Best Practices for Importing Blackboard Content

Includes Post-Migration Clean Up Tasks

Because Blackboard and Canvas are structurally different systems, some types of Blackboard content import cleanly into your new Canvas site and others just won't.

This document will help you optimize your course content import into Canvas.

We'll discuss 3 recommendations for different types of Blackboard content: which types to import, which to gather and upload separately, and which to start over fresh.

How to Export Content from Blackboard

1) In your Blackboard course, go to **Control Panel > Packages and Utilities > Export/Archive Course**
2) Click **Export Package**
3) Click **Calculate Size**. If your course site is more than 500mb, please contact myhelp@wpi.edu for assistance. Course sites larger than this cannot be exported through this tool.
4) Select your **Course Materials**
   a. Select content areas that contain your Assignments, Tests, Quizzes, or Surveys
   b. You may also select the following areas (as applicable):
      i. Announcements
      ii. Calendar
      iii. Discussion Board
      iv. Grade Center Columns and Settings
      v. Tests, Surveys, and Pools
   c. *Note: Selecting areas other than those listed above will not transfer properly into Canvas and may add clutter (empty folders)*
5) Click **Submit**
6) After you receive the email that the Export process has completed, go back to **Control Panel > Packages and Utilities > Export/Archive Course -> Export Package** to download the .zip file
7) Click on the name of the file (filename begins with ExportFile_) to download it to your computer
8) Please note where the file is saved. This file will need to be accessed later to import into Canvas.

Best use of Imported Blackboard Content

Announcements
Make sure to check your announcements for references to Blackboard.

Assignments
Assignments will transfer over successfully. Note: SafeAssign is a Blackboard-only tool. We will be using VeriCite for plagiarism detection in Canvas and new assignments will need to be created. Click here for more information on using VeriCite.

Calendar

Grade Center
Some extraneous categories will need to be deleted

Tests, Surveys, and Pools
All of these items will import into the Quizzes section. To access your Pools, go to Quizzes > Manage Question Banks. Not all question formats are available in Canvas, any unsupported formats will become text-only (students will not have the option to answer and will be marked wrong, so please double check your quizzes). The following question types are **NOT** supported in Canvas: **Quiz Bowl, Hotspot, Matching questions w/images, rubrics attached to questions.**

Discussion Boards
Please review and make sure previous session posts have been deleted.

Best Content to Gather & Bulk Upload Separately

Items & Files (Syllabus, Word docs, PPTs, PDFs)
Your course files can sometimes be hard to find in your Canvas course due to Blackboard's nested folder system. Files import to Canvas in two folders; you may need to clean up duplicate files if you've copied content over to your Blackboard courses several times.

The easiest way to get files into Canvas is to upload them from your computer. If you do not have access to these files (they are still in Blackboard), it is recommended to download the imported course files and documents and compress into a .zip file – then uploaded directly to your Canvas course.

Follow this link to learn how to bulk download your Blackboard files:
http://ericsilva.me/blackboard/learn/bulk-download-blackboard-files/

Web links
Web links will be imported (to the Modules area) but if the links contained descriptions and attachments – these could be lost during import. The best option for this case is to recreate the link, include description and attachment, and display it in a Page.

Links to Media
These types of links (to YouTube or Vimeo) may work if there is no attachment or description, but it may throw some security issues. You will have better results with the following options:

> Make sure your YouTube links start with http://www.youtube.com
> Set link to open in a new window
> Create a new Page and add the link to the Page itself
> Move the media to our Ensemble server

Best Tools to Start Fresh with in Canvas

Groups and Group Tools
These do not transfer over to Canvas. Here's a resource on creating groups:
https://guides.instructure.com/m/4152/l/55483-what-are-student-groups

Wikis, Journals, Blogs
Internal linking within Blackboard Wikis does not carry over to Canvas. It would be best to copy and paste content from each of your Wiki pages in Blackboard into Pages in Canvas, then link them together. *This resource from University of Washington Bothell is a good resource on creating Wikis in Canvas: http://www.uwb.edu/learningtech/canvas/canvas-for-faculty/pages/wiki*

Discussion Board*
Sometimes student posts can be carried over along with initial posts, so many find it easier to start over with discussions from scratch.
*If you don't mind deleting extraneous postings, you can import the Discussion Boards along with your assignments, quizzes, and other content.

How to Import Content into Canvas

1) Access your course site by logging into http://canvas.wpi.edu
2) In your Course Navigation menu, click on **Settings**
3) In the sidebar, click on **Import Content into this Course**
4) For Blackboard exported course content:
   a. From the dropdown menu, select **Blackboard 6/7/8/9 export .zip file**

b. Click **Choose File** and browse to where you saved the file
c. Click the radio button for **All Content** (or if you prefer to be more selective, you may use **Select Content** and manually choose what is imported)
d. If desired, click the checkbox for **Adjust events and due dates** (you may select the new "start" and "end" date of your course and Canvas will adjust your Calendar and Due Dates accordingly)
e. Click the **Import** button

Instructions for other NON-BLACKBOARD EXPORT .zip files (Content Collection packages or compressed files from your computer)
1. From the dropdown menu, select **Unzip .zip file into folder**
2. Click **Choose File** and browse to where you saved the file
3. Select the **course files** folder (or desired folder from the list)
4. Click the **Import** button

Post-Blackboard Migration Clean Up Tasks

What to expect after an import

Content that imports over may not be where you expect it. Blackboard's custom navigation menu (Course Materials, Assignments, etc.) allowed you to add any kind of content into those folders. Canvas's navigation menu is more controlled. Here's a guide on where things might end up post-import:

Blackboard Content	How it appears in Canvas
Announcements	Announcements
Assignments/SafeAssign	Assignments
Course Calendar	Calendar
Course Files / Attachments	Files
Discussion Boards	Discussions or Pages
Documents, Images, & Other Media	Files
Tests, Surveys, & Pools	Quizzes
Items	Pages
Left-hand menu (content folders)	Modules
Journals, Blogs, & Wikis	Does not transfer
Zip files or Compressed files	Does not transfer

Much of your course content will be divided between Files and Pages. If you used things like group tools, journals, blogs or wikis and import them over- these will get placeholders made for them within **Pages,** but they won't be functional (which is why we don't recommend moving them over).

Step 1: Clean up File Structure
Rearrange files in the Files directory to make items easier to find (add folders if you prefer)

Step 2: Clean up Announcements
Many course announcements from Blackboard contain Blackboard specific information and links. If you chose to import your announcements, now is the time to edit them.

Step 3: Reorganize Modules
➢ Reorganize your modules and content within modules (make sure they're in the right place)
➢ Rename modules and add missing details as needed (consider adding a Page or a "sub-module" if more detail is needed in the Title)
➢ Add any missing module links (If you used media links in Blackboard you may have missing content)
➢ Rename Content Page titles as needed
➢ Ensure unavailable items from Blackboard are still unpublished in Canvas if needed
➢ Delete extraneous or empty Modules as needed

Step 4: Review each Module Link
➢ Rebuild web links into Pages in Canvas (if attachments/links are missing) or edit web link to 'Open in a New Tab'
➢ Relink missing file attachments
➢ Make sure links to Content Collection items are updated to point to Canvas Files

Step 5: Assignments and Assessments

Discussions
  Review and/or modify options for each discussion and add due dates
  Pin discussion boards into desired order

Quizzes
  Review and/or modify options for Quizzes, add Due Dates
  Add Quiz instructions for each quiz
  Delete unused Quizzes
  Proof Questions and Modify
    o Check all quiz questions & answers for accuracy
    o Re-design question types not supported (This includes **Quiz Bowl, Hotspot, Matching questions w/images, rubrics attached to questions**)
    o Add missing feedback for T/F, Short Answer, and Essay

- o Add letters to questions that rely on A,B,C,D indicators
- o Review extra credit questions
- o Adjust Question Set point values (if not 1 point each)
- o Add missing images back into questions that had images in the answers
- o Adjust File Response questions to the "File Upload" question type
- **Publish** Active Quizzes

Surveys

Review and/or modify options for each Survey, add Due Dates
Add **Survey** instructions
Proof questions for accuracy
- o Adjust Likert questions to Multiple Choice question type
Publish active surveys

Assignments
- ➢ Review and/or modify options for each Assignment, add Due Dates
- ➢ Remove SafeAssign text and add VeriCite (steps to come)

Step 6: Redesign and Rebuild
- ➢ Some tools do not translate over to Canvas and will need to be rebuilt.
  - o Groups & Group Tools
  - o Peer Review
  - o Wikis
  - o Blogs
  - o Journals
  - o Tasks

Step 7: Grading
- ➢ Rubrics
  - o Redesign and re-add **Rubrics** to corresponding assignments
- ➢ Review **Grade Book** options
  - o Remove any extraneous Assignments, Assessments or Assignment groups
  - o Customize **Grade Book** options (weighting, drop lowest score, etc.)
  - o Define **Grade Schemes** if applicable

Step 8: Finalize Course – Prepare to teach
- ➢ Set additional options for content release (Modules, assignments)
- ➢ Review **Calendar** & **Syllabus** for appropriate dates
- ➢ Access **Student View** (Under Settings) to make sure appropriate content is viewable to students
- ➢ **Publish** your course

Helpful Resources

- Canvas Help Guides: http://guides.instructure.com
- Canvas Transition Request Form http://www.wpi.edu/+canvasrequest
- WPI Transition website http://www.wpi.edu/+canvas
- Contact us atc-ttl@wpi.edu