

Moving Content from Blackboard to Canvas

Blackboard course content will not automatically be migrated to Canvas. Instead, instructors are asked to review their Blackboard courses to see what they need from those courses for their new Canvas courses.

Because of the differences between Canvas and Blackboard, some types of Blackboard content imports well, others require cleanup, and some may need to be recreated. This guide explains your options and provides a step-by-step guide to migrate your content.

*****We recommend using Google Chrome or Firefox as the browser for migrating content from Blackboard to Canvas. Many of these directions will not work using the Safari browser.*****

 <p>Use Imported Blackboard Content</p> <ul style="list-style-type: none">+ Course Files and Documents (Word, PowerPoints, PDFs, and other documents you've created)	 <p>Gather and Upload Separately</p> <ul style="list-style-type: none">+ Announcements+ Assignments+ Discussion Boards+ Tests, Surveys and Pools	 <p>Start Fresh</p> <ul style="list-style-type: none">+ Rubrics+ Group and Group Tools+ Wiki, Blogs and Journals+ Content Areas/ Learning Modules
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Which content imports well?

Some of your Blackboard content will import easily and cleanly into Canvas. Once imported into Canvas, you can organize how students access your how students access your course files.

- Course files (PowerPoints, Word, PDFs and other documents you have created)

For step-by-step instructions, scroll down and read *How to Import Course Content from Blackboard to Canvas*.

Which content imports but requires some cleanup?

Content that will import into Canvas but that will require more work includes:

- Announcements
- Assignments
- Discussion Board
- Tests, Surveys and Pools

For step-by-step instructions, scroll down and read *How to Export a Course Package to Canvas* and *Where to find your imported content in Canvas*.

Which content will need to be recreated?

This content does not import into Canvas and will need to be recreated:

- Rubrics
- Groups and group tools
- Wikis, Blogs and Journals
- Content Areas/Learning Modules

For more information on how to replicate or re-imagine these tools in Canvas, scroll down and read *How to Start Fresh*.

How to Import Course Content from Blackboard to Canvas

When working with files, the easiest way to bring them into Canvas is to upload them from your computer. If you do not have these files saved on your computer and need to extract them from your Blackboard course, you can use the Content Collection tool to create a .zip file and upload the .zip file into Canvas. Below are step-by-step instructions on how to export your files from Blackboard and upload them into Canvas.

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Part 1: Exporting your files from Blackboard

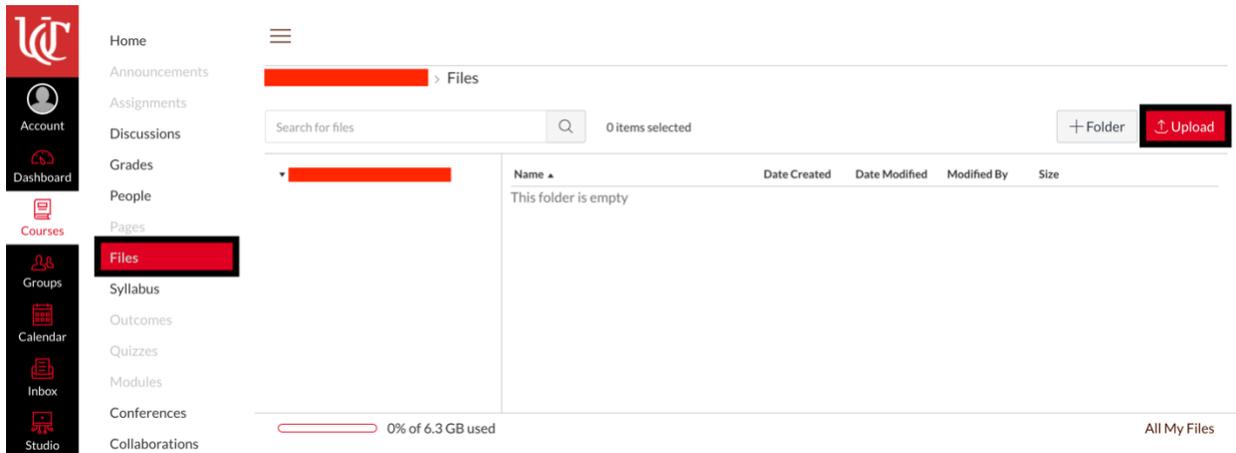
1. Open your Blackboard course.
2. Click “Content Collection” located under the “Course Management” menu on the bottom left of your screen.
3. Click on the title of your course from the “Content Collection” menu. It may take a minute for the list of files to load.
4. Select the files you want to move. Be sure that you click on “Show All” to see all the files in your course. If all your files will be used in your new course, you can click next to “File Type” so that all files are chosen.
5. Click “Download Package.” A pop-up should open asking whether you want to open or save your files. Choose “Save” which will save your file to Downloads.

The screenshot shows the Blackboard Content Collection interface. On the left is a navigation menu with options like 'Home', 'Announcements', 'Course Overview', 'Your Instructor', and 'Course Content'. The main area displays a table of files and folders. At the top, there are 'Download Package' and 'Copy' buttons, both highlighted with red boxes. The table has columns for 'FILE TYPE', 'NAME', 'EDITED', 'SIZE', 'ACCESSIBILITY', and 'PERMISSIONS'. The first three rows are folders: 'Blackboard Resources' (128.7 MB), 'Colleges' (3.86 MB), and 'Recycle Bin' (0). Below these are several text files with names like 'perf_100k.txt', 'perf_10k.txt', 'perf_1m.txt', 'perf_200k.txt', 'perf_20k.txt', 'perf_50k.txt', and 'perf_512k.txt'. At the bottom right, there is a 'Refresh' button and a status bar indicating 'Displaying 1 to 11 of 11 items' with 'Show All' and 'Edit Paging...' options.

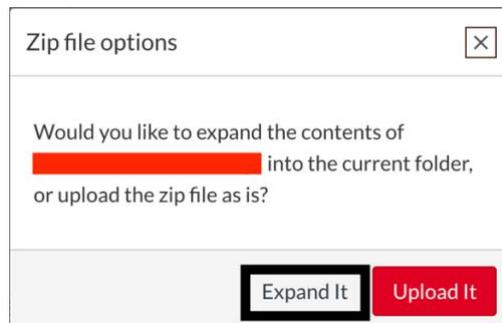
FILE TYPE	NAME	EDITED	SIZE	ACCESSIBILITY	PERMISSIONS
<input checked="" type="checkbox"/>	Blackboard Resources	Aug 14, 2018 3:45:25 PM	128.7 MB		
<input checked="" type="checkbox"/>	Colleges	Jan 3, 2017 2:37:58 PM	3.86 MB		
<input checked="" type="checkbox"/>	Recycle Bin	Aug 31, 2018 11:00:02 AM	0		
<input type="checkbox"/>	Rubrics	Feb 21, 2018 2:47:42 PM	66.5 KB		
<input type="checkbox"/>	perf_100k.txt	May 15, 2014 3:05:12 PM	100 KB		
<input type="checkbox"/>	perf_10k.txt	May 15, 2014 4:27:02 PM	10 KB		
<input type="checkbox"/>	perf_1m.txt	May 15, 2014 3:05:57 PM	1 MB		
<input type="checkbox"/>	perf_200k.txt	May 15, 2014 3:05:26 PM	200 KB		
<input type="checkbox"/>	perf_20k.txt	May 15, 2014 4:27:05 PM	20 KB		
<input type="checkbox"/>	perf_50k.txt	May 15, 2014 3:04:45 PM	50 KB		
<input type="checkbox"/>	perf_512k.txt	May 15, 2014 3:05:39 PM	512 KB		

Part 2: Importing your files into Canvas

1. In Canvas, open the course into which you want the documents imported and click on “Files” in the Course Navigation menu on the left.
2. Click “Upload” in the sidebar menu on the right.



3. Browse for the .zip file in your Downloads and open it; a pop-up will ask you if you want to expand the contents of the folder or upload the zip file as is. Click “Expand It”. You will see a progress bar at the top. When files load, they are automatically published (meaning they are available to students) as indicated by a green checkmark.



4. You can [add files to modules](#) directly or create a [link to a file within a page](#).

Note: Because Blackboard folders are nested, your course files may be hard to find in a new Canvas course (these are typically your syllabus, Word docs, PowerPoint slides, PDF's – any files you have uploaded for students to read). You may need to delete duplicate files or empty file folders.

How to Export a Course Package to Canvas

Some content created in Blackboard migrates nicely, but you will likely need to invest time to clean up your content in Canvas.

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Part 1: Export and Download a Course Export Package from Blackboard

1. Log into your Blackboard Course.
2. On the left sidebar scroll down to “Control Panel” and click “Packages and Utilities.”
3. In the drop down menu on the left sidebar click “Export/Archive Course.”
4. Look towards the top of the screen and click on the “Export Package” tab.
5. In the first box titled “File Attachments” select:
 - “Copy links and include copies of the files in the course default category”
 - “Copy only links to files stored outside of the course default category”

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

6. Next, click the boxes for **ONLY** the following course content (if you do not have some of the content areas listed below, you do not need to click them).
 - Assignments
 - Announcements
 - Discussion Board
 - Tests, Surveys and Pools
7. Click “Submit” and either refresh your web browser, or look for an email that your Export file has been created.
8. Your export file .zip will appear in the “Control Panel,” under “Package and Utilities.” You will need to click on “Export/Archive Course” in the right navigation menu and the link to the export file will appear in red beneath the “Export Package” tab when it is complete.

9. Next, select the export file and save it to your hard drive or location of your choice.

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. [More Help](#)

Export Package Archive Course Export Common Cartridge Package

Refresh

FILE NAME	DATE CREATED
 <i>The .zip file will be right here</i>	9/10/19 2:35 PM

Displaying 1 to 1 of 1 items Show All Edit Paging...

Part 2: Importing your course content into Canvas

1. Log into your Canvas course.
2. On the left sidebar, scroll down and click “Settings.”
3. On the right sidebar, click “Import Course Content.”
4. At the top of the page, click on the drop down menu under “Content Type” and click “Blackboard 6/7/8/9 export .zip file.”
5. Click “Browse” and find the export .zip file from Blackboard saved to your hard drive. Click “Open.”
6. Make sure you click the circular radio button “All content” to import all of the course content in your .zip file.
7. Click “Import” and a status bar will appear under “Current Jobs” indicating how much of the file has been processed.

Import Content

Content Type

Source ExportFile_uc1...910023507.zip

Default Question bank

Content All content
 Select specific content

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

8. Once the course has finished importing you will see the status bar indicate the job has been completed.
9. Review the learning materials under each learning content type to ensure all of your content migrated and make relevant updates to your course materials.

Where to Find Your Imported Content in Canvas

Assignments

Canvas structures Assignments and Grades in a different way than Blackboard. Assignments will transfer to Canvas, but you will likely need to reorganize your assignments. To learn more about Canvas Assignments, visit the [How do I use the Assignment Index Page](#) guide.

Assignments imported from your Blackboard course will appear in a few possible locations in the Canvas left navigation sidebar:

- **Assignments:** The “Assignments” tab in Canvas will include all imported assignments in Blackboard with an online submission, as well as placeholders for paper submission assignments. You will likely need to reorganize the Assignment Index Page. To learn more about how Canvas groups assignments, visit the [How do I add an assignment group in a course](#) guide.
- **Pages:** If you had a paper submission assignment, or an assignment students completed through an integration with a textbook, it is likely in “Pages” on the left side navigation. To learn how to create a “no submission” or “paper submission” assignment in Canvas, visit the [What kinds of assignment types can I create in a course](#) guide. For publisher integrations, reach out to the publishers UC representative to work through the integration with your course.

Announcements

Go to the Announcements tab on the left sidebar of your Canvas course. You will see a list of announcements from your Blackboard course. Once you select a specific announcement, you can click “Edit” on the top right corner of the screen. In the edit window, you can edit any references to Blackboard, and select a new date and time to post your Announcement.

Modules

Canvas will interpret your course materials into Modules. If you do not use Modules in your course, you can hide Module in the navigation menu. Visit the Canvas guide [How do I use the Course Navigation Menu as an instructor](#) to learn more. If you want to know more about designing Modules, start by visiting the [How do I use the Modules Index Page](#) guide.

Pages

Items you created in Blackboard will transfer to Pages in Canvas. To learn more about Pages, visit the [How do I use the Pages Index Page](#) guide.

Tests, Surveys and Pools

Tests, Surveys and Pools will import into the Quizzes section in Canvas. Note that Pools will not show up on the main Quizzes page, but are accessible by going to “Quizzes” and select the three vertical dots on the upper right corner and select “Manage Question Banks.” To learn more about questions banks, visit the [How do I create a question bank in a course](#) guide.

Some quiz and survey question formats do not transfer to Canvas (Hot Spot; Quiz Bowl). Images used in test questions do not migrate over and will need to be added to the questions. Be sure to check multiple choice, fill in the blanks, essay, matching, numerical, and formula question types before publishing the quiz or survey. 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).

How to Start Fresh

Because Canvas and Blackboard are different systems, some content will not migrate easily to Canvas. Below is a list of commonly used features in Blackboard and with links to guides that explain similar features in Blackboard.

Rubrics

Rubrics do not transfer from Blackboard to Canvas well and will need to be rebuilt in Canvas. For more information on Rubrics, visit the [How do I add a rubric in a course](#) guide.

Groups and Group Tools

Groups and group tools simply do not transfer over. Although the import process creates 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](#), or take a look at this [brief video on Canvas Groups](#).

Wikis, Blogs and Journals

Features like Wikis, Blogs and Journals are not available in Canvas. If you have used wiki's in the past for collaborative projects, visit the [What are Groups](#) Canvas guide to explore how students can collaborate in Canvas. Consider changing blog assignments into Discussions, and Journals into Assignments.

Content Areas/Modules

If you used Content Areas or Modules to organize your course materials in Blackboard, you will need to recreate these in Modules within Canvas. Visit the Canvas guide on [How Do I Add a Module](#) to learn more about organizing your course content.