Moving Materials from Blackboard to Canvas

The guide is meant to be a starting point to help you export your materials in a self-help method. If you run into any issues at all, please do not hesitate to contact the Educational Technology team at https://helpdesk.troy.edu choosing Canvas as the problem type.

This document will provide instructions on how to complete the following tasks:

- Moving Files, Assignments, Discussions, Course Materials, Tests, and Surveys.
- Creating the Export in Blackboard
- Importing and Selecting Items to Import into Canvas
- Methods to Export Specific Items from Blackboard
- Files in the Content Collection
- Downloading Student Grade History as a CSV

Moving Files, Assignments, Discussions, Course Materials, Tests, and Surveys.

This procedure describes moving the procedure for moving the following items from Blackboard to Canvas:

- files (both inside and outside of the content collection)
- course activities and assessments (Discussion Boards, Assignments, Tests and Surveys in bulk).
- announcements
- course content and materials.
- grade center history (in Blackboard's format, see below for CSV downloads).

Because of differences between how Canvas and Blackboard organize content you will not get an exact equivalent of your Blackboard course when you export it. We strongly recommend being selective about what you choose to import when you bring the export into Canvas (you can bring over some items in the package and not others).

Creating the Export in Blackboard

What's an export?

The export is the packages that contains all of the information from your Blackboard course. This includes both files and instructions. This is accessible from Blackboard's Export/Export Page.

Procedure

1. As an instructor inside of your course, go to **Control Panel** > **Packages and Utilities** > on the left side of the screen and click **Export/Export Course**.
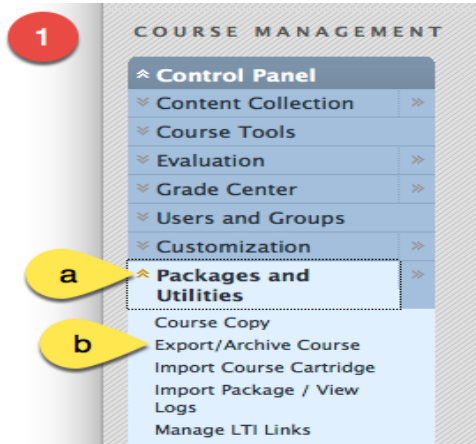

2. Click **Export Course** on the Action Bar

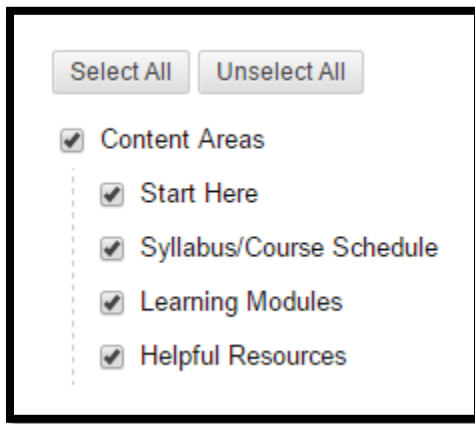On the **Export Course** page, do the following:

    a. Select the option to **Copy links and include copies of the files in the course default directory** under **Course Files Default Directory**.

    b. Select the option to **Copy links and include copies of the files in the course default directory** under **Files Outside of the Course Default Directory**.
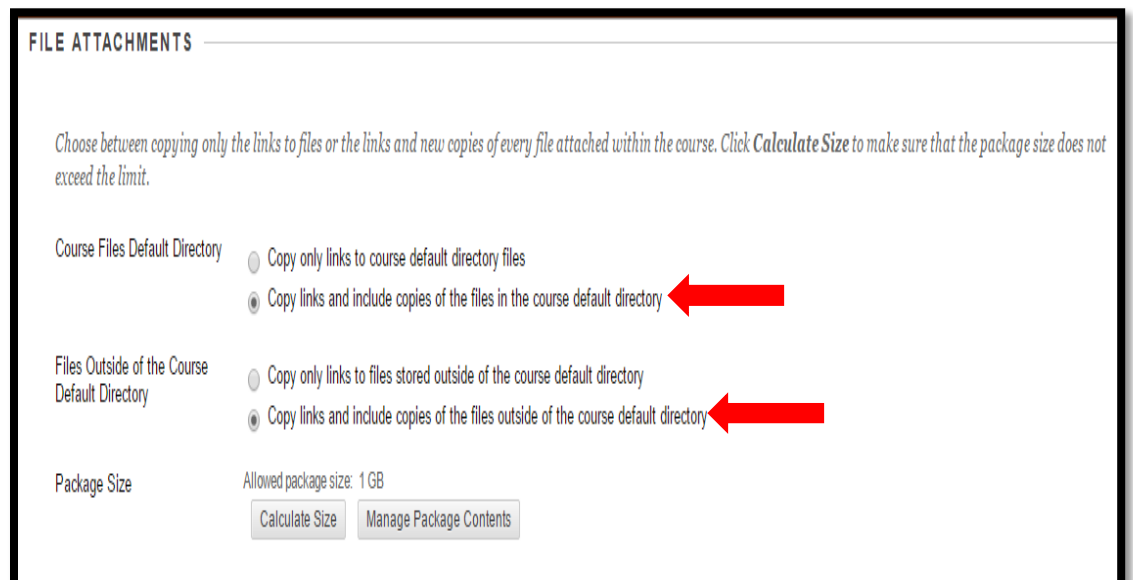
3. Click **Select All** and **"Submit"**

4. After clicking submit, you should receive a success notification. This may take up to several minutes to complete. Please navigate *away* from the page.
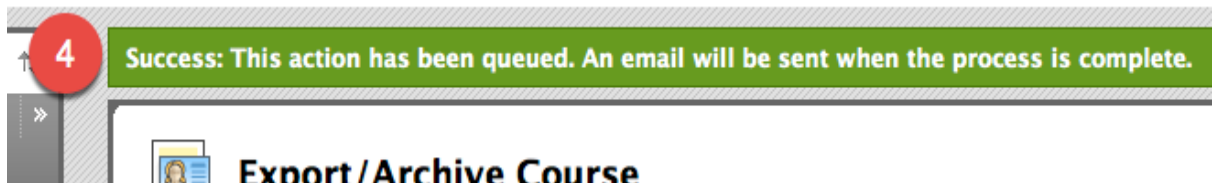
5. After a few moments, you should get an email (in your troy.edu email) notifying you that an export was created. Navigate back to the **Archive/Export Course** page (the previous page you were on) and click the name of the export package to download it as a .zip file. Be sure to note where you save it.

Selecting Items to Import Into Canvas

Based on the items contained in your course, the export packages everything in a Blackboard format. This can be used in any other Blackboard environments and in Canvas. Not all items have an exact equivalent in Canvas, these are the items that you can choose to bring over into Canvas using the import process:

- Quizzes and Tests (as Quizzes in Canvas)
- Items, Pages, and Files stored in Content Folders (as Pages within Modules)
- Files in the Content Collection (as Files in Canvas)

- Discussion Board Forum Topics (as Discussion Topics in Canvas)
- Assignments (as Assignments in Canvas)

You can select each of these requested items upon importing into the course.

Disclaimer: In some cases, there are known issues with how information is brought over. This can include: items stored in several folder levels deep, attached files on Blackboard items, and other cases. In these cases, please contact the TROY Ed. Tech. team for additional support.

This has been adapted from this Canvas Help Guide:
http://guides.instructure.com/m/4152/l/82272-how-do-i-import-content-from-blackboard-6-7-8-9-into-canvas

1. In your Canvas course, navigate to **Settings** (on the bottom left) > and click **Import Content into this Course**.

2. To import your Blackboard export package, do the following: select your package and options, do the following:
    a. For **content type**, select **Blackboard 6/7/8/9 export .zip file**.
    b. For the **source**, click **Choose File** and find the export package you downloaded from Blackboard.
    c. Click **Select Specific Content** to pick what content you would like to import.
    d. Under options, choose whether you would like to **Overwrite assessment content with matching ID's** (allows you to replace duplicate questions) and **Adjust events and due dates** (allows you to alter due dates you created in Blackboard).
    e. If you selected to **Adjust events and due dates**, select the option to either **remove dates** or **shift dates**.
    f. Click **Import** to begin the import process.

Import Content

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

b Source
Browse... ArchiveFile_____20150120090553.zip

Default Question bank
Select question bank

c Content
○ All content
● Select specific content

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

e Date adjustment
○ Shift dates
● Remove dates

f Import

1. Upon selecting to import, Canvas will upload and process the export package. Once that has happened, you will be given an opportunity to **Select Content**. Click this option to proceed.

## Current Jobs

Blackboard Learn	...P13_20150120090553.zip	Jan 27 at 1:4

2. Next, you will select the content to import from the package. To do so, do the following:
   a. Select (by **checking**) only the content you would like imported. You can select by category, or expand to select individual items by clicking the drop-down arrow on the left.
   b. Then click **Select Content** to complete the selection process.

Select Content

a

- ☐ ⚙ Course Settings
- ▶ ◼ ≡ Modules (11)
- ▶ ☐ 🗔 Wiki Pages (23)
- ▶ ☑ 📄 Files (31)

er Re
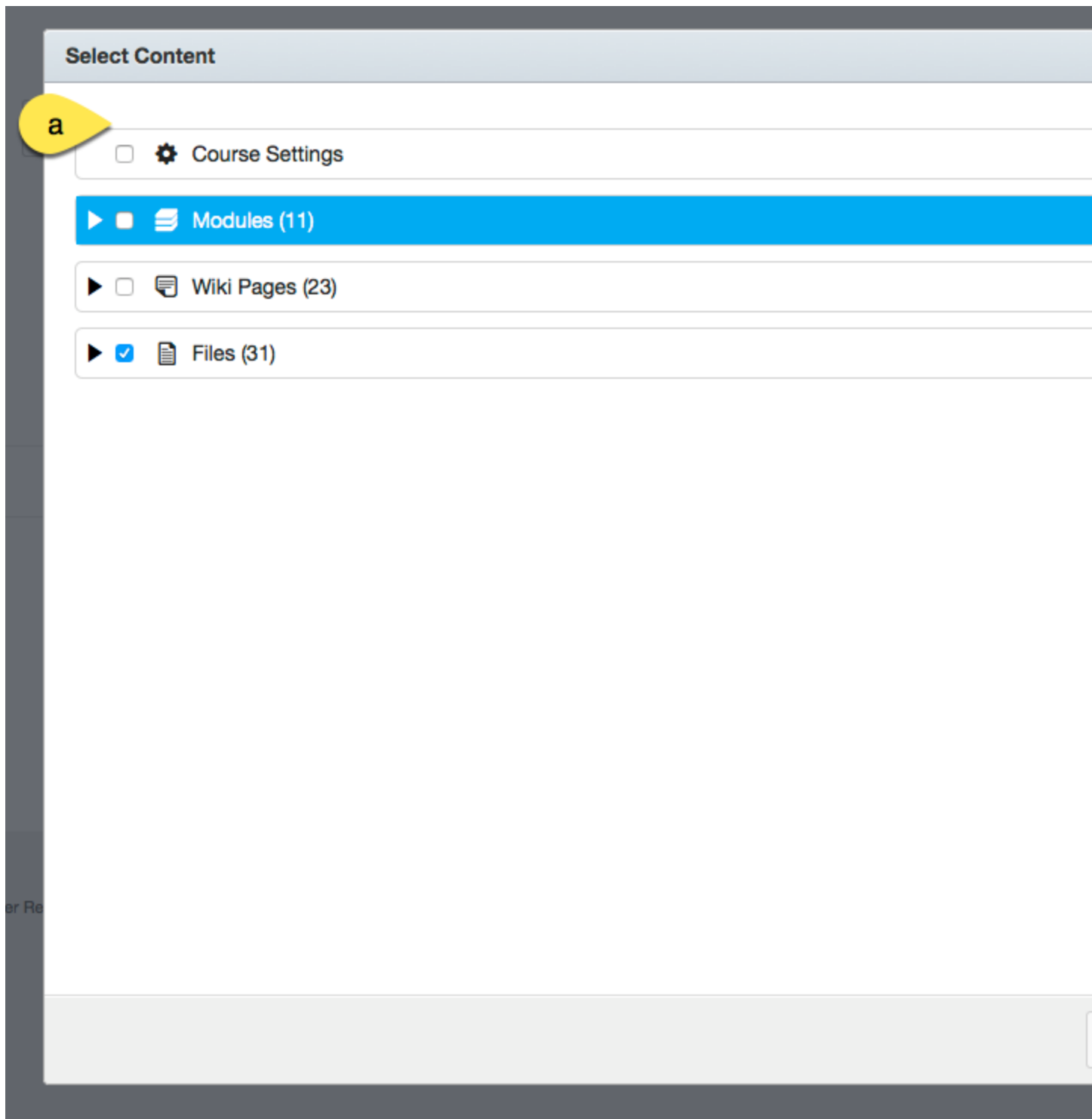
1. While the process is running, you will see **Running** on the far right. Once the process has completed, you will see **Completed** appear. Note: This can take several minutes

depending on the size of the package.

Current Jobs

| Blackboard Learn | ...P13_20150120090553.zip | Jan 27 at 1:48pm |

Current Jobs

| Blackboard Learn | ...P13_20150120090553.zip | Jan 27 at 1:48pm |
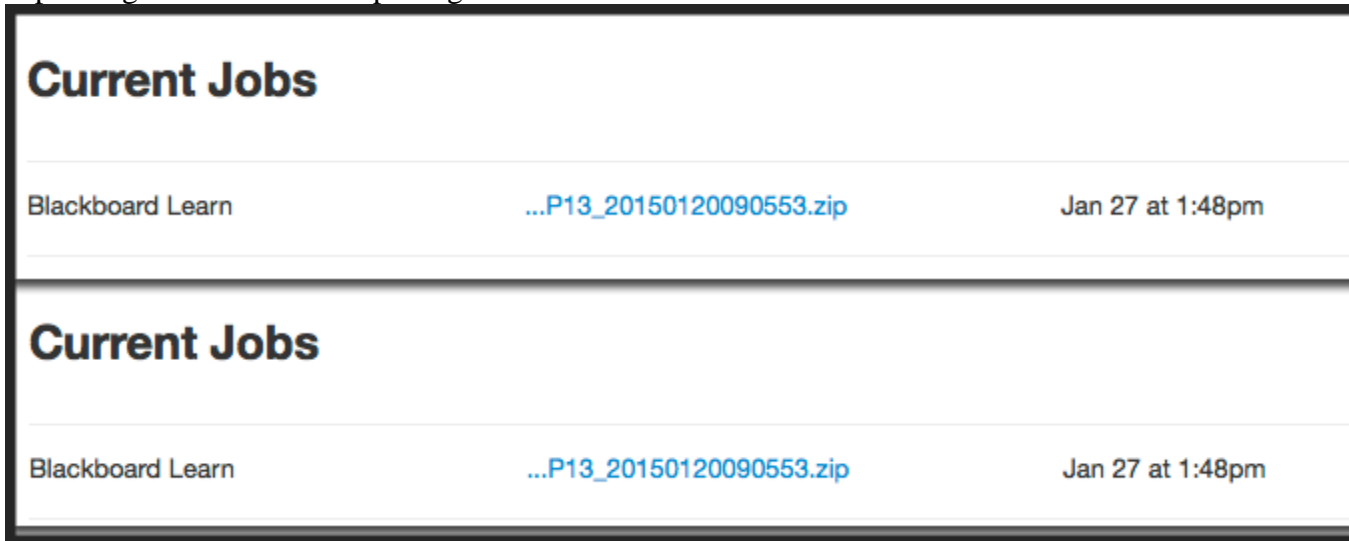
Methods to Export Specific Items from Blackboard

The procedures below describe moving specific content out of Blackboard. These are specific items of interest that users have requested, but are not included in the traditional export package. This includes the items contained in the *Content Collection* and *Grade History* in spreadsheet format.

Files in the Content Collection

1. In your Blackboard course, click on the (a) **Content Collection**, (b) then your **Course Name** in the bottom left corner.
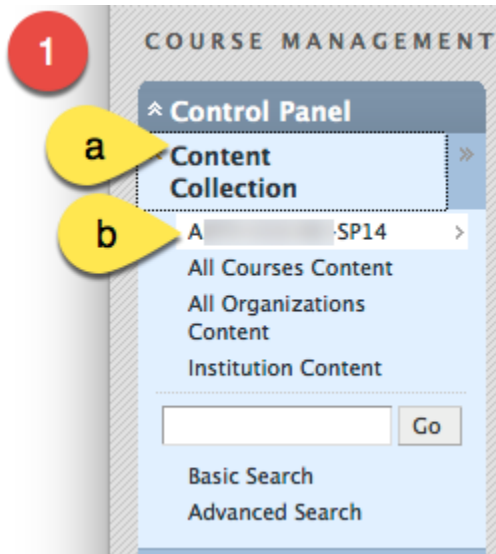
2. Initially, you will only see a set number of file items listed based on paging settings. Click **Show All** on the bottom right to reveal all of your files in the Content Collection for your course.
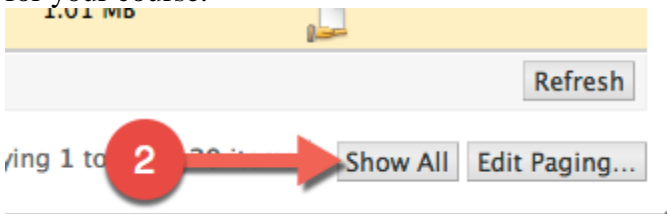
3. Either select all by (a) **clicking the checkbox selector in the heading row** or (b) select the checkbox next to each file you would like to download.
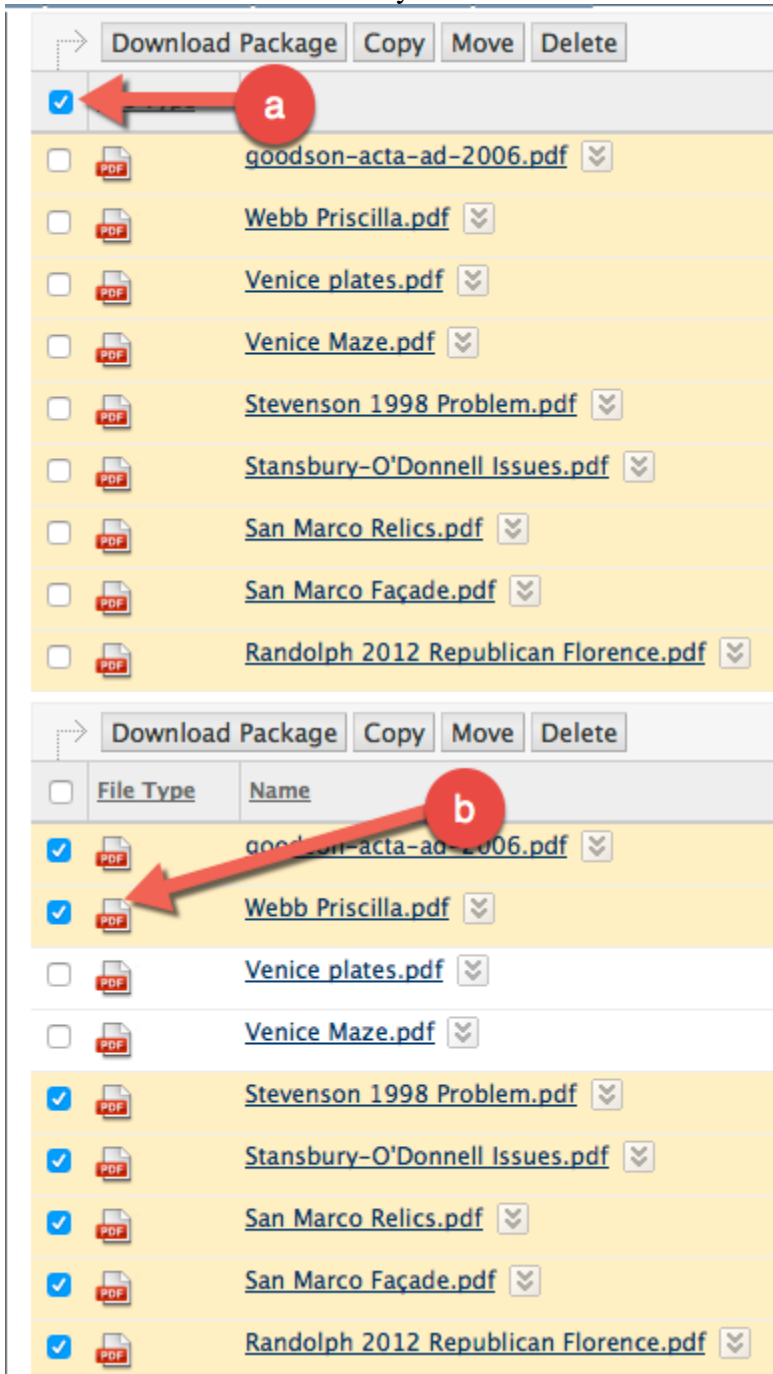
4. Click **Download Package** to create the file export package for your course.
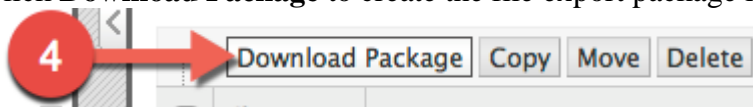
Note: This will download all of your selected files in a single .zip package. This can be imported into Canvas with this procedure documented in this Canvas Help Guide: http://guides.instructure.com/m/4152/l/41385-how-do-i-import-zip-files.
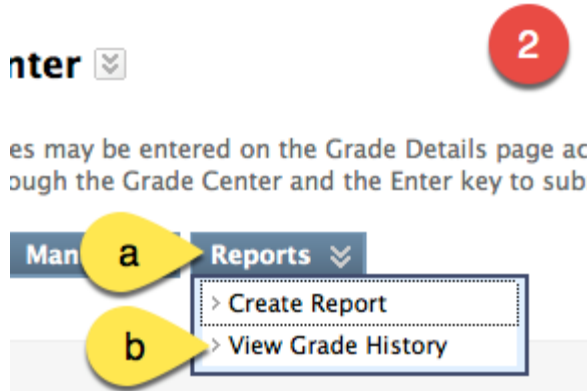
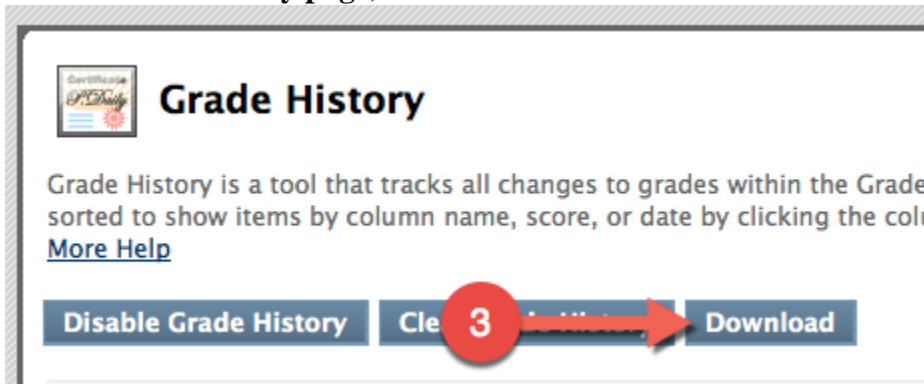## Downloading Student Grade History as a CSV

1. In your Blackboard course, navigate to the **Grade Center** on the bottom left.
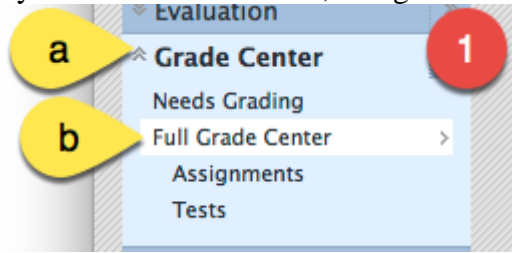
2. On the action bar, point to **Reports** and select **View Grade History**.

3. On the **Grade History page**, click **Download**.

4. Select the **Comma** for the Delimiter Type for the file. Select **Yes** to Include Comments or **No** to exclude them from the download. Click **Submit**.

5. Click **Download** to save the file to your computer.

Saving Announcements or text typed directly into Blackboard

Announcements or text typed directly into Blackboard are not stored as files so they cannot be exported. To save this information you can select the text and copy and paste it into a new Word document.

Please submit a ticket at https://helpdesk.troy.edu if you need any assistance with the tasks noted in this document. The Educational Technology team will be happy to assist you.