Blackboard to Canvas Migration Video

Objectives

- Learn How Course Content Menu/Folders Imports to Modules
- Learn How Items Import into Canvas
- Learn How to Publish and Edit an Imported Quiz
- Learn How Discussion Forum Import into Canvas and Add to A Module
- Learn How Grade Center Imports into Canvas
- Learn How to Edit Assignment Groups

Script

Step	Action - Description	Script - Narration
1.	Opening Screen	In this video you will learn how Blackboard folders, items, discussions, pools and gradebook import into Canvas. Before exporting your Blackboard course, be sure remove any files and content you no longer need in your course. Think of it as a fresh start and a great way to learn an awesome LMS.
2.	Point to Folders in Blackboard	As you can see in Blackboard, the course contains folders for each week whereas Canvas uses Modules, so students easily move through the course.
3.	Point to Week 1 Description in Blackboard	Under the Week 1 link, there is a brief description "Week 1 overview and information." This description will import into Canvas as a single Page. This is a great example of an item you might want to delete before you export your Blackboard course.
4.	Select Week 1 Link in Blackboard	To see the folder's content, select the "Week 1" link. Notice, the folder contains a file, item and test.
5.	Select Module Link in Canvas	After importing your Blackboard course into Canvas, you can see the same course content by selecting on the Modules link in the course navigation bar on the left.
6.	Point to Content Folder	The imported folder content is now in the Module named "Content"
7.	Point to Week One Header	The "Week One" folder is a header within the Content module with all the folder contents below, so students see all the course information for Week 1 without drilling into the folder.
8.	Select Week One Page to Open and Delete	The first page listed in this module, is the Week One description. If you forgot to delete this description before exporting, you can delete it by selecting on the title and then "Delete this Page" on the right sidebar.
9.	Point to and Show file	In Blackboard, the file "Create and Deploy a Quiz" has imported into Canvas as a file in the module and opens in preview mode.
10.	Enlarge and Scroll Doc in Preview	In preview mode, students can enlarge the image and scroll down to read the entire document without ever leaving canvas.

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11.	Select Summary Note Page	Because the item "Summary Note" contains a description, it will import into Canvas as a Content page - indicated by the page icon.
12.	Point to Page Link	The pdf file does not have the preview mode after importing; however, there are two ways to remedy this.
13.	Point to and Select Edit This Page"	One way is to select "edit this page" on the right-side bar, highlight the text, and select the files tab on the upper right of the screen.
14.	Scroll to File	Scroll down in the course files until you find the file you want to add.
15.	Select File	Select that file and you will notice a flash of yellow on the page for a moment to let you know that it is being linked to that file.
16.	Select Save Changes	Select Save changes on the bottom right.
17.	Point to Preview Icon and File Link	Now there is an icon of a paper with a magnifying glass next to the document. Students will have the choice of opening the pdf file outside of canvas or simply selecting on the icon to preview it inside this page.
18.	Select Add Item to Module	The second way to allow your students to preview a file, is to add the file directly into the module without the description. Just select "add item to module."
19.	Open Drop-down Menu	Use the drop-down bar to select "File"
20.	Select File and Add Item Button	Select the File you want to add and select the "Add Item" button. Now that file is inserted directly into the module, and you can simply drag it into place.
21.	Select the Preview Page	Here are the two options again. Option 1, add the preview into the page.
22.	Select the Preview File	Option 2, add the file into the module.
23.	Point and select button	To add a new module, select Add a "New Module" on the upper right.
24.	Type in Name and Select Add Module	Name the Module "Week 2" and select "Add Module"
25.	Hover and Drag Folder	You will see the Module is at the bottom and you can just drag your Week Two folder content into the new "Week 2" module we created.
26.	Point to Separated Modules	If your Blackboard course consisted of Learning Modules, those will import into Canvas as separate modules.
27.	Select Discussion Link	In Blackboard, Discussions do not import into modules. You will find Discussions in the Discussion link in the course navigation on the left.
28.	Select Modules and Add Item Link	You can easily add a discussion to the module by going to the Modules link and selecting "Add item to this Module"
29.	Select Drop-down and Add Item	Select Discussion in the drop-down menu to see your imported discussions, select, for example, General Course Discussion, and select the "Add Item" button.

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30.	Point to Bottom of Module List	Any new modules or items added will be placed on the bottom of the list. Therefore, you will find the discussion we just added on the bottom.
31.	Drag Discussion into Place	You can easily move it into place by hovering over the arrows on the left and dragging it into place.
32.	Point and Select Arrows to Indent	You will notice that it is not aligned with the other items, just select the arrow on the right and it will insert a tab. Now it is all in line.
33.	Select Discussion Title	To open the discussion, select the title.
34.	Point to the Head Icon	The creator's information and student posts will not import over with the discussion content.
35.	Select Gear Icon	To edit a discussion, select the gear icon on the upper right.
36.	Point to Options and Input Data	To make changes, edit the discussion post using the rich content editor. You also have various options to choose from such as adding an attachment, allowing for threaded posts, delay posting until a certain date and time, requiring students to post before they see the replies of others, and use for grading where you can assign points, place in an assignment group and have a due date.
37.	Select Save	Once you have the discussion set to your liking, be sure to save it.
38.	Point to Extra Options	Notice you have more options for the discussion- additional assignment settings, a link to Speed Grader, and add a rubric.
39.	Select Quizzes Link	Now, let's check out how quizzes are imported by selecting the quizzes link in the course navigation. Quizzes and question pools import cleanly; however, be sure to review the quizzes for accuracy.
40.		Your quizzes will import as unpublished quizzes.
41.		Select a Quiz name. Hit edit on the upper right.
42.		In the quiz settings tab, you will see that Type, Group, Time Limit, and Attempts were retained in the import and add additional preferred options.
43.	Point to and Select One Option at a Time	By default, Canvas shows all the questions on one page. However, you can choose to have questions shown one at a time and even lock it after the question is answered.
44.		Select the Questions tab to review and edit your questions. Canvas does not recognize all the question types in Blackboard. Therefore, you may find some questions come over as text such as this example.
45.	Select Show Question Detail	Select "Show Question Detail" on the upper left to review the entire questions.
46.	Hover to Right to Display Icon	If you want to edit questions, just hover to the right of the question, and select the pencil icon.

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47.	Hover Right to Display Icon	Select the "x" icon to delete the question.
48.	Point to Quiz Info	When you are ready, select the blue button on the upper right to publish the quiz.
49.	Select Quiz Link	Go to the quizzes tab on the course navigation
50.	Select Manage Question Banks	Select "Manage Question Banks" on the upper right and a list of all your question banks (formerly known as pools) will appear. Any question pools you created in Blackboard will appear as question banks in Canvas. However, before you export your Blackboard course, clean up pools by deleting pools you have multiple copies, or you have not used.

If the pool has not been used in a test, you will see the delete menu option on the pool. On the other hand, if you have used the pool in the test, you will not be able to see the delete menu option at all. In this case, you will need to delete the test associated with pool first to remove the pool. |
51.	Select Question Bank Title	Select a title to edit the Question bank.
52.	Hover to Show Icons	On the left of the question, you have the opportunity to edit the question using the pencil icon or delete using the trash can icon.
53.	Point to Move/Copy Link	At the bottom of the question, you also have the option to move or copy the question to another test bank.
54.	Point to Options on Right	On the right, you can delete the test bank, bookmark it for convenience, or align an outcome to the question bank.
55.	Select Grades Link	Onto the gradebook. Select the Grades link in the course navigation. The gradebook in Canvas is populated by assignments you create within canvas. Assignments are anything that can be assessed including assignments, quizzes, and discussions.
56.	Point to Assignments	You will see assignments imported from Blackboard appear on the top left in the gradebook.
57.	Point to Assignment Groups	In the top row on the right, you will see dark print listing assignment groups imported over from Blackboard. You could delete these items or deselect them before exporting your Blackboard content, so they don't appear in your Canvas gradebook.
58.	Select course home and Assignment link	To delete them in Canvas, select "course home" and select the assignments link in your course navigation on the left to edit to remove them.
59.	Hover and drag	Since we do not have Wiki's in Canvas, hover the arrow on the left and drag the Wiki discussion down into the Discussion group.
60.	Hover to Show Icon and Delete	Now hover over the right of the Wiki title and some icons will appear. Select the x icon to delete that group.

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61.	Delete Other Groups	One by one delete any groups you do not wish to keep in Canvas.
62.	Point and Select Add Assignment Groups	You can also add assignment groups by selecting Add Assignment Groups on the upper right and name your new group. For example: Projects.
63.	Point and Check Box	If you want to weigh your assignment-by-assignment groups, select the box at the top.
64.	Point to Weight Box	Now you will see on the right, it shows the weight percentages you can change as you wish.
65.	Select Grades and Point to Assignment Groups	Let's go back to the gradebook by selecting on "Grades" in the course navigation on the left. You will see only the assignment groups I edited on the top right - Projects, Assignment, Quizzes, and Discussion along with the correct weights.
66.	In Blackboard, Select Packages and Utilities	To export your Blackboard content, select the Packages and Utilities tab.
67.	Select Export/Archive Organization	Select Export/Archive Organization.
68.	Select export button	Scroll down to select the items you would like to import.
69.	Select Submit	Select zip file and save to your downloads. Now you are ready to import your content into Canvas.
70.	Follow Canvas Guide	To import your Blackboard content into Canvas, choose the course you would like to import content into by hovering the **Courses** dropdown menu and select course title.
71.		Select **Settings** link in your course navigation on the left.
72.		On the right-side bar, select the **Import Content into this Course** button.
73.		Select the **Import content from a content package or from another system** button to import content from Blackboard.
74.		Open the dropdown menu to select Blackboard 6/7/8/9 and Select the **Blackboard export .zip format** option by selecting the link.
75.		Select the .zip file you want to import.
76.		Select the parts of the course you want to migrate by using Selective Import.
77.		You will be sent an email from Canvas a letting you know the content is ready to be imported into Canvas. The email will contain a link to begin the process. You could also go back into the Import Content tab, select "Import content from another system," and select View Migrations. Select the link to choose the content to import.

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78.		A new window will appear in your browser which will list every file that your Blackboard course contains. You can now select what content you need to keep by checking or unchecking the checkboxes next to a file name. Please take a few minutes to remove the files that you will no longer be using.
79.		After deciding what you want to import, you can adjust events and due dates.
80.		You can define day substitutions by selecting on the **Define a day substitution** link.
81.		Select **Import Course Content** button to import your course content into to Canvas.
82.		A progress bar will automatically appear allowing you to track the status of your import. However, you can leave the webpage as Canvas will send an email when the import is complete.
83.		When your course import has finished, you will get an email from Canvas then select the **Course Import** link to open your course.
84.		The content from your Blackboard course is now in your Canvas course. Organize the content to fit your students' needs.
85.		You've now completed this tutorial on migrating to Canvas.
86.	Point and Select on Help	For additional information on this or any other topic about Canvas, select the HELP link on the top-right corner of your screen!