



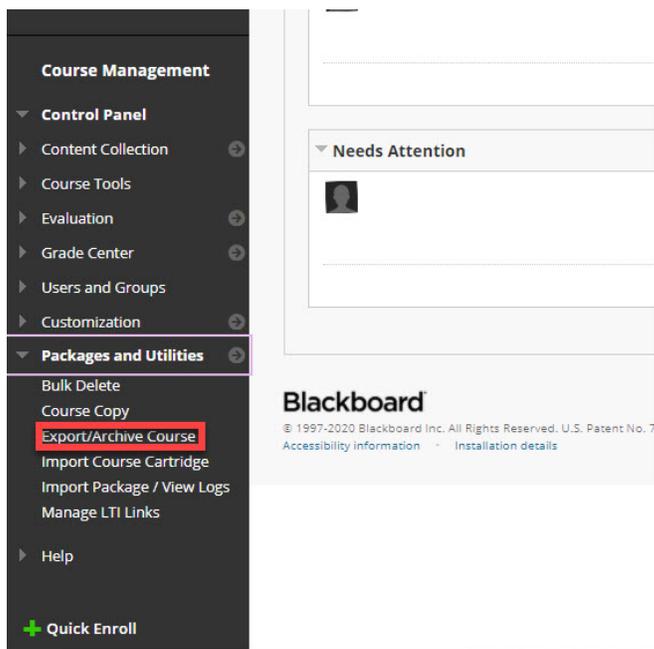
# Blackboard to Canvas Migration Guide

## Before we begin!

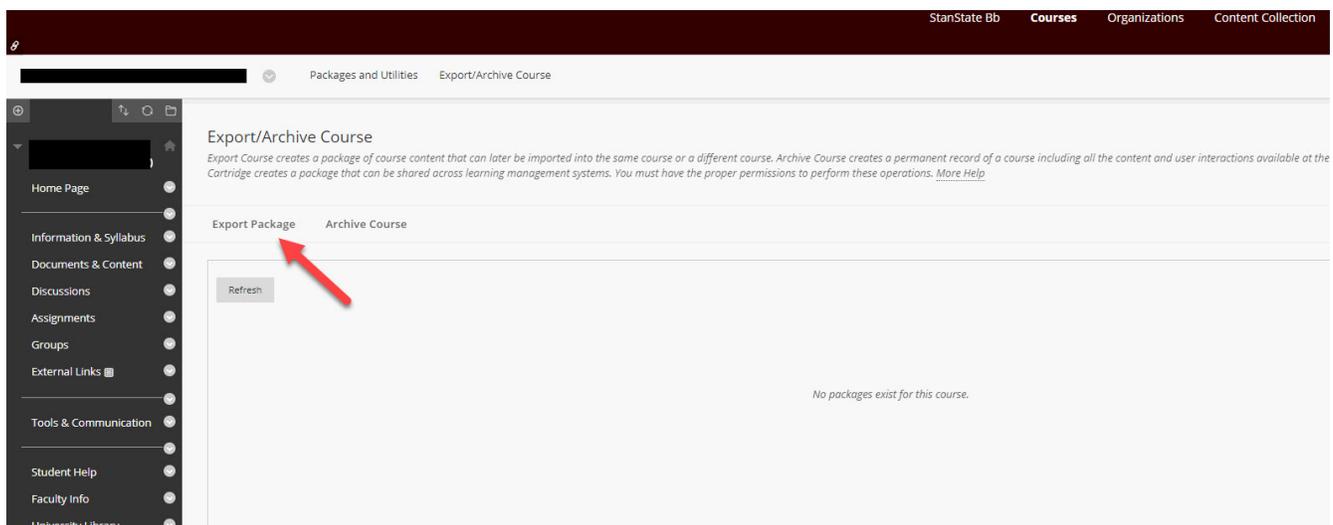
1. Comb through the Blackboard site and delete any unneeded files, activities, content areas, ect..  
*No need to copy over things that wont be used in the new course!*
2. Download and save any video files to your local computer and then delete the item in Blackboard.

## Part 1: Exporting your Blackboard course

1. Log into your Blackboard and click into the course you wish to migrate.
2. In your course you will go to the 'Course Management' section and from there click the 'Packages and Utilities' tab to access the drop down menu.
3. From here, you need to click on 'Export/Archive Course'.

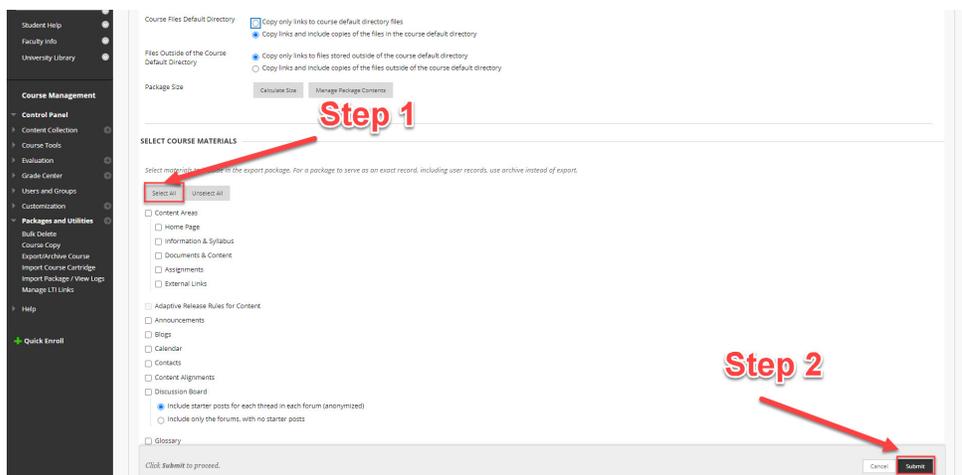


4. Now we are in a new page. Go ahead and click the 'Export/Archive' button.

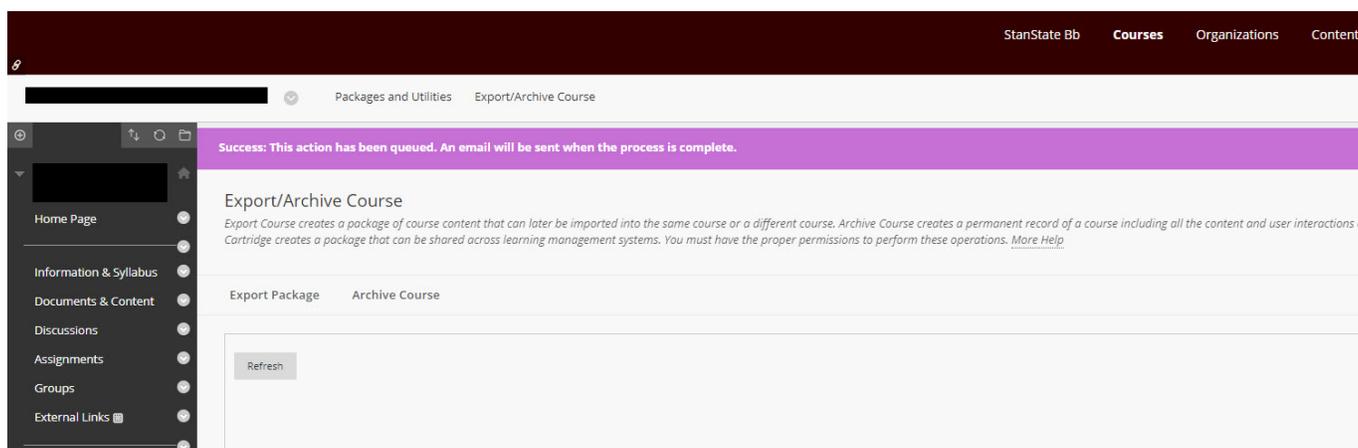




5. From here scroll down, find the 'Select All' button. Click it then at the bottom-right of the page, find the 'Submit' button and click.

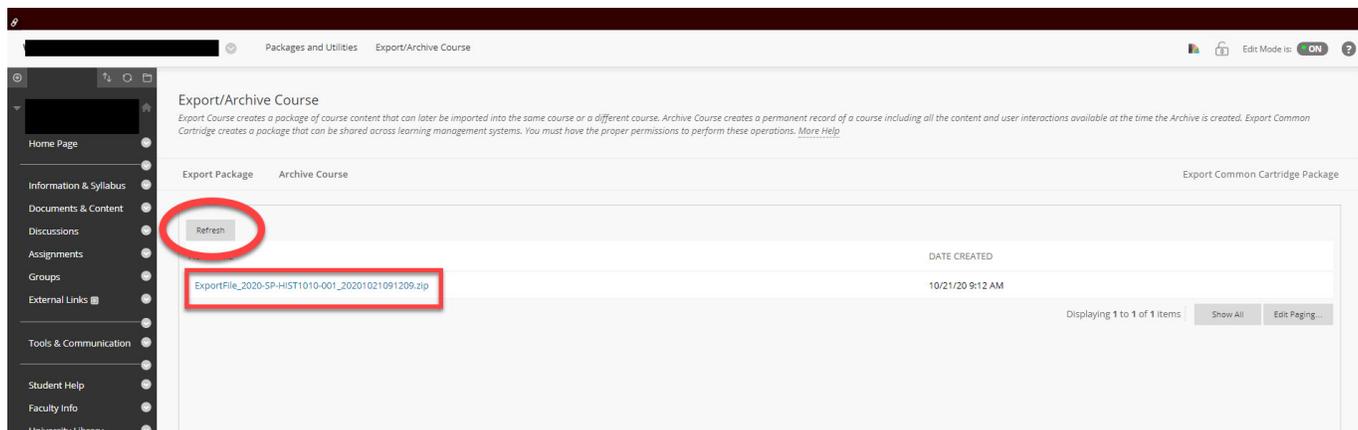


6. When done, you will be jumped back to your previous page with a new pink banner on the screen. This means Blackboard has successfully received your request and is now processing it!



7. Dependent on the amount of course content you have, you may have to wait between 2-10 min. An email will be sent to your mycstan.edu email when it is ready. To check, you need to hit the 'Refresh' button. When the file is ready to be downloaded, it will appear below. Click the link and this will initiate the download of your course.

*It is not necessary to open this file or do anything with it at this time. We have exported our course from Blackboard, next, we will learn how to import it into Canvas*





# Part 2: Importing your course into Canvas

1. Go into your Canvas course and on the left hand side click the 'Settings' button.

The screenshot shows the Canvas course interface for 'Tester Sandbox' in the 'Modules' section. The left sidebar contains a navigation menu with 'Settings' highlighted in a red box. A red arrow points from the 'Settings' button to the 'Recent Announcements' section. The main content area shows 'Recent Announcements' with a 'View Progress' button and a '+ Module' button. Below this is a large graphic with the text 'Create a new Module'. On the right, there is a 'Course Status' section with 'Unpublished' and 'Publish' buttons, and a 'Coming Up' section with a 'View Calendar' button.

2. From here we need to go to the 'Import Course Content'.

The screenshot shows the Canvas course 'Settings' page for 'Tester Sandbox'. The 'Course Details' tab is selected. The 'Import Course Content' button is highlighted in a red box. A red arrow points from the 'Import Course Content' button to the 'Import Course Content' button. The page contains various settings for the course, including 'Image', 'Name', 'Course Code', 'Blueprint Course', 'Time Zone', 'SIS ID', 'Subaccount', 'Term', 'Starts', and 'Ends'. The 'Import Course Content' button is located in the right sidebar under the 'Share to Commons' section.



3. This takes you to the the Import Content page. From here open the 'Content Type' drop down menu and choose 'Blackboard 6/7/8/9'. Underneath 'Content Type', hit the 'Choose File' and locate the export .zip file on your computer. Make sure the 'All content' option is selected. Finally, click on the red 'Import' button.

Tester Sandbox

### Import Content

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

Source: Choose File No file chosen

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

### Current Jobs

No jobs have been queued

Content import files cannot be downloaded after 500 days.

4. Now you can relax and wait for your course to upload. Below is a visual of what it will look like on your end.

## Current Jobs

Blackboard Learn      ...001\_20201001111310.zip      Oct 12 at 12:47pm      Running

Content import files cannot be downloaded after 500 days.



## Part 3: Conclusion

Congratulations! You can track the completion of the importation process with the blue loading bar in the '*Current Jobs*' section of the page. Once it turns from blue to green, you will know that it is done.

Make sure to verify that all of the content has been successfully migrated over. Keep in mind that some things might have moved during the process.

If you have any issues during the migration process or any questions regarding Canvas please feel free to email us at: [OAT@csustan.edu](mailto:OAT@csustan.edu)