Exporting Blackboard Content

Moving it into Canvas
1. Navigate to the course you’d like to export in Blackboard
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
4. Select as much or as little content as you’d like to migrate
5. Click **Submit** in the bottom-right corner of the page
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.
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.
10. Go to Canvas
11. Go to the course where you’d like to import the content
12. Go to **Settings** at the bottom of the menu on the left-hand side of your course.
13. In the right-hand sidebar of the Settings page, click Import Course Content
14. In the **Content Type** drop-down menu, select **Blackboard 6/7/8/9 export .zip file**
15. Click the **Browse** button that appears to find the select the .zip file you downloaded in step 8.
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.
17. Select whether you’d like to import all content or just specific content from Blackboard.
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
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