When migrating from Blackboard to Canvas please keep in mind that Blackboard and Canvas are two very different LMS systems. This mean your Blackboard content will not transfer over exactly as it was in Blackboard. You might find it easier to simply rebuild your course in Canvas. If you decide to transfer you content over using the Import Content Tool, below are recommendations you might want to keep in mind when using this tool.

<table>
<thead>
<tr>
<th>Blackboard Content</th>
<th>Canvas Equivalent</th>
<th>How do I use Tool in Canvas?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>Announcements</td>
<td>Documentation Video</td>
</tr>
<tr>
<td>Assignments/SafeAssignment</td>
<td>Assignments</td>
<td>Documentation Video - overview Video – creation</td>
</tr>
<tr>
<td>Blog</td>
<td>No Equivalent</td>
<td>See workaround</td>
</tr>
<tr>
<td>Course Calendar</td>
<td>Calendar</td>
<td>Documentation Video</td>
</tr>
<tr>
<td>Course Files</td>
<td>Files</td>
<td>Documentation Video</td>
</tr>
<tr>
<td>Discussion Board/Forums</td>
<td>Discussions</td>
<td>Documentation Video - overview Video – creation</td>
</tr>
<tr>
<td>Documents, Images and Media</td>
<td>Files</td>
<td>Documentation Video</td>
</tr>
<tr>
<td>Glossary</td>
<td>Pages</td>
<td>Documentation – overview Documentation - creation</td>
</tr>
<tr>
<td>Blackboard Feature</td>
<td>Canvas Feature</td>
<td>Documentation</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Grade Center</td>
<td>Grade Book</td>
<td>Documentation – overview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Documentation – how to use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Video</td>
</tr>
<tr>
<td>Groups</td>
<td>Groups</td>
<td>Documentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Video</td>
</tr>
<tr>
<td>Journals</td>
<td>No Equivalent</td>
<td>See workaround</td>
</tr>
<tr>
<td>Learning Module</td>
<td>Modules</td>
<td>Documentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Video</td>
</tr>
<tr>
<td>Tasks</td>
<td>Pages</td>
<td>Documentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Video</td>
</tr>
<tr>
<td>Rubric</td>
<td>Rubrics</td>
<td>Documentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Video</td>
</tr>
<tr>
<td>Send Email</td>
<td>Conversations/Messages</td>
<td>Documentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Video</td>
</tr>
<tr>
<td>Test, Surveys and Pools</td>
<td>Quizzes/Surveys</td>
<td>Documentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Video – creation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Video – settings</td>
</tr>
<tr>
<td>Web Links</td>
<td>Pages</td>
<td>Documentation – overview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Documentation – creation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Video</td>
</tr>
<tr>
<td>Wikis</td>
<td>Pages</td>
<td>Documentation – overview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Documentation – creation</td>
</tr>
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<td></td>
<td></td>
<td>Video</td>
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</tbody>
</table>
Converting from Blackboard to Canvas

Recommendations

Use Import Content Tool:
- Announcements
- Assignment/SafeAssignments – Transfers as normal assignments, there is no SafeAssignment in Canvas. There will also be a column created in the Grade Center
- Calendar
- Discussion Board – Discussion prompts transfer over
- Glossary – Transfers as Pages
- Grade Center
- Tasks– Transfers as Pages
- Tests, Surveys and Pools – will transfer in Quizzes section. Only multiple choice, fill in the blanks, essay, matching, numerical and formal will transfer. If not supported by Canvas the question becomes text only question

Import Separately
- Course Files & Documents –transferring files could be confusing or hard to find. It will be best to download all course files into zip file and import into Canvas files directly.
- Wikis – although they do transfer over into Pages in Canvas, some were missing and were not linked. It will be best to copy and paste them into the Pages section of Canvas.
Converting from Blackboard to Canvas

- Web Links - transfer over, but they are not organized or missing. It will be best to just create new links in your Canvas course.

Create New
- Content Areas – some content area pages transfer as pages. You would need to recreate.
- Groups – they do not transfer over, so you will need to recreate.

Learning Modules – transfers as Pages. You will need to recreate in Modules.
- Course Organization – your course structure will not transfer over exactly as it was in Blackboard.

Work-Arounds
- Blogs – students can use a 3rd party application such as Blogger.com (http://www.blogger.com) and share the URL with the class or you can create a Discussion Board just for them.
- Journals - Canvas assignments allow multiple submission attempts by default. This is great for a recurring assignment like a weekly reflection journal. Students will be able to open this assignment over and over, submitting new journal entries each time. Please note: the steps below are only if the instructor plans to grade the Journal overall and not each submission.
Creating a Journal in Canvas

Create a New Assignment

[Image of interface buttons: + Group, + Assignment]
In the Assignments screen, enter the name of the Assignment.

![Image showing the name field with "Private Journal" entered]

Add the total points possible for this assignment.

Select **Online** from the **Submission Type** drop down.
Converting from Blackboard to Canvas

Under **Online Entry Options**, select **Text Entry**

Canvas assignments allow multiple submission attempts by default so do not close off assignment. This way, students will be able to open this assignment over and over, submitting new journal entries each time. The instructor can also communicate with student using the commenting feature in right sidebar.

**How to do a Course Import from Blackboard to Canvas:**

**Part 1: Export and Download Course Zip file from Blackboard**

Go to your Blackboard course

Go to > **Control Panel** > Packages and Utilities

Click on **Export/Archive Course**
Click on **Export Package** button.
Select the Course Materials to Export

Select **ONLY**

Content Area (only **Assignments or Tests, Quizzes or Exams**)
- Announcements
- Calendar
- Discussion Board
- Glossary
- Grade Center Columns and Settings
- Task
- Test, Surveys and Pools
Click **Submit**

You will receive an email letting you that your Export file has been created

Go to > **Control Panel >Packages and Utilities**
A .zip file has been created

Click to save the file to your local hard drive or location of your choice

![Export Package and Archive Course buttons]

File Name

ExportFile_TE0001_20150731013756.zip
Part 2: Upload Course Zip file to Canvas

Login to your Canvas course

On the side navigation menu click on Settings

On the next screen select Import Content into this Course
From the drop down menu select **Blackboard 6/7/8/9 export .zip file**

Once you do the selection you will be prompted to upload the zip file
Make sure to select **All Content** to import all your course content
Click on **Import**
A status bar will appear under **Current jobs** indicating how much of the file has been processed.

Once the course has finished importing you will see the status bar indicating the job has been completed.

The content will appear in the course immediately.
How to import content from Blackboard to Canvas:

Part 1: Create and Download Course Content Zip file from Blackboard

1. From the control panel click on Files and click on your Course ID

You will see a list of all course files that are currently stored in the course. If you have more than one page go to the bottom of the screen and click on Show All
Select all files that you want to move to your Canvas course by clicking in the **empty box to the left of the file type**. To select files at once, click in the empty box in the Column Header.

Once you have selected the files that you want to download, click on **Download Package**.
A download window will appear. Choose where on your computer you'd like the file to be saved. Click Save.

Part 2: Importing the .zip File into Canvas

Now that you have .zip file of a files, you can upload it to your Canvas course files

Login to your Canvas course
On the side navigation menu click on Settings
On the next screen select Import Content into this Course
Converting from Blackboard to Canvas

From the drop down menu select **Unzip .zip file into folder**

Choose the .zip file you created and select **Open**
Choose Course Files to import files to main directory or select the folder you would like your files to go into
Click on Import
A status bar will appear under **Current jobs** indicating how much of the file has been processed.

Once it is completed it will let you know.

The course files will now be available within the **Files** section of your Canvas course.