



Quick Start: Moving from Blackboard to Canvas

The following is the process for transferring your course from Blackboard to Canvas. There are two possible parts to this process: a “Content Area” transfer and a File transfer. For most users, the “Content Area” transfer is all that you will need to do to transfer a course.

After completing the content transfer we recommend that you check that content moved into Canvas as desired. We especially recommend that you check the file attachments, links, and any quizzes or assessments.

If, after auditing the transferred course in Canvas, there are missing files (pdf's, docx's, images, etc.), please follow the “File Transfer Process” directions to transfer files from Blackboard to Canvas.

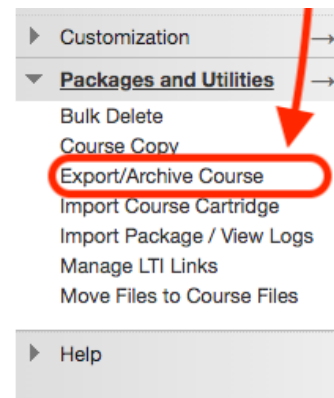
Before doing any transfer, it is recommended that you understand the differences between Canvas and Blackboard and how that will affect the display and function of your content. (Information about basic differences between Blackboard and Canvas can be found at <https://tinyurl.com/bb2canvas-cornell> .)

Content Area Transfer Process

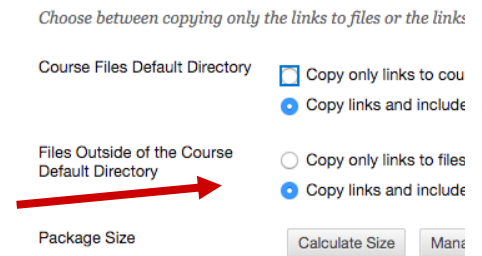
In Blackboard

Export student-facing **content area** to your computer.

1. Navigate to the **Blackboard** course from which you wish to export course content.
2. Click “**Packages and Utilities**” in the left menu
3. Click on the **Export/Archive Course** in the expanded list
4. Click “**Export Package**” button

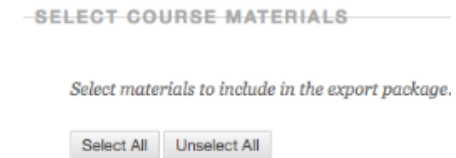


4. **Change** the second set of radio buttons, to select the bottom button to include **“Copy links and include copies outside the default directory”**.

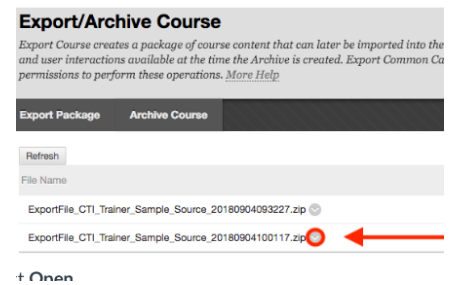


5. Under **Select Course Materials**, click **“Select All”**.

6. Click **“Submit”**.



7. When the export file appears (blue link), click the **chevron arrow** and choose **“Open”** from the dropdown list to save this export file to your computer. Note the name of your file.

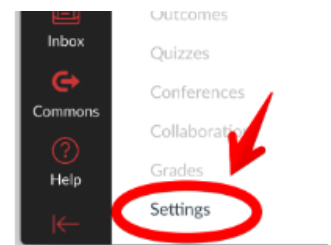


This begins an export download to your computer. Do not unzip this file.

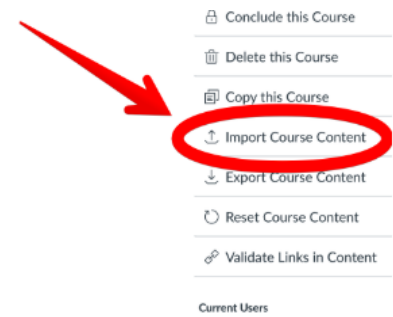
In Canvas

From your computer, import the content area export file to Canvas.

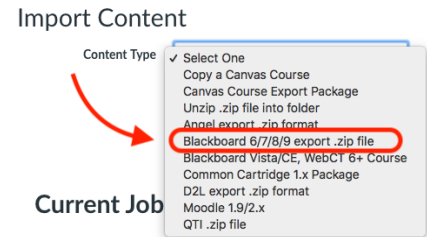
1. Navigate to the **Canvas** course to which you would like to import files.
2. In the **Course Navigation** menu, click the **“Settings”** link.



3. Click on **"Import Course Content"** button (far right).

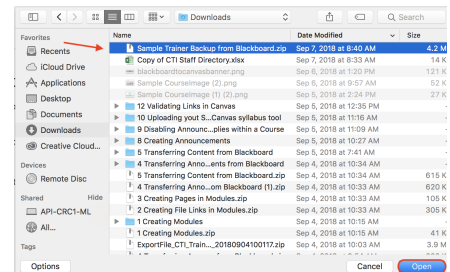


4. Select the **"Blackboard 6/7/8/9 export.zip file"** option from the **"Content Type"** dropdown menu.

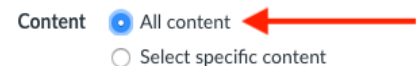


5. Click the **"Choose File"** (or **"Browse"**) button.

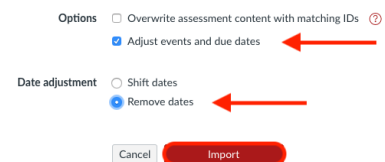
6. Locate the zip file on your computer and click the **"Open"** button.



7. Select **"All Content"**. (You also can selectively curate the specific content to move.)



8. Select **"Adjust events and due dates"**, and then select **"Remove dates"**. (We do not recommend choosing "Shift dates" to date-shift all of your Content at this time.)



9. Click the **"Import"** button



Note: Content transferred via this process will display on the **Modules Index Page**, reached by clicking **Modules** in **Course Navigation**.

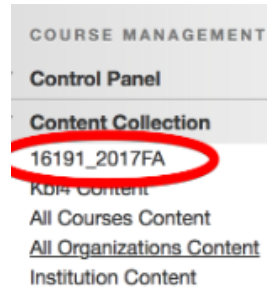
Note: Check all hyperlinks within content, as links directing to content which previously existed in Blackboard may not work properly.

File Transfer Process

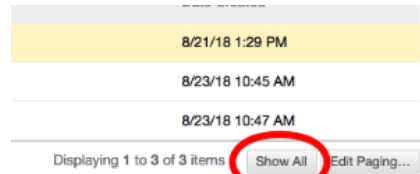
In Blackboard

Export file repository (all of the files you've uploaded to the course) to your computer.

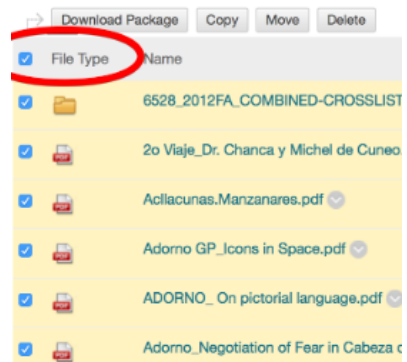
1. Navigate to the **Blackboard** course from which you wish to export course files.
2. Click "**Content Collection**" in the left menu
3. Click on the **first link** in the expanded list (**corresponds to your course name**)
4. Scroll to the bottom of the page and click on the "**Show All**" button. (bottom right)



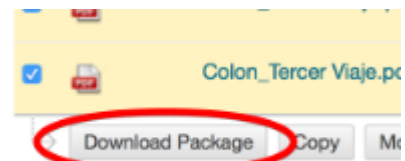
5. Place a check mark in the box next to "**File Type**" to select all of your files. (top left)
(Note: De-select any files in this list that are indicated with a folder icon)



6. Click on the "**Download Package**" button. Note the name of the file.



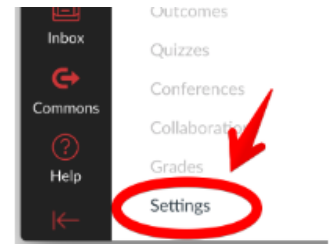
This begins a (zip file) download to your computer. Do not unzip this file.



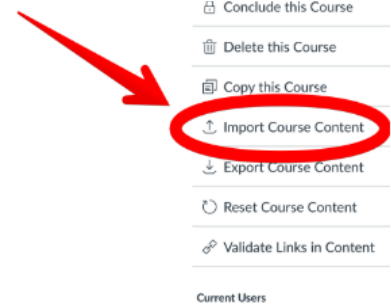
In Canvas

Import the file repository from your computer to Canvas.

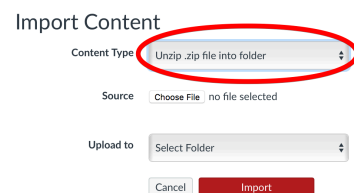
3. Navigate to the **Canvas** course to which you would like to import files.
4. In the **Course Navigation** menu, click the **"Settings"** link.



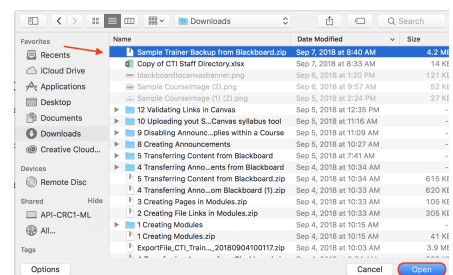
3. Click on **"Import Course Content"** button (far right)



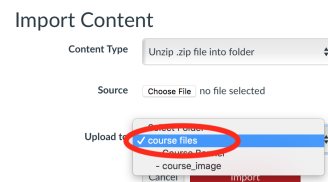
4. Select the **"Unzip .zip file into folder"** option from the **"Content Type"** dropdown menu.
5. Click the **"Choose File"** (or **"Browse"**) button.



6. Locate the file on your computer and click the **"Open"** button.



7. From the **"Upload To"** dropdown menu, select **"Course Files"**



8. Click the **Import** button.


Import Content

Content Type Unzip .zip file into folder

Source Choose File 16191_2017FA.zip

Upload to course files

Cancel Import



Note: Files transferred via this process can be reached by clicking **Files** in **Course Navigation**.