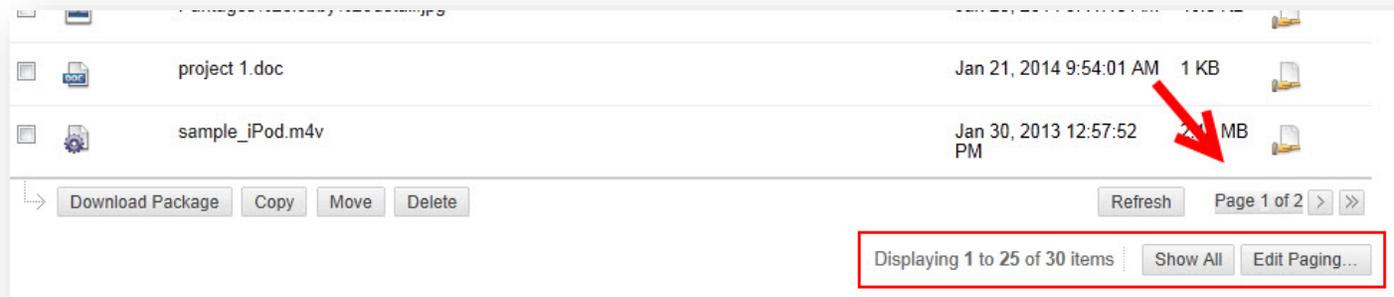
How to import content from Blackboard to Canvas:

Part 1: Create and Download Course Content Zip file from Blackboard

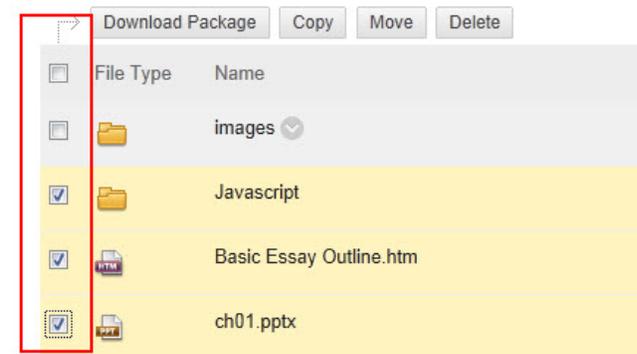
1. From the control panel click on **Files** and click on your **Course ID**



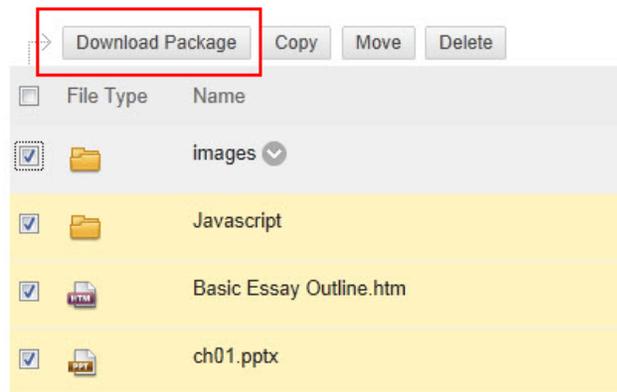
You will see a list of all course files that are currently stored in the course. If you have more than one page go to the bottom of the screen and click on **Show All**



Select all files that you want to move to your Canvas course by clicking in the **empty box to the left of the file type**. To select files at once, click in the empty box in the Column Header



Once you have selected the files that you want to download click on **Download Package**



A download window will appear. Choose where on your computer you'd like the file to be saved. Click **Save**.

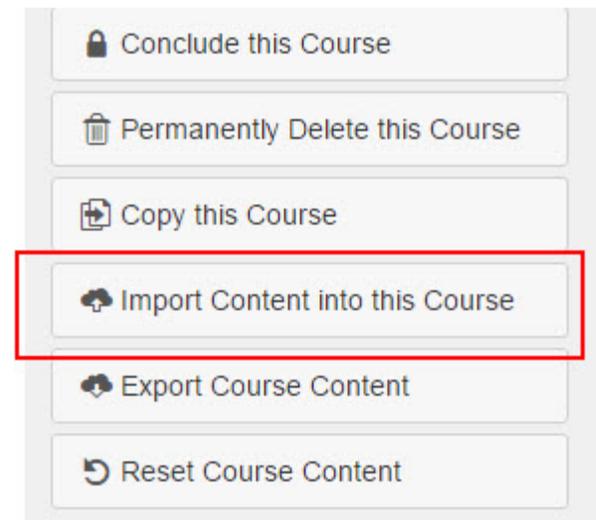
### Part 2: Importing the .zip File into Canvas

Now that you have .zip file of a files, you can upload it to your Canvas course files

Login to your Canvas course

On the side navigation menu click on **Settings**

On the next screen select **Import Content into this Course**



From the drop down menu select **Unzip .zip file into folder**

**Content Type**

Select One ▼

Select One

Copy a Canvas Course

Canvas Course Export Package

**Unzip .zip file into folder**

Angel export .zip format

Blackboard 6/7/8/9 export .zip file

Blackboard Vista/CE, WebCT 6+ Course

Common Cartridge 1.x Package

D2L export .zip format

Moodle 1.9/2.x

QTI .zip file



Choose the .zip file you created and select **Open**

Choose Course Files to import files to main directory or select the folder you would like your files to go into

### Import Content

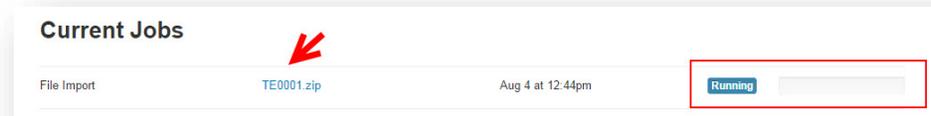
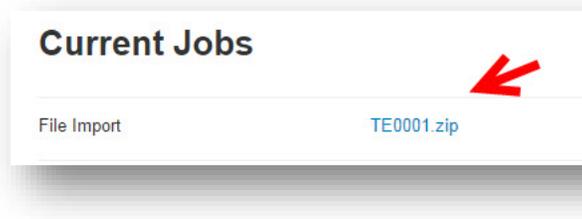
**Content Type**

**Source**  TE0001.zip

**Upload to**

Click on **Import**

A status bar will appear under **Current jobs** indicating how much of the file has been processed



Once it is completed it will let you know

The course files will now be available within the **Files** section of your Canvas course.