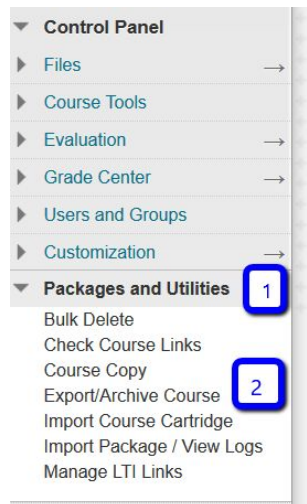


## Exporting your course from BB to Canvas

### Part I : Go to your BB course that you want to export

- From the left hand menu, go to **Packages and Utilities** -----> click on **Export/Archive Course**



- Click on **Export Package**
- Go to **Select Course Materials** & click **Select All** then **Submit**. (Note: If there is Group Discussion in BB, deselect **Discussion Board** from the list since they won't transfer to Canvas)

SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

**4**

- Content Areas
  - Start Here
  - Syllabus
  - Schedule
  - Weekly Modules
  - Final Project
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- 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

Click **Submit** to proceed.

**5**

- Click on **Refresh** ---> click on the **Exported Zip file** ---> click **ok to Save**. Then you will find the Zip file under Downloads in your computer.

**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](#)*

File Name	Date Created
ExportFile_19HPMY_CPST-210-1_20200310091244.zip	3/10/20 9:13 AM

Displaying 1 to 1 of 1 items [Show All](#) [Edit Paging...](#)

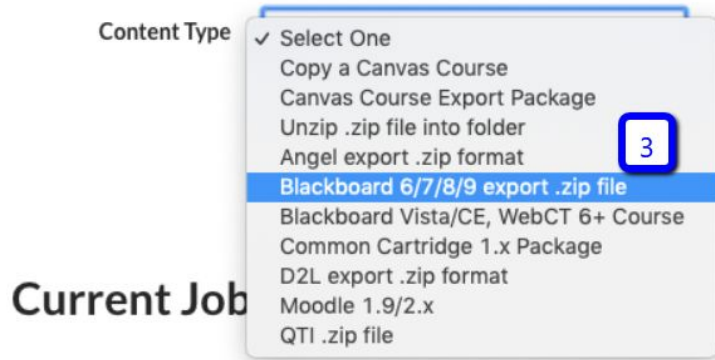
## Part II: Go to Your Canvas Shell where you want to import your course

- Go to **Settings** from the right hand course menu----> Click on **Import Course Content** on the left menu

The screenshot shows the Canvas LMS interface for a course. On the left, the 'Settings' menu item is highlighted with a blue circle and the number 1. In the center, the 'Course Details' form is visible, showing fields for Name (MAST\_COMS-210), Course Code (MAST\_COMS-2), and other course information. On the right, the course menu is displayed, and the 'Import Course Content' option is circled in blue with the number 2.

- Got to **Import Content** and select **Content Type** -----> choose **Blackboard 6/7/8/9 export.zip** file

## Import Content



- Check on **All Content** -----> Click **Import**

### Import Content

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

Source: Choose File Test\_ExportFil...ule 1 Quiz.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

### Important Notes

1. After importing your Blackboard course to Canvas,:
  - i. Inspect carefully the course in canvas and **clean up**
    - Go to the **Assignment, Pages** and **Module** in Canvas and remove all unnecessary items that are exported from Blackboard.
    - Review all content and remove everything that refer to Blackboard
  - ii. **Re-organize** your content under Canvas Module
  - iii. **Format** each assignment and pages for consistency and ADA compliance.

- For Example in the [Rich Content Editor](#) , use Headings, consistent fonts and formats.
  - iv. **Update your Syllabus** and link to your Canvas course
    - Download Canvas [QMSyllabusTemplate](#)
- 2. If you have **small group discussion** or **any group activity** in Blackboard, the content won't transfer properly to Canvas. Therefore, you have to **rebuild** them from scratch.
  - i. The best practice is to open both Blackboard and Canvas in two different windows, then copy and paste the content from Blackboard to canvas.
- 3. Grading and feedback information
  - A. Common assignments- Guide students how to get their grading information in Canvas:
    - “Please review the rubric for this assignment for specific expectations located below.”
  - B. Discussion- Guide students how to get their grading information in Canvas:
    - “Please review the [Discussion Board Rubric](#) for specific expectations and and for instructor feedback after grading.”
  - C. Quiz- Guide students how to get their grading information in Canvas:
    - “Please [review your result and instructor feedback](#) after grading.”