

# Moving to canvas

## Migrating a Course from Blackboard to Canvas

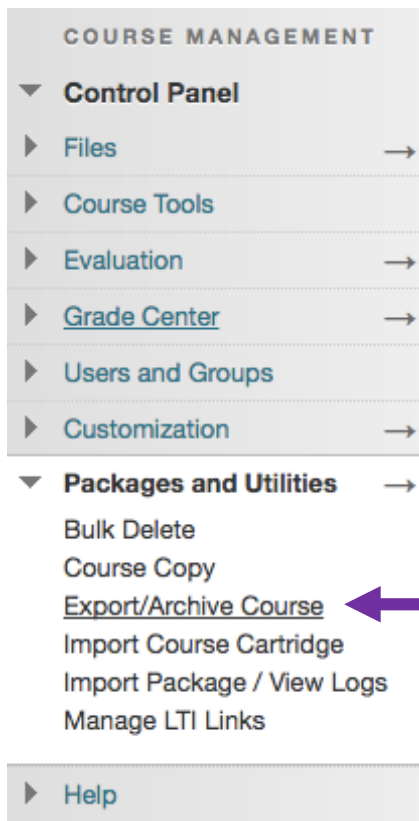
Exporting your course from Blackboard and importing it to Canvas can be a quick way to get up-and-running with the Canvas learning management system by moving your content from one platform to another. Most content in Blackboard has a 1:1 complementary tool in Canvas. This means that most content will copy to Canvas in a way that yields a similar course structure (or functionality) to your course in Blackboard. **The exception to this rule is third-party tool integrations (Kaltura, Panopto, VoiceThread) which will need to be relinked in you Canvas course as they do not copy.**

### Exporting Your Course from Blackboard

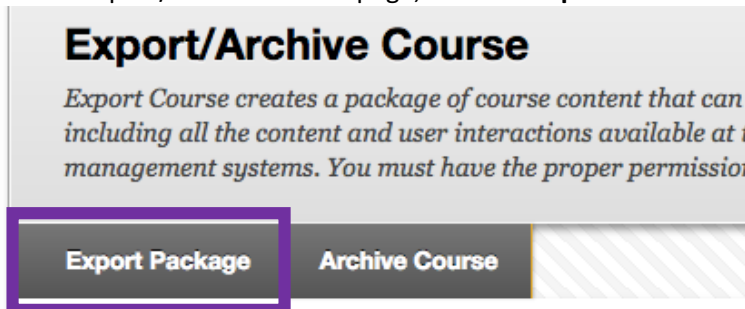
1. Log into [MyGateway](#) and find the course you want to export in your course list (sample pictured below)



2. Within the course, under the **Control Panel** on the left side, click **Packages and Utilities** (pictured below) and then choose **Export/Archive Course** from the submenu.



3. On the Export/Archive Course page, click the **Export Course** button at the top.



4. On the next page, in the File Attachments areas (pictured below), check the box next to **Copy links and include copies of the files in the course default directory**.

#### FILE ATTACHMENTS

*Choose between copying only the links to files or the links and new copies of every file attached within the course. (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

Package Size

Calculate Size

Manage Package Contents

5. Then below that, place checkmarks next to each type of content you want to export (pictured below) or choose **Select All** to copy everything.

#### SELECT COURSE MATERIALS

*Select materials to include in the export package. 1*

Select All Unselect All

- Content Areas
- Syllabus
- Docs & Assignments
- Help & Resources
- Adaptive Release Rules for Content
- Announcements
- Calendar

6. Then, click the **Submit** button at the bottom of the page.

Submit

7. Blackboard will prepare a downloadable file of your course contents. This process can take anywhere from a few minutes to an hour, but you can leave the page and revisit it when the process is done. You will receive an email when the file is ready. Navigate back to the **Export/Archive Course** area (steps 1-2) or refresh the page and you will see a link (example pictured below).

File Name

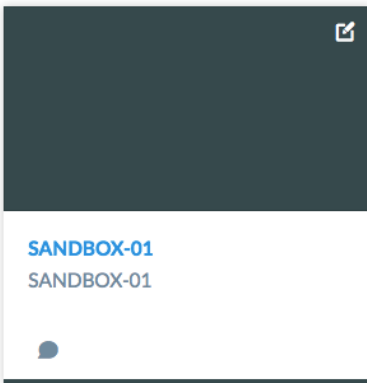
ExportFile\_UMSL-DEV-HERXD014\_20170110084247.zip

8. Click the link to download the file to your computer. (Optionally) Right-click the link and choose **Save Link As...** to choose where you will save the file. Typically this would be your Desktop or Downloads folder. Click **Save**.

ExportFile\_UMSL-DEV-....zip

9. Using your web browser, navigate to Canvas (<https://umsl.instructure.com>) and log in with your UMSL SSO ID and password.

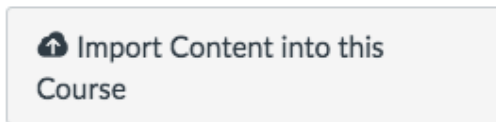
10. Click the Canvas course where you want to import your Blackboard content.



11. On the left-side navigation menu in your course, choose **Settings**.

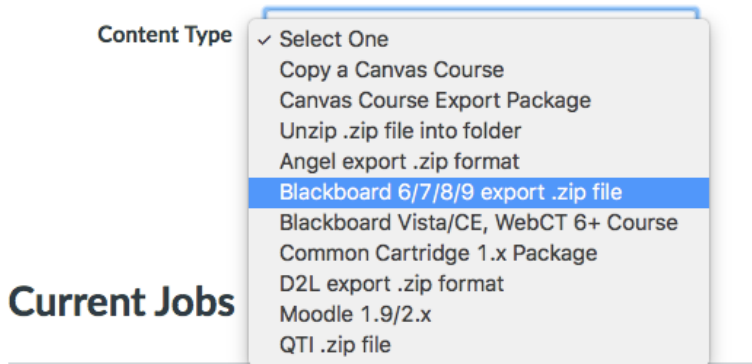
Settings

12. On the right-side of the Settings area, choose **Import Course Content**. Depending on your display resolution, this button may be at the bottom of the page instead of on the right side.

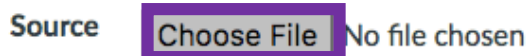


13. Under the heading *Import Content*, on the Content Type drop-down menu, choose **Blackboard 6/7/8/9 export .zip file**. New selections will appear.

## Import Content



14. Click the **Choose File** button and select the file you exported (in Steps 3-8) from Blackboard.



15. Next, you can choose whether you want to import all content in from the Blackboard course, or select the types of content you want to import.

**Note:** You may want to select specific content if your Blackboard course has been copied multiple times in the past on Blackboard, as with each course copy, a duplicate folder of resources is created. Using the Select specific content, you can isolate exactly what files you need to import without bringing over extra, unnecessary files. It may help to work with the Faculty Resource Center if you believe this may be the case with your course.

**Content**  All content  
 Select specific content

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

16. When importing a course, you are also given the option to adjust events and due dates, which will allow you to change all assignment-level due dates at once to a new term.

Adjust events and due dates

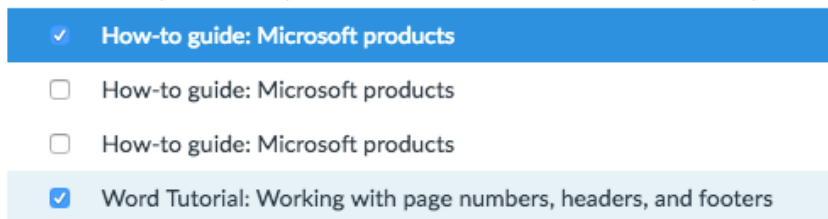
17. Once you've made your selections, click the **Import** button. The import process will begin. Don't exit the browser window until it is complete (if possible).



18. If you chose to import "All content", skip to step 19. If you chose to "Select specific content" to import you will be able to click the **Select Content** button to choose which content you want to be imported into your Canvas course.



Once you click the **Select Content** button, you will be able to open drop-down lists of the different content types that were imported. *This is a good time to look for duplicate entries, both in the Pages drop-down and in the Files drop-down as you can prevent duplicate entries from coming over by unchecking them in the corresponding lists.* For example, in the picture below, I've deselected some duplicate pages to prevent them from importing.



19. Once the import is complete, you can see a detailed log of any issues encountered and troubleshoot them accordingly.



20. Congratulations! You imported a course from Blackboard into Canvas.

## Next Steps

After importing a course, take time to visit the different areas of your Canvas course to make sure items imported as they should. If your Blackboard course was organized in folders, you can find an approximation of that structure in the Canvas Modules area. If you need to rearrange things or add new headers, feel free to do so. We also recommend checking your Assignments, Quizzes, and Grades areas, respectively. If you have any questions about the import process, please contact the Faculty Resource Center (314-516-6704; frc@umsl.edu)