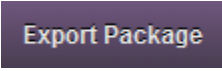
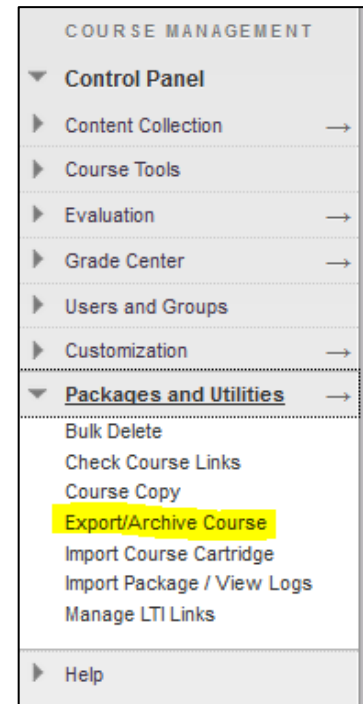


## Preparing Canvas

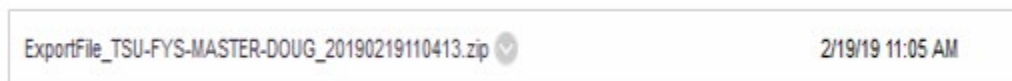
- 1) Request a migration course shell in Canvas from Online Instructional Support at [https://tarleton.az1.qualtrics.com/jfe/form/SV\\_8ukpDDt5lo2pAWh](https://tarleton.az1.qualtrics.com/jfe/form/SV_8ukpDDt5lo2pAWh).

## Exporting from Blackboard

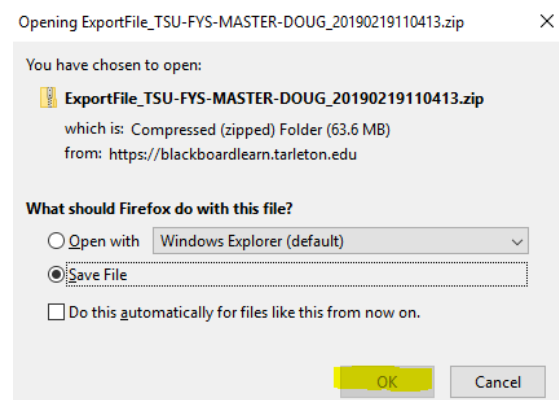
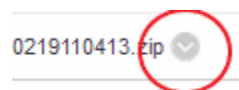
- 1) Log in to Blackboard and navigate to the course you want to copy into Canvas.
- 2) In the Blackboard course, under Course Management go to **Packages and Utilities -> Export/Archive Course**.
- 3) Export Package. 
- 4) Do not change setting in the File Attachments section.
- 5) Scroll down to **Select Course Materials**. Select content you want to export. NOTE! The following content items do not export well into Canvas:
  - Blogs and Journals
  - Course Menu (Menu links become Module headers in Canvas. It is going to look different.)
  - Blackboard Items (Each Item becomes a Page in Canvas.)
  - Grade Weights will not import into Canvas.
  - Manually created gradebook columns will not import into Canvas.
  - SCORM content will not import.
  - Wikis will not import.
- 6) After selecting your content -> **SUBMIT**.



- 7) An email will be sent to your Tarleton account once the export is complete. You will need to refresh the export page to view the file. See picture for example of what the file will look like:



- 8) Click on the chevron of the .zip file -> **Open -> Save File -> Ok**

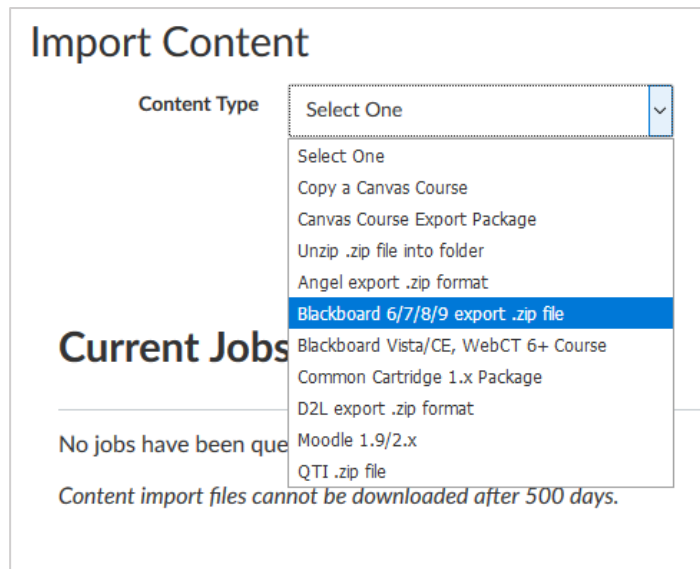


- 9) Navigate to a save location and select **Save**.

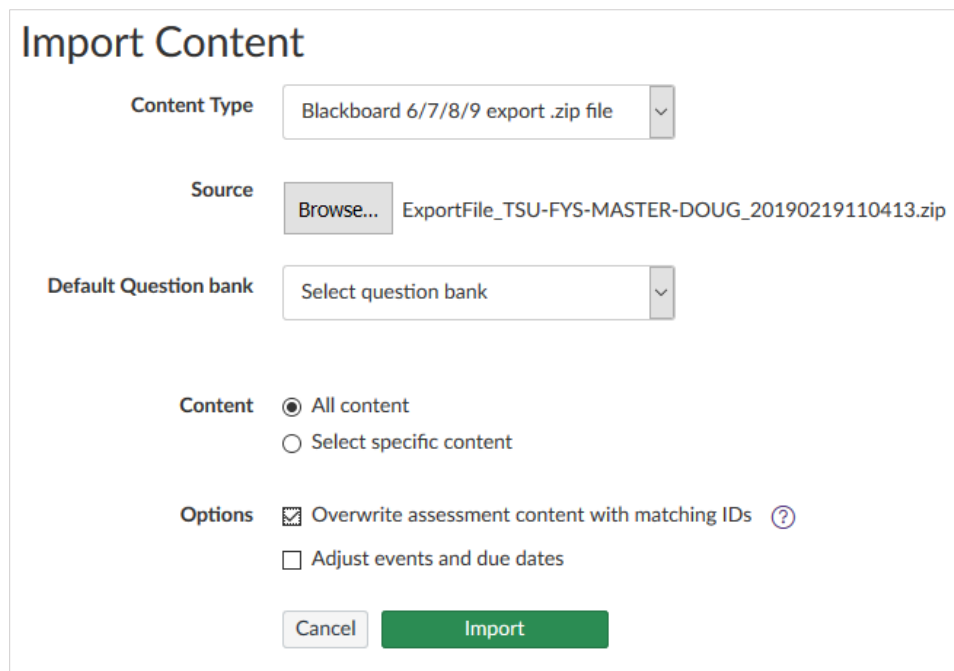
canvas

## Copying Blackboard Export File into Canvas

- 1) Log in to Canvas. Navigate to your migration course shell in Canvas.
- 2) Go to **Settings** -> **Import Course Content**.
- 3) Under Import Content choose **Content Type** -> **Blackboard 6/7/8/9 export .zip file**.



- 4) Browse to your saved Blackboard course export zip file location and then **Open**.
- 5) Recommended Import Content Settings:



- 6) Click **Import**.