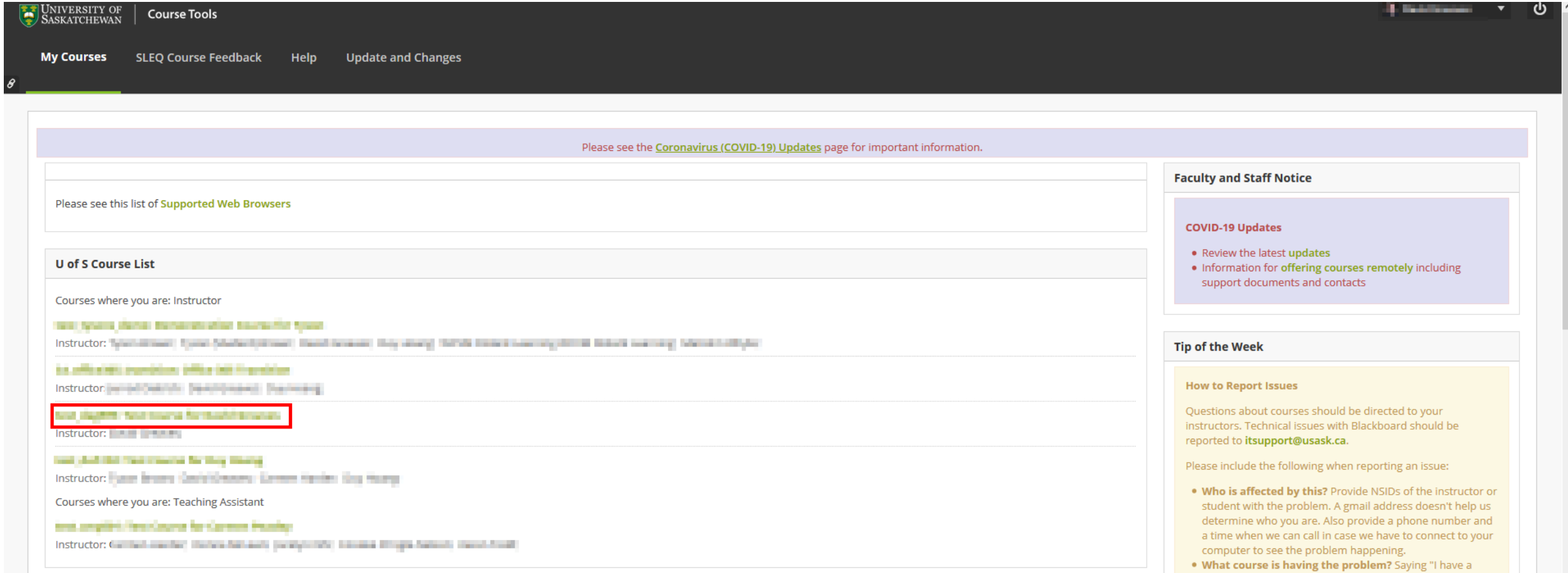


Exporting Blackboard Content

Moving it into Canvas

1. Navigate to the course you'd like to export in Blackboard

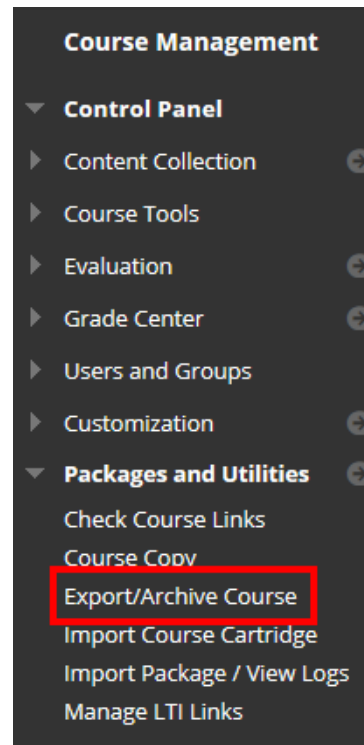


The screenshot shows the Blackboard Course Tools interface. At the top, there is a navigation bar with the University of Saskatchewan logo and the text "Course Tools". Below this, there are several menu items: "My Courses", "SLEQ Course Feedback", "Help", and "Update and Changes".

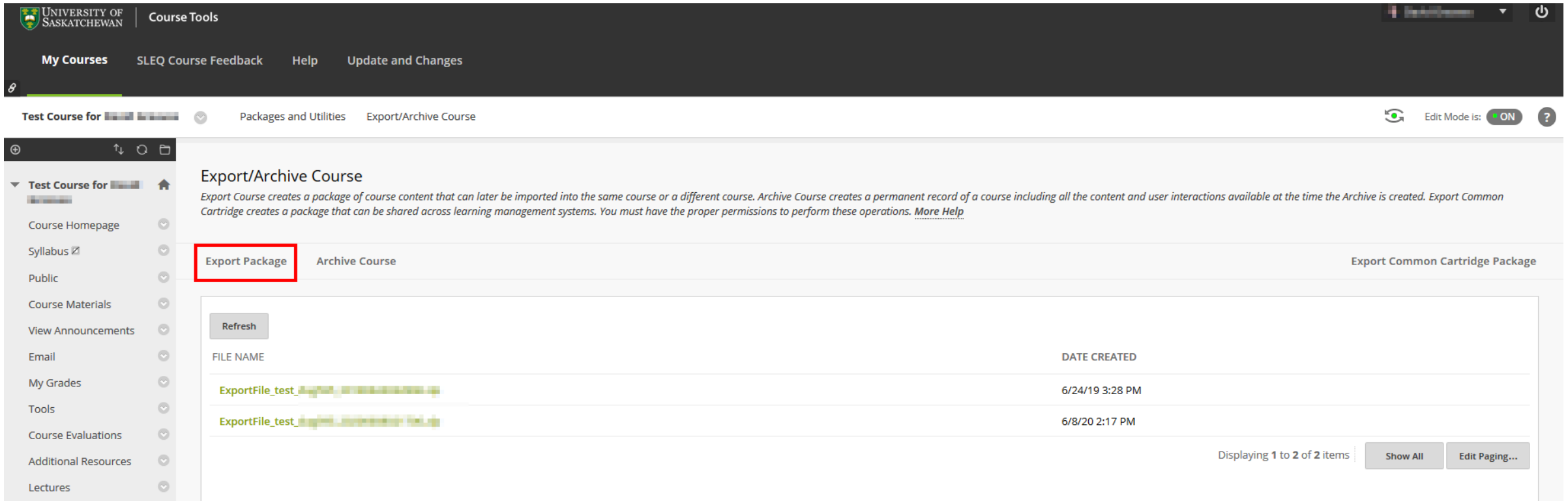
The main content area is divided into several sections:

- A purple banner at the top of the main content area with the text: "Please see the [Coronavirus \(COVID-19\) Updates](#) page for important information."
- A white box containing the text: "Please see this list of [Supported Web Browsers](#)".
- A section titled "U of S Course List" with two sub-sections:
 - "Courses where you are: Instructor" containing three rows of course information. The second row is highlighted with a red box. The course name is "U of S - 1000 - Introduction to Business" and the instructor is "L. Smith".
 - "Courses where you are: Teaching Assistant" containing one row of course information.
- A "Faculty and Staff Notice" section with a purple background and the text: "COVID-19 Updates" followed by two bullet points:
 - Review the latest [updates](#)
 - Information for [offering courses remotely](#) including support documents and contacts
- A "Tip of the Week" section with a yellow background and the text: "How to Report Issues" followed by a paragraph and a list of two bullet points:
 - Who is affected by this?** Provide NSIDs of the instructor or student with the problem. A gmail address doesn't help us determine who you are. Also provide a phone number and a time when we can call in case we have to connect to your computer to see the problem happening.
 - What course is having the problem?** Saying "I have a

2. Under the **Course Management** area in the left-hand sidebar, go to **Export/Archive Course** within the **Packages and Utilities** submenu



3. Click Export Package



The screenshot shows the 'Course Tools' interface for a course. The main navigation bar includes 'My Courses', 'SLEQ Course Feedback', 'Help', and 'Update and Changes'. The current page is 'Export/Archive Course', with sub-navigation for 'Packages and Utilities' and 'Export/Archive Course'. The left sidebar lists various course management options, with 'Export Package' highlighted in a red box. The main content area displays a table of exported files.

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](#)

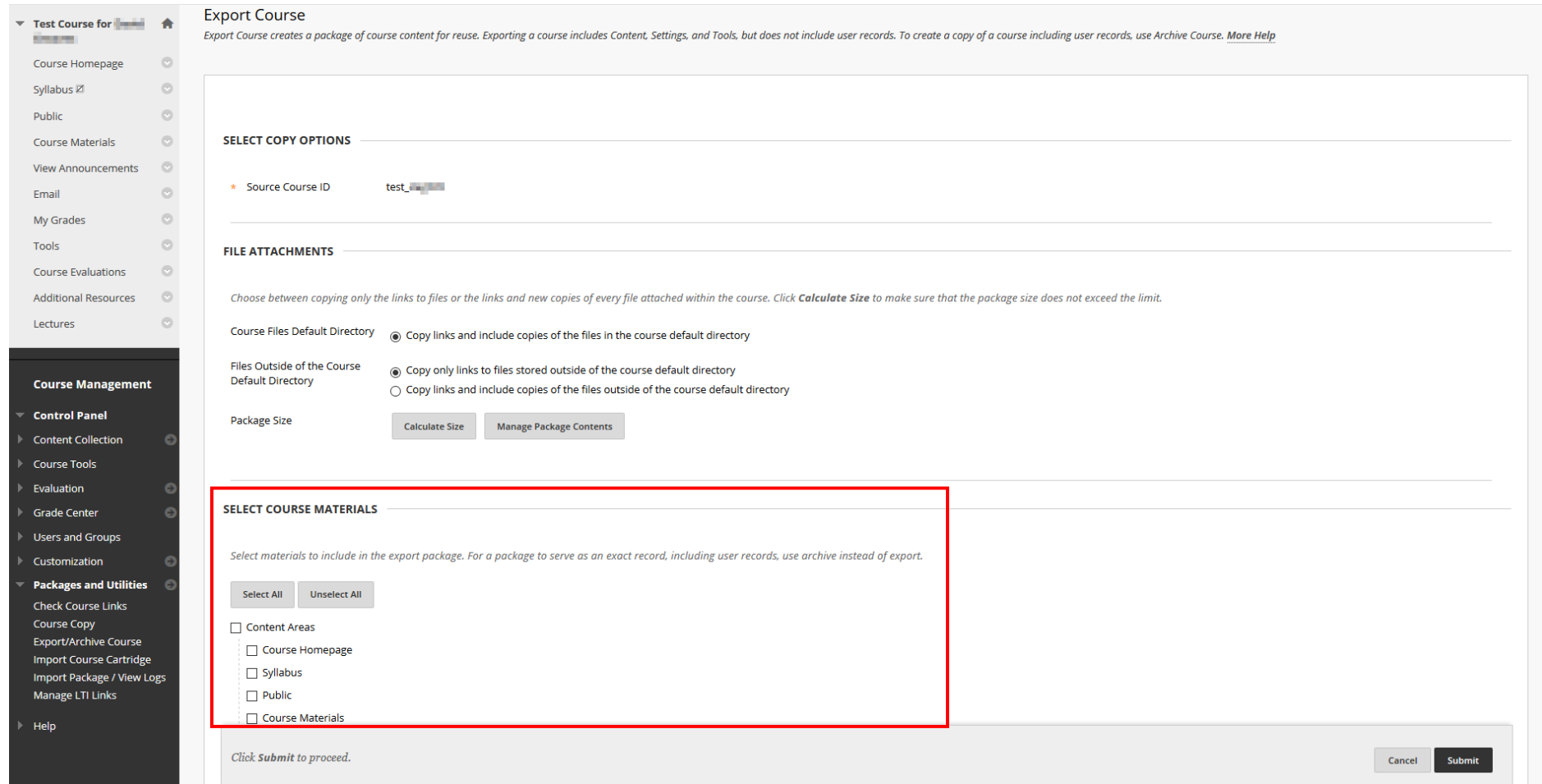
Export Package Archive Course Export Common Cartridge Package

Refresh

FILE NAME	DATE CREATED
ExportFile_test_...	6/24/19 3:28 PM
ExportFile_test_...	6/8/20 2:17 PM

Displaying 1 to 2 of 2 items Show All Edit Paging...

4. Select as much or as little content as you'd like to migrate



Test Course for [redacted]

- Course Homepage
- Syllabus
- Public
- Course Materials
- View Announcements
- Email
- My Grades
- Tools
- Course Evaluations
- Additional Resources
- Lectures

Course Management

- Control Panel**
 - Content Collection
 - Course Tools
 - Evaluation
 - Grade Center
 - Users and Groups
 - Customization
- Packages and Utilities**
 - Check Course Links
 - Course Copy
 - Export/Archive Course
 - Import Course Cartridge
 - Import Package / View Logs
 - Manage LTI Links
- Help

Export Course

Export Course creates a package of course content for reuse. Exporting a course includes Content, Settings, and Tools, but does not include user records. To create a copy of a course including user records, use Archive Course. [More Help](#)

SELECT COPY OPTIONS

Source Course ID: test_ [redacted]

FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.

Course Files Default Directory Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory Copy only links to files stored outside of the course default directory
 Copy links and include copies of the files outside of the course default directory

Package Size


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.

- Content Areas
 - Course Homepage
 - Syllabus
 - Public
 - Course Materials

Click **Submit** to proceed.

5. Click **Submit** in the bottom-right corner of the page

Test Course for [redacted] 

- Course Homepage
- Syllabus
- Public
- Course Materials
- View Announcements
- Email
- My Grades
- Tools
- Course Evaluations
- Additional Resources
- Lectures

Course Management

- Control Panel
 - Content Collection
 - Course Tools
 - Evaluation
 - Grade Center
 - Users and Groups
 - Customization
- Packages and Utilities
 - Check Course Links
 - Course Copy
 - Export/Archive Course
 - Import Course Cartridge
 - Import Package / View Logs
 - Manage LTI Links
- Help

Export Course

Export Course creates a package of course content for reuse. Exporting a course includes Content, Settings, and Tools, but does not include user records. To create a copy of a course including user records, use Archive Course. [More Help](#)

SELECT COPY OPTIONS

* Source Course ID: test_[redacted]

FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.

Course Files Default Directory Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory Copy only links to files stored outside of the course default directory
 Copy links and include copies of the files outside of the course default directory

Package Size

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.

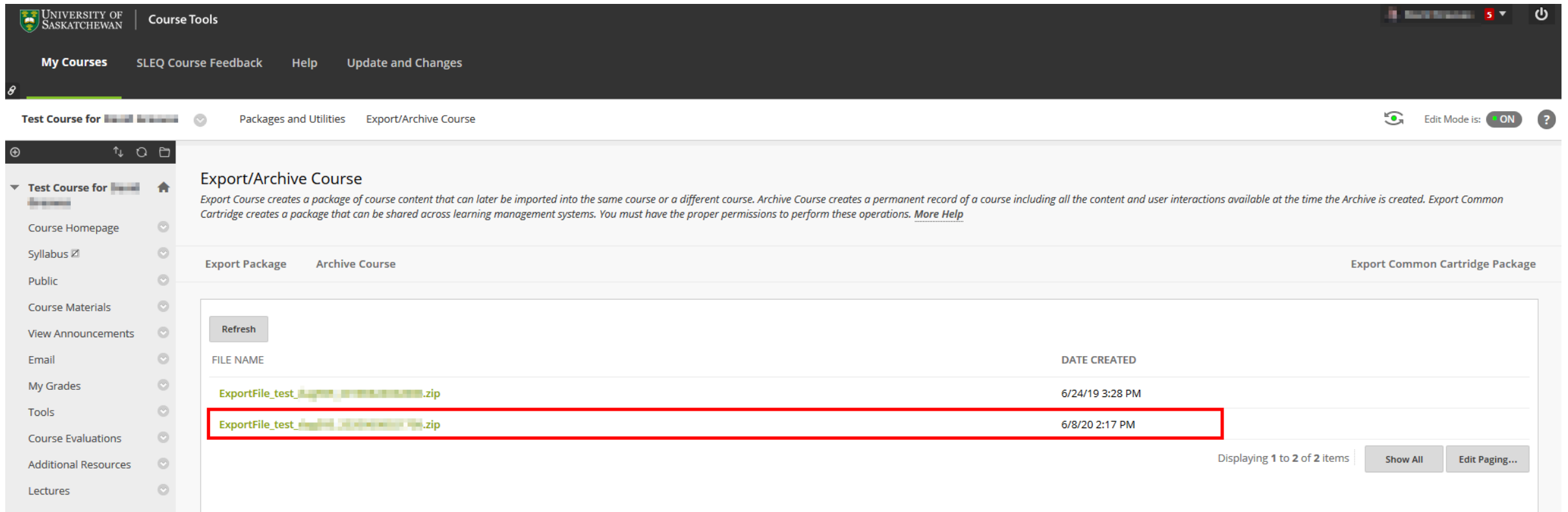
Content Areas

- Course Homepage
- Syllabus
- Public
- Course Materials

Click **Submit** to proceed.

6. Blackboard will need some time to package your course, but you will receive an email once the export is ready for you to download

7. From the **Export/Archive Course** area find the most recently created course export and click on it



UNIVERSITY OF SASKATCHEWAN | Course Tools

My Courses | SLEQ Course Feedback | Help | Update and Changes

Test Course for [redacted] Packages and Utilities | Export/Archive Course | Edit Mode is: ON

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](#)

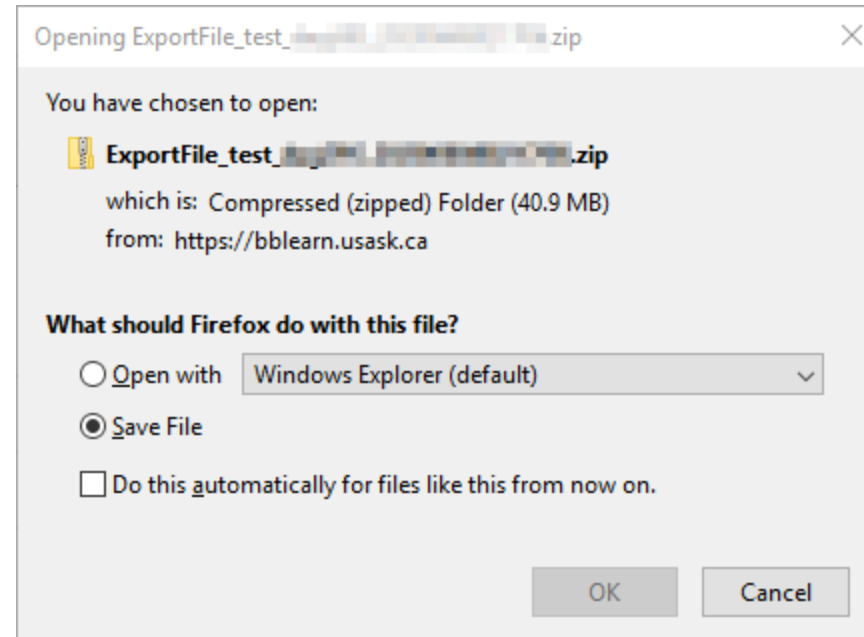
Export Package | Archive Course | Export Common Cartridge Package

Refresh

FILE NAME	DATE CREATED
ExportFile_test_...zip	6/24/19 3:28 PM
ExportFile_test_...zip	6/8/20 2:17 PM

Displaying 1 to 2 of 2 items | Show All | Edit Paging...

8. Save the file when prompted to do so, making note of where you save it



9. Delete the export file from your Blackboard course after you save it to prevent performance issues in Blackboard

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same Blackboard course. Cartridge creates a package that can be shared across learning management systems. You can also export course content to a file.

Export Package Archive Course

Refresh

FILE NAME

ExportFile_test_...zip

ExportFile_test_...zip

- Open
- View Basic Log
- View Detailed Log
- Delete

10. Go to Canvas



CAS Login

Sign in

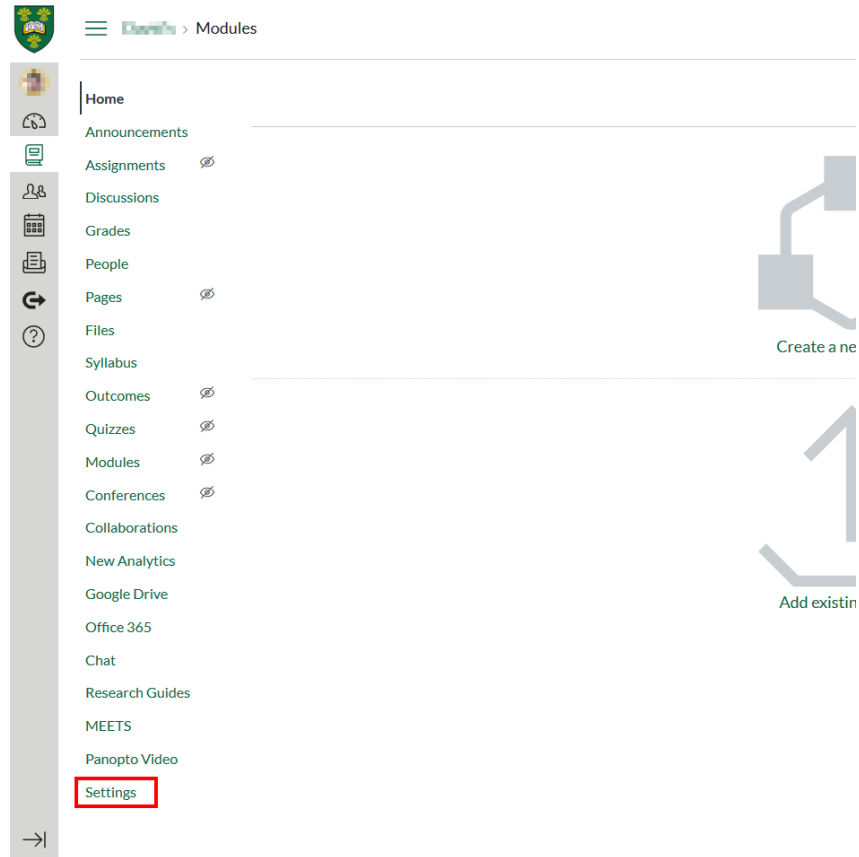
[Forgot password?](#)

[Help](#)

11. Go to the course where you'd like to import the content

The screenshot shows a dashboard interface for the University of Saskatchewan. On the left is a vertical navigation menu with icons for home, calendar, documents, users, calendar, reports, refresh, and help. The main area is titled 'Dashboard' and contains five course cards. The first card, 'Ready to Import', is highlighted with a red border and features a green background with a person's face. The other cards are 'Canvas Training Course', 'Test', 'Canvas LMS Learning Plan', and 'Canvas LMS'. On the right side, there are three sections: 'To Do' with two items, 'Coming Up' with a 'View Calendar' link, and 'Recent Feedback' with one item.

12. Go to **Settings** at the bottom of the menu on the left-hand side of your course.

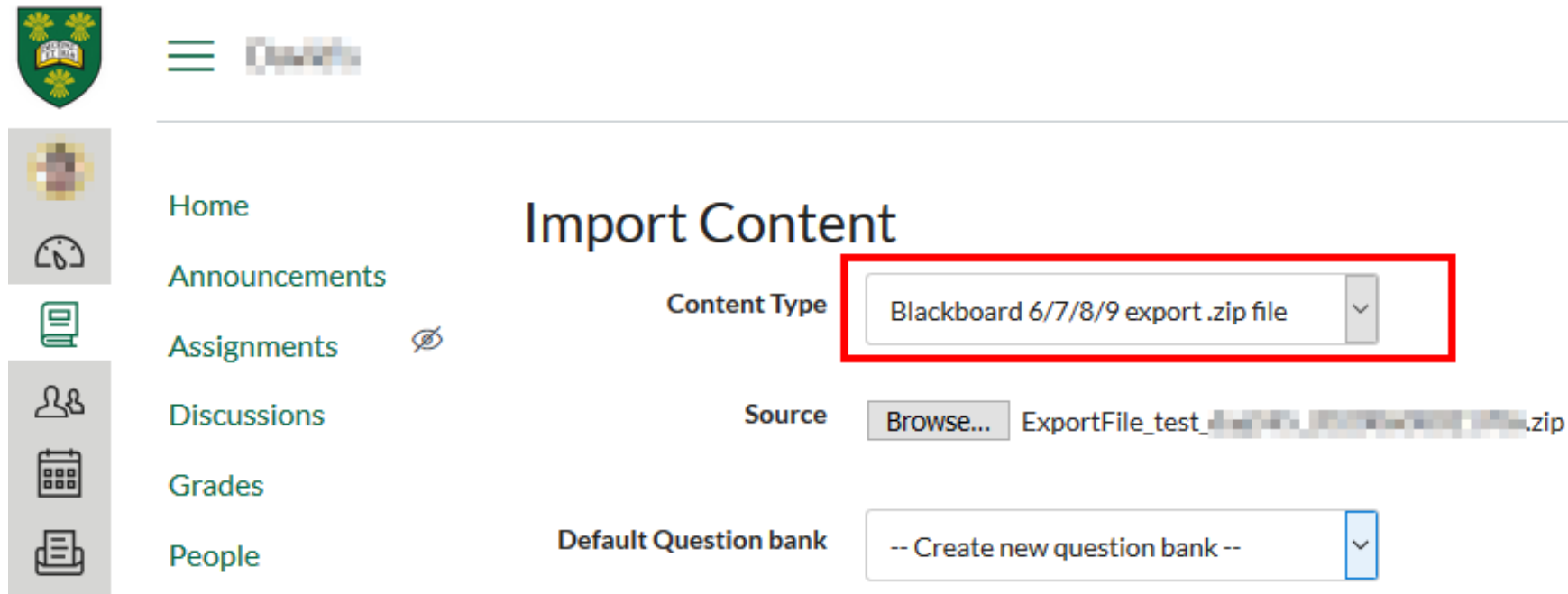


The screenshot shows the course navigation interface. On the left is a vertical menu with icons and labels. The 'Settings' option at the bottom is highlighted with a red rectangular box. The main content area on the right shows a breadcrumb trail 'Home > Modules' and a list of course components: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, New Analytics, Google Drive, Office 365, Chat, Research Guides, MEETS, and Panopto Video. There are also two large grey icons on the right side of the main area, one labeled 'Create a ne' and the other 'Add existin'.

13. In the right-hand sidebar of the **Settings** page, click **Import Course Content**

The screenshot shows the Canvas LMS Settings page for a course. The page is titled "Settings" and has a navigation menu on the left with options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, and Collaborations. The main content area is titled "Course Details" and includes tabs for Course Details, Sections, Navigation, Apps, and Feature Options. The "Course Details" tab is active, showing fields for Image, Name, Course Code, Blueprint Course, Time Zone, SIS ID, Subaccount, and Term. The "Time Zone" field is set to "Saskatchewan (-06:00)". The "Image" field shows a profile picture of a person. The "Name" field is "Specialized Course". The "Course Code" field is "Specialized". The "Blueprint Course" field is "No". The "SIS ID" field is "Specialized". The "Subaccount" field is "Manually-Created Courses". The "Term" field is "Default Term". In the top right corner, there is a "Course is Unpublished" notification. On the right-hand sidebar, there are several options: Share to Commons, Student View, Course Statistics, Course Calendar, Conclude this Course, Import Course Content (highlighted with a red box), Export Course Content, Reset Course Content, and Validate Links in Content. Below these options, there is a "Current Users" section showing "Students: 21".

14. In the **Content Type** drop-down menu, select **Blackboard 6/7/8/9 export .zip file**



Home

Announcements

Assignments

Discussions

Grades

People

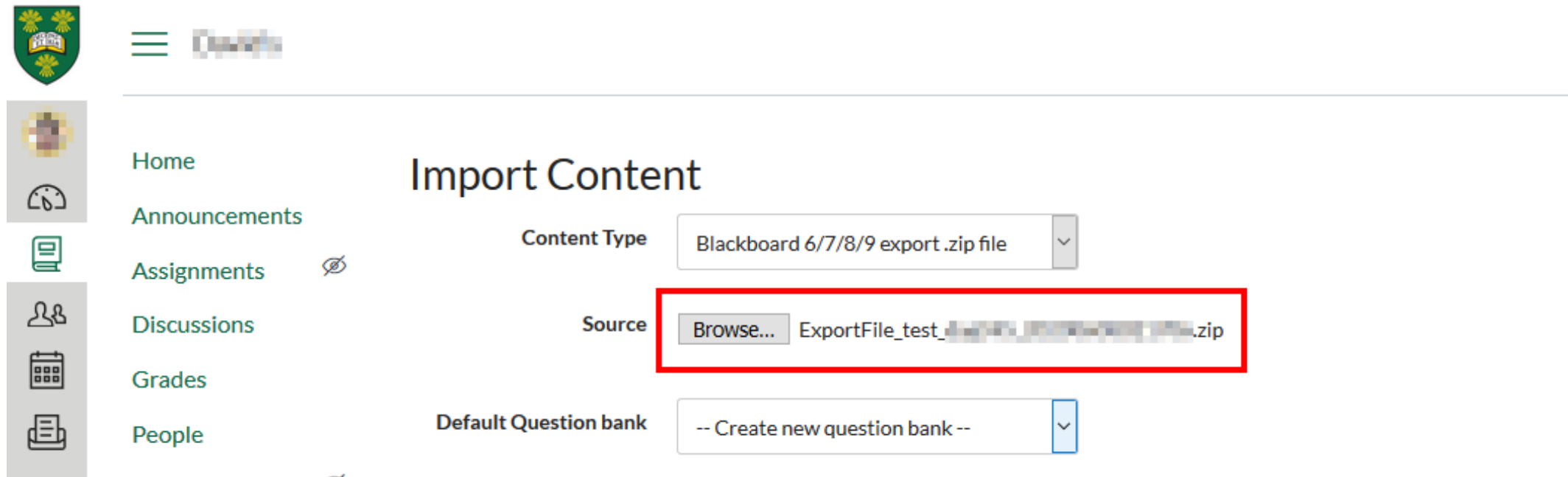
Import Content

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

Source ExportFile_test_...zip

Default Question bank -- Create new question bank --

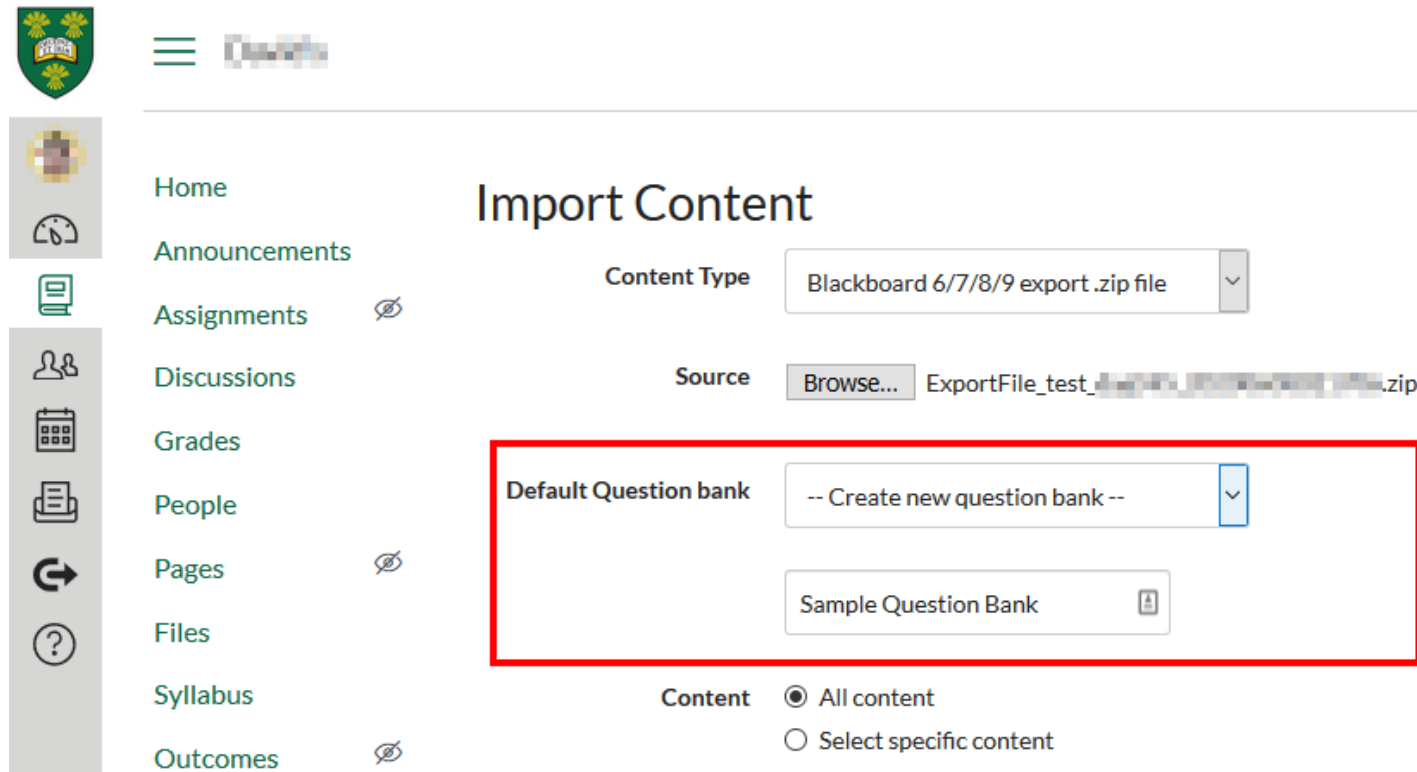
15. Click the **Browse** button that appears to find the select the .zip file you downloaded in step 8



The screenshot shows the Blackboard 'Import Content' page. On the left is a navigation menu with icons for Home, Announcements, Assignments, Discussions, Grades, and People. The main content area is titled 'Import Content' and contains three fields:

- Content Type:** A dropdown menu set to 'Blackboard 6/7/8/9 export .zip file'.
- Source:** A field containing a 'Browse...' button and the text 'ExportFile_test_...zip'. This field is highlighted with a red rectangular box.
- Default Question bank:** A dropdown menu set to '-- Create new question bank --'.

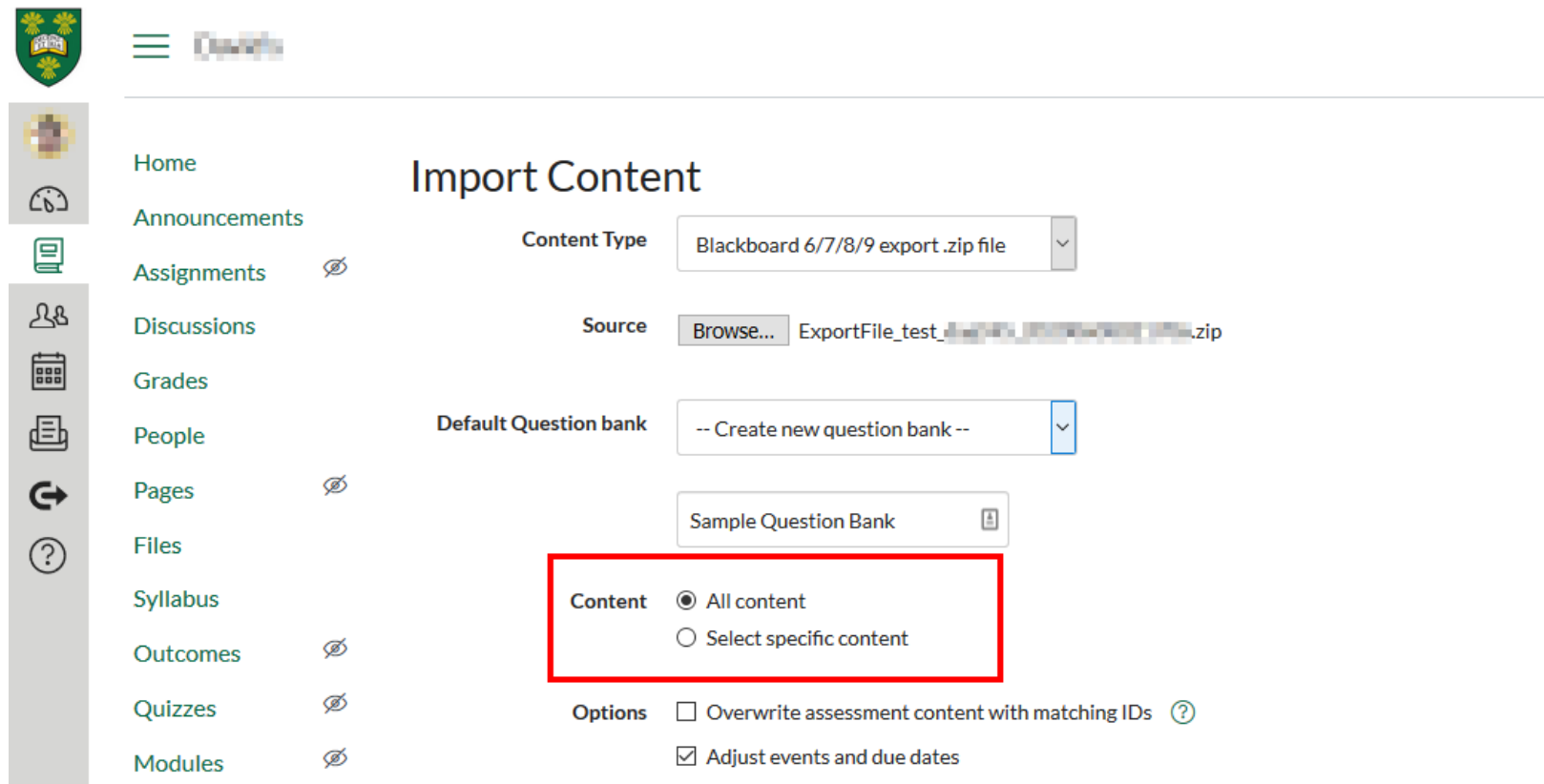
16. Select the **Default Question bank** from the menu, into which your Blackboard test questions will be added, noting the option that you can instead choose to create a new one



The screenshot shows the Blackboard 'Import Content' interface. On the left is a navigation menu with icons for Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, and Outcomes. The main content area is titled 'Import Content' and includes the following elements:

- Content Type:** A dropdown menu set to 'Blackboard 6/7/8/9 export .zip file'.
- Source:** A 'Browse...' button followed by the filename 'ExportFile_test_...zip'.
- Default Question bank:** A dropdown menu with two options: '-- Create new question bank --' and 'Sample Question Bank'. This section is highlighted with a red rectangular box.
- Content:** Two radio button options: 'All content' (which is selected) and 'Select specific content'.

17. Select whether you'd like to import all content or just specific content from Blackboard



The screenshot shows the Blackboard 'Import Content' interface. On the left is a navigation menu with icons for Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, and Modules. The main content area is titled 'Import Content' and contains the following fields:

- Content Type:** A dropdown menu set to 'Blackboard 6/7/8/9 export .zip file'.
- Source:** A 'Browse...' button followed by the filename 'ExportFile_test_...zip'.
- Default Question bank:** A dropdown menu set to '-- Create new question bank --'.
- Content:** A section with two radio button options: 'All content' (which is selected) and 'Select specific content'. This section is highlighted with a red rectangular box.
- Options:** Two checkboxes: 'Overwrite assessment content with matching IDs' (unchecked) and 'Adjust events and due dates' (checked).

18. Selecting **Adjust events and due dates** will allow you to map the beginning and end dates of the upcoming academic term such that Canvas will attempt to shift the dates found in the Blackboard items to match the upcoming academic term

You can **Remove Dates** instead, which will mean that you'll have to go into each item to manually set new dates

19. Click Import

The screenshot shows the 'Import Content' page in Blackboard. On the left is a navigation menu with icons and labels for Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, New Analytics, Google Drive, Office 365, Chat, Research Guides, MEETS, Panopto Video, and Settings. The main content area is titled 'Import Content' and contains the following fields and options:

- Content Type:** A dropdown menu set to 'Blackboard 6/7/8/9 export.zip file'.
- Source:** A 'Browse...' button followed by the text 'ExportFile_test_...zip'.
- Default Question bank:** A dropdown menu set to '-- Create new question bank --'.
- Content:** Radio buttons for 'All content' (selected) and 'Select specific content'.
- Options:** Checkboxes for 'Overwrite assessment content with matching IDs' (unchecked) and 'Adjust events and due dates' (checked).
- Date adjustment:** Radio buttons for 'Shift dates' (selected) and 'Remove dates'.
- Beginning date:** A date picker set to 'Jan 2, 2020' with a 'change to' button and another date picker set to 'Sep 8, 2020'.
- Ending date:** A date picker set to 'Apr 30, 2020' with a 'change to' button and another date picker set to 'Dec 31, 2020'.
- Substitution:** A '+ Substitution' button.
- Buttons:** 'Cancel' and 'Import' buttons at the bottom. The 'Import' button is highlighted with a red rectangular box.

All Done!

- Go through the content to ensure it all works as intended
 - Click **Validate Links in Content** in the right-hand sidebar of your course's **Settings** menu
 - Check if **Files** transferred properly
 - Review your **Pages** and **Modules** pages, making edits as necessary
 - Look over any **Assignments**
 - Check out the **Quizzes** to make sure they transferred well
 - Enter **Student View** in Canvas (in the **Settings** area) to make sure things are visible that should be
 - Reupload any SCORM modules