Blackboard
Course Content Migration

**Guide for
School Canvas Admins**

How to Migrate Course Content from Blackboard to Canvas

You may **export** your course from Blackboard and then **import** the resulting zip file into Canvas. Detailed instructions are linked in the steps below.
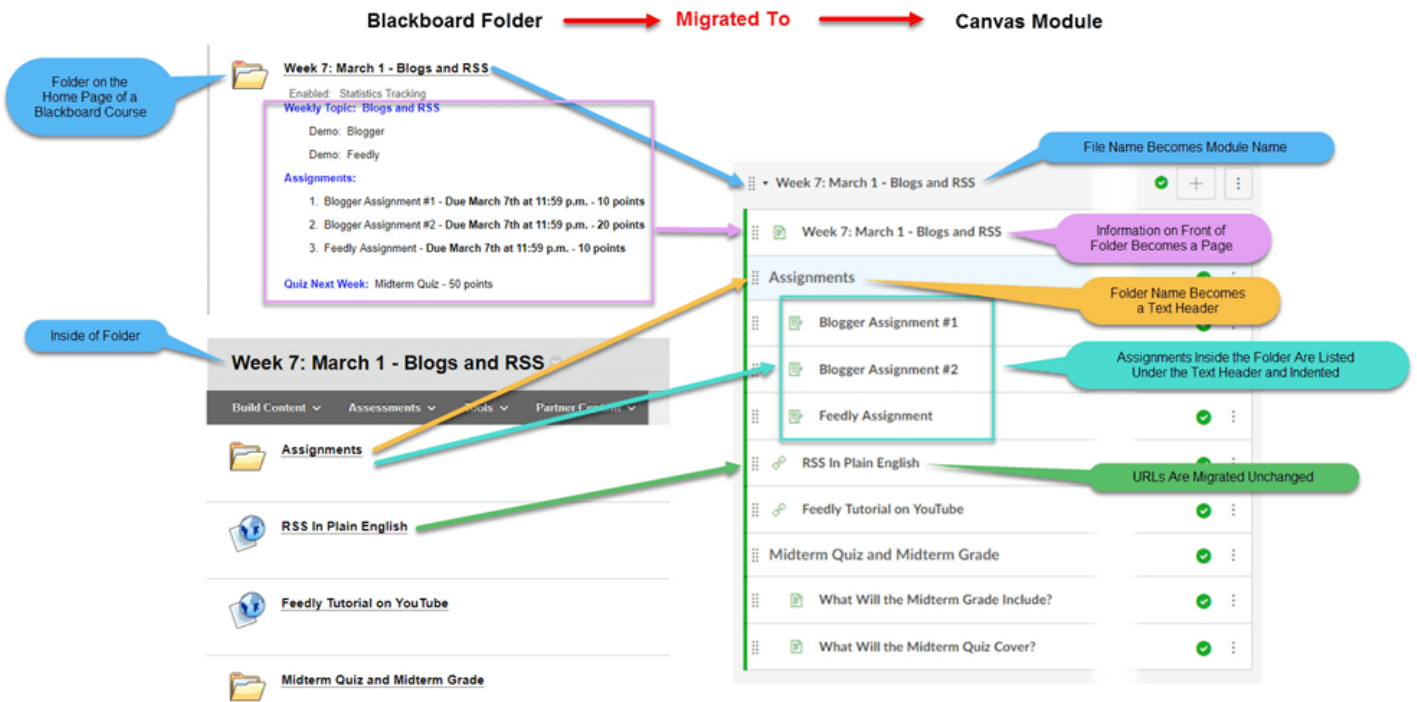
To migrate your course content from Blackboard to Canvas:

1. Using the Migration Report, answer questions about your Blackboard course. The report results will include a recommended migration approach and tips to prepare your course in Canvas. Be sure to download and save a copy of the report results for future reference.
2. Review your Migration Report results.
3. If recommended by the Migration Report, export content from Blackboard by downloading the course package. Open the course in Blackboard, choose **Control Panel** > **Packages and Utilities** > **Export/Archive Course**.
4. If your exported a course package, import the file into Canvas. Open the course shell in Canvas, choose **Settings** > **Import Course Content**. Be sure to select **Blackboard 6/7/8/9 export .zip** file.
5. Prepare your course using the tips provided in your Migration Report.
6. Upload any additional files, modify the course as needed, and publish individual items (i.e., modules, pages, assignments, quizzes, discussions).
7. Using Student View, test all aspects of your course to be sure everything works as intended.
8. When you're ready for students to access the course, publish the course.

Watch a video to see a demo of the course migration process.

Blackboard Content Migrated to Canvas

The illustration below shows how a Blackboard folder will look after it is migrated to Canvas. All of the content from the Blackboard folder is moved, but is formatted in a slightly different way in a Canvas module. The name of the folder becomes the name of the Canvas module.

One of the biggest differences is that Canvas does not nest items. Instead, everything is visible at once with the name of the nested folders in Blackboard becoming text headers in Canvas. The contents of the folders are displayed indented under the text header.

If you use the front of a Blackboard folder to give information or instructions, you may want to rename the Canvas page to give it more context. For example, in the illustration below, the Canvas page **Week 7: March 1 – Blogs and RSS**, derived from the Blackboard folder of the same name, might be renamed **Week 7: Summary** to indicate to students that it provides a summary of the week's instructions.

How Do I get Help?

The more you know about Canvas, the easier the transition to the new LMS will be. We offer Canvas training in a variety of formats, including help with migration. You may schedule an Office Hours appointment or contact your Canvas School-Level Support. Be sure to allow enough lead time before your course begins to schedule appointments, complete the migration process, and review your migrated course content.