

Quick Content Migration Guide from Blackboard to Canvas and from Canvas Sandboxes to Official Canvas Courses

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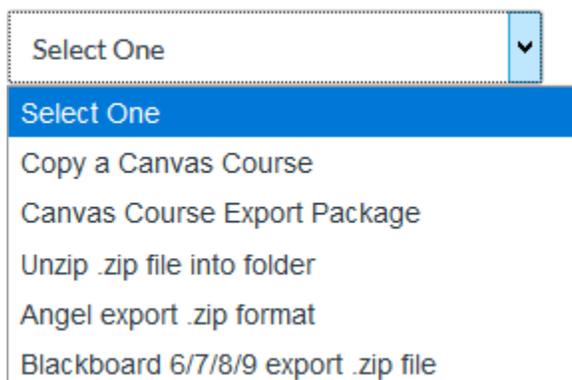
Copying Content from a Canvas Sandbox Course into Your Official Course

So, this process is a little counterintuitive, because we begin in the *destination* course.

1. Go to your official course in Canvas. Click on the **Settings** in the course menu.
2. Click the button on the right side that says **Import Course Content**.

 **Import Course Content**

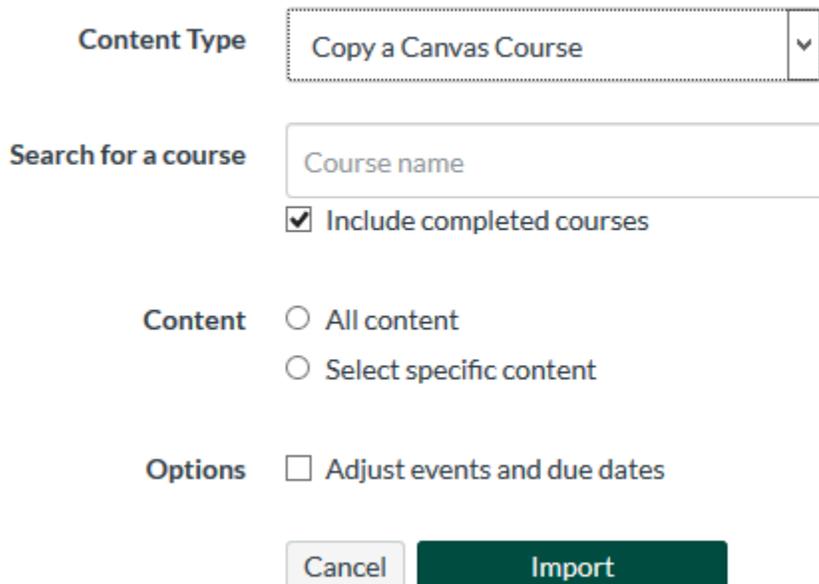
3. On the ensuing page, pull down the drop-down menu and select **Copy a Canvas Course**.



A screenshot of a dropdown menu. The menu is open, showing several options. The first option, 'Copy a Canvas Course', is highlighted in blue. The other options are: 'Select One', 'Canvas Course Export Package', 'Unzip .zip file into folder', 'Angel export .zip format', and 'Blackboard 6/7/8/9 export .zip file'.

4. Once the selection is made, you will see the following:

Import Content



A screenshot of the 'Import Content' form. The form has the following fields and options:

- Content Type**: A dropdown menu with 'Copy a Canvas Course' selected.
- Search for a course**: A text input field with 'Course name' as a placeholder.
- Include completed courses**
- Content**: Two radio button options: 'All content' (selected) and 'Select specific content'.
- Options**: **Adjust events and due dates**
- Buttons: 'Cancel' and 'Import'.

5. Type the name of your Sandbox Course into the **Search for a Course** box. This will pull up only your courses. Once you begin typing, it will display a list of courses that fit your search criteria. Select the origin course for the copy from this list.
6. Under **Content**, select **All Content**. However, if you know you're only going to want to import some of your Blackboard content, you can choose **Select Specific Content**. If you choose this option, you will be able to revisit this page after the copy is complete to select what it brings into the course. If you choose **All Content**, you do not need to revisit this page (except to find out if there were any issues with the copy).
7. Though it applies more to copying a Canvas course from one semester to another, you can use the **Adjust events and due dates** option if desired.
8. Click **Import**.

Migrating Content from Blackboard to Canvas

When it comes to getting your course set up in Canvas there is no-one-size-fits-all solution. As the designer of your course content, you will need to make some decisions about how you will transition your instructional content from Blackboard to Canvas. Should you build your course from scratch or should you migrate your content from Blackboard? If you decide to migrate your content from Blackboard, this guide provides some recommendations on what you can do before and after the migration process.

Starting the Process – Things to Consider

Many of the Blackboard course elements will easily convert to Canvas; however, some elements will need to be edited while others will need to be recreated within Canvas.



Converts Well to Canvas; Review and Edit as Needed

Announcements
 Assignments
 Course Files
 Discussions
 Grade Center & Settings
 Learning Modules and Folders
 Rubrics
 Text-based Tests, Surveys, & Pools



Needs to be Recreated

Groups and Group Tools
 Publisher Links & Cartridges
 Third-Party Tools (LTI)
 SafeAssign Assignments
 Wikis, Blogs, Journals

**** Note: The diagram on the previous page is a handy reference to what you can expect when importing from Blackboard. However, sources disagree as to whether or not Rubrics and Tests/Surveys/Pools should be imported or recreated. My recommendation is to attempt to import these, review them, and clean up or recreate as needed. ****

Once you have migrated your Blackboard courses to Canvas, your course content will look very different. The flat structure of Canvas can often expose hidden or duplicated content that was not readily visible in your Blackboard course. Because every course is unique, you will have to decide whether you want to edit the imported content to be usable in Canvas or to start over and build your course from scratch in Canvas.

Reasons Why Your Imported Course May Be Easy to Edit

- If your Course Content area followed the unit/week folder structure in Blackboard
- If your Tests, Surveys, and Pools are text-based (no images as possible answers)
- If your course relied heavily on the Assignment and Discussion tools in Blackboard
- If your course is free of hidden/duplicated folders, items, and gradebook columns

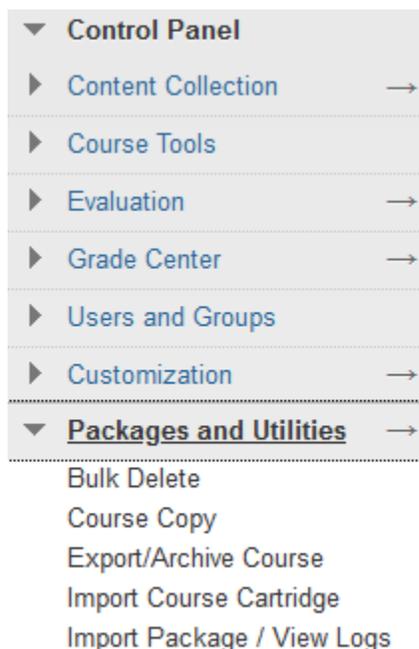
Benefits to Building Your Course from Scratch

- Reduces the amount of time you need to reconfigure a course imported from Blackboard
- Allows you to rethink your course layout with new flexibility in organization content through modules
- Allows you to rethink how you will foster student-student, student-instructor, and student-content interactions
- Allows you to redesign Blog and Journal assignments, which are not available in Canvas
- Allows you to review and rebuild Rubrics, Wikis, and Groups, which work differently in Canvas
- Encourages you to contact your publisher for a Canvas cartridge (Publisher materials)

For help in determining the solution that will work best for your course, email mcmolter@methodist.edu.

Moving Content from Blackboard to Canvas via Export/Import

1. Begin this process in Blackboard. Go to the Control Panel of the course you wish to export and click the arrow to the left of **Packages and Utilities**. Then select the **Export/Archive Course** option.



2. Click the **Export Course** button. This will take you to a page with a lot of options. Leave the settings under **File Attachments** as they are.

For best results, click the **Select All** button. If you were using the Online Course Template in Blackboard, be sure to deselect the **Instructor Support** option. That would bring in a lot of unnecessary Blackboard support stuff into Canvas, which you don't need and takes a while to clean up. If you do not see the Instructor Support option here, then you're OK to proceed. Click **Submit**.

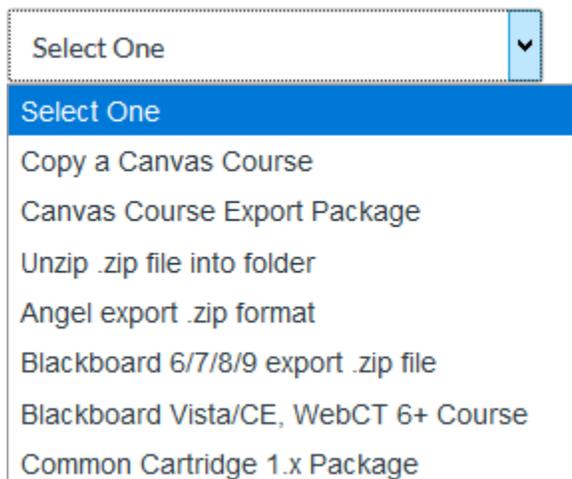
If you're only interested in something particular from your Blackboard course, such as your quizzes or tests, you can leave all of the export options deselected *except* for **Tests, Surveys & Pools** and then **Submit**. Although you can export quizzes and import them individually to Canvas, this method does them all at once.

3. Depending on the size of your course, it may take a few minutes for Blackboard to generate the export file. You can either leave this page and return or click the **Refresh** button. When the export file is ready, a link will appear here that you can download. Download this somewhere on your computer where you can easily locate it.

4. Go to the Canvas course in which you want to import the file. Click the **Settings** on the course menu.
5. On the right side of this page, you will find a menu of buttons. Select **Import Course Content**.

 **Import Course Content**

6. On the ensuing page, pull down the drop-down menu and select **Blackboard 6/7/8/9 export .zip file**.



7. Once this option has been selected, you have some more things that need to be set (see the image, next page). Click **Browse** and find the file you exported from Blackboard. Leave **Default Question Bank** alone.

Under **Content**, for most Blackboard imports, you'd want to select **All Content** here. However, if you know you're only going to want to import some of your Blackboard content, you can choose **Select Specific Content** here. If you choose this option, you will be able to revisit this page after the import is complete to select what it brings into the course. If you choose **All Content**, you do not need to revisit this page (except to find out if there were any issues with the import). The content will appear under **Modules** (after any existing modules) and **Pages**.

You can try selecting the **Adjust events and due dates** option, but I am not sure how well it will work for a Blackboard to Canvas import. My hunch is it works better for Canvas to Canvas.

Content Type

Source No file selected.

Default Question bank

Content All content
 Select specific content

Options Overwrite assessment content with matching IDs Adjust events and due dates [?](#)

8. Click **Import**.

Editing Your Imported Content

Now that you have imported your content from Blackboard into your Canvas course, you will notice that Blackboard's folder structure will appear differently in Canvas. Like content folders in Blackboard, Canvas Modules help instructors organize content to benefit the flow of the course. Modules allow you to organize your course content by weeks, units, or a different structure. Modules essentially tell the students how to proceed in the course in a linear fashion created by the instructor. Each module can contain pages, files, discussions, assignments, quizzes, and other course content. Module items can be added to the course from existing content or new content shells within the modules. Course content can be added to multiple modules or iterated several times throughout an individual module. Modules can be easily organized using the drag and drop feature.

Step 1: Reorganize Files/Delete Old Files

Imported course files will appear under Files on the course navigation menu in Canvas. You may want to create new folders with meaningful names and drag the appropriate files into these new folders. Then, delete the residual Blackboard folders from your Canvas course.

- [More Information: How to Use Files in Canvas](#)

Step 2: Reorganize Modules

The import will dump most of your content (folders, items) into **Modules** and **Pages**. **Modules** consists of an ordered arrangement of instructional materials, which can include Pages, Assignments, and Quizzes. Your Blackboard Assignments and Tests will appear under **Assignments** and **Quizzes** areas of Canvas. The other content will be found under **Pages**, which can be sorted alphabetically or by last modified date. All of your imported content will have a last modified date of the import date.

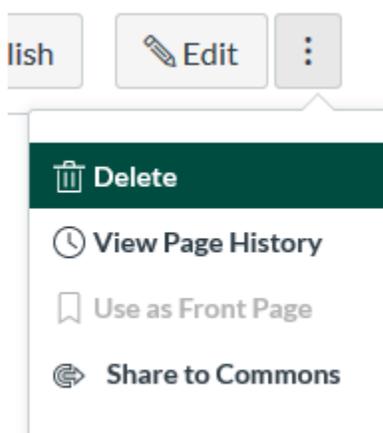
Pages, Modules, and Files are new terms to most Blackboard users. Pages are similar to Content Items in Blackboard. Modules are similar to content areas or folders in Blackboard. You will need to review the organization, naming conventions, and page content within the modules for any necessary alterations or deletions. Delete unnecessary modules.* You may need to revise or relocate information from other modules. Review all content for any reference to Blackboard.

To mimic the hierarchical structure of Blackboard folders, you have the option to create Text Headers or to indent elements within a Module. Common organizational structure for Modules is to group content by type (i.e., readings, assignments, quizzes) or sequence. Other Module settings include customized availability and controlled release by pre-requisites and requirements.

* - *The most important thing about deleting content is **DO NOT** just delete material from the **Modules** area. This *does not* delete the material from the course. The material still remains under **Pages** (or Assignments or Quizzes, but mostly Pages).*

The best way I have found to do this is:

1. Click on the item you want to delete in **Modules**. This will take you to the corresponding Page.
2. At the top left of the Page, click the icon with the three dots to find the **Delete** command.



3. Once you confirm to delete the page, not only will it be deleted from **Pages**, but it will also be gone from **Modules**.

- [More Information: Canvas Modules](#)
- [More Information: Adding Content to Modules](#)
- [More Information: Adding a Text Header to Modules](#)

Step 3: Review Announcements

Course announcements that were created in Blackboard import with the course content into Canvas. Any imported Announcements will appear to be from an unidentified user (US). Therefore, consider starting fresh with your announcement rather than copying and editing previous Announcements. If you wish to use previous announcements, consider copying them to a Word document to reference for future use when in posting the fresh announcements. Review each announcement carefully to make sure you remove any reference to Blackboard and information that refers to the Blackboard system.

- [More Information: Canvas Announcements](#)

Step 4: Review Course Links

As an instructor, you can verify all internal and external links throughout your course to ensure they are valid. You can check these links using the course link validator, which searches through course content and returns invalid or unresponsive links in both published and unpublished content.

- [More Information: Canvas Link Validator](#)

Step 5: Review Assignments, Discussions, and Quizzes

Assignments, Discussions, and Quizzes should easily import into Canvas, but you will need to review their content, add due dates, select options for delivery, and publish them to ensure their availability to students. Imported quizzes may need to be edited and saved to work properly in Canvas. If you had images as part of your quiz/test questions, you will need to relink the image to the question.

Other considerations for imported Quizzes include:

- Redesign question types that are not supported in Canvas such as Quiz Bowl, Hotspots, questions with images as possible answers, and questions with rubrics for grading
- Add missing feedback for: True/False, Short Answer, and Essay questions
- Add letters to choices that rely on the A, B, C, D indicators (e.g., A and C are correct)
- Review extra credit questions and redesign in needed
- Adjust Question Set point values (if different than 1 point each)
- Add missing images back into questions that had images as possible answers
- Adjust File Response questions to the File Upload question type.
- Assignments, Discussions, and Quizzes do not appear to the students unless they are published.

IMPORTANT: Canvas is moving away from Quizzes to New Quizzes. The Quizzes function will be deprecated and eliminated in a short time. When doing a Blackboard import, your quizzes and tests will be imported as Quizzes, not New Quizzes. A couple simple steps (see the link below) will migrate these quizzes into New Quizzes.

- [More Information: Creating Assignments](#)
- [More Information: Creating & Editing a Discussion](#)
- [More Information: Creating \(New\) Quizzes](#)
- [More Information: How to Migrate an Imported Quiz into a New Quiz](#)

Step 6: Redesign and Rebuild

Assignments using the Blog, Journal, Wiki, and Group tools in Blackboard will not appear in your imported course(s). Canvas does support similar activities, but you will need to redesign and rebuild these assignments in Canvas.

Step 7: Prepare Gradebook

The Grades section provides access to your course gradebook for entering student scores and feedback, but you will need to set up grading schemes, categories, and weighted totals under **Assignments**. This is different from Blackboard, where all of this was done under the Grade Center. You will need to review the grouping of assignments for any necessary alterations or deletions. You can also create custom columns by creating a new Assignment that has “No Submission.”

- [More Information: Gradebook](#)

Step 8: Customize Your Home Page

Each Canvas template includes a standard course Home Page. Follow this procedure to edit this template:

1. Click the **Edit** button at the top of the page.
2. You will be taken to the page edit screen (see graphic, next page).
3. Replace any template language with your language: course title, welcome message, descriptions of syllabus, course calendar, etc.
4. Click **Save** when you are finished making edits.

