

Moving Courses from Blackboard to Canvas

Export Content from Blackboard

- Go to the course you want to export in Blackboard.
- Packages and Utilities
- Export/Archive Course
- Export Package
- Course Files Default Directory
 - Check Copy links and include copies of the files in the course default directory.
- Files Outside of the Course Default Directory
 - Check Copy links and include copies of the files outside of the course default directory.
- Under Select Course Materials, choose Select All
- Under the Discussion Board option, check the bottom radio button (Include only the forums, with not starter posts)
- Submit
- You will receive an email when the file is ready.
- Once you receive the email, select refresh, and you will see a link under Packages Created Manually; click on that link, and it will download to your computer.

Expiration of Blackboard Export Files

Exported course packages created by users will automatically expire and be deleted after 30 days from the creation date; users will receive notifications about this expiration when creating, downloading, and viewing the course package list.

Canvas

- Go to your course you want to import the content to Canvas.
- On the Home page choose Import Existing Content from the right side of the page.
- Under Import Content choose Blackboard 6/7/8/9/Ultra export .zip file
- Select Choose File, locate the export file, and Open
- Select All Content from the Content section.
- Select Import.
- You will see a progress bar and a page that shows Current Jobs, and the status of the import.
- If there are any issues with the import it will also be seen in the Current Jobs section.
- Once it is complete go back to Home and you should see the imported content.