

# VALENCIA COLLEGE

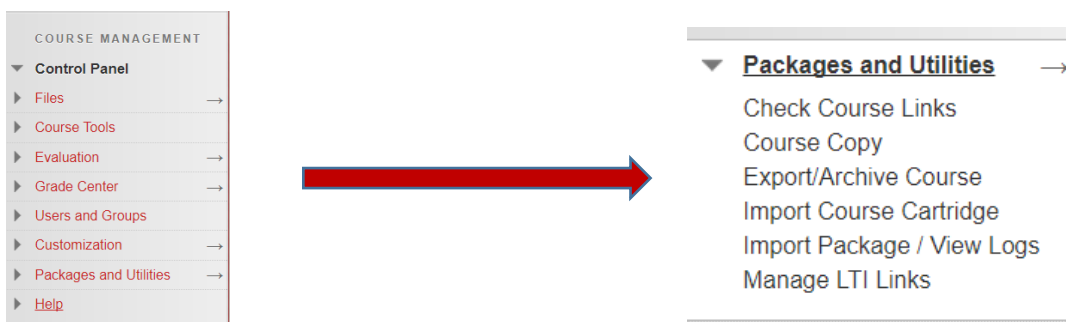
## BEST PRACTICES FOR IMPORTING BLACKBOARD CONTENT

Because Blackboard and Canvas are structurally different systems, some Blackboard content will import cleanly into Canvas while other content will not.

This document is designed to help you optimize your course import from Blackboard into Canvas.

### 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** at the top left
- 3) Click **Calculate Size**. If your course size is over 1Gb, courses of this size cannot be exported. You may want to look at deleting copies of files in Bb before export. If you have large video files, you may want to upload those individually through Kaltura.

#### FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the

Course Files Default Directory  Copy only links to course default directory files  
 Copy links and include copies of the files in the course default directory

Package Size

- 4) Select the material that you want to export.
  - a. Select content areas that contain your Assignments, Tests, Quizzes, and Surveys
  - b. You may also select
    - i. Announcements
    - ii. Calendar
    - iii. Discussion Board
    - iv. Grade Center Columns and Settings
    - v. Tests, Surveys, and Pools
  - c. Selecting any other areas other than those listed above will not transfer properly into Canvas and may add clutter to your course (empty files).

#### SELECT COURSE MATERIALS

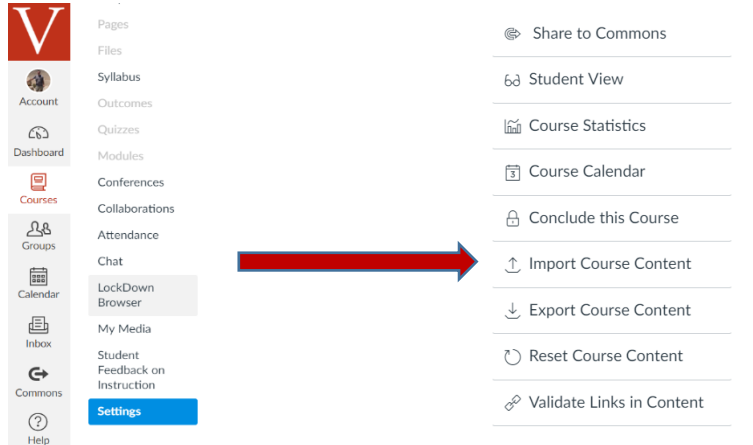
Select materials to include in the export package. For a

- Content Areas
  - Welcome to Earth Science
  - Start the Course Here
  - Syllabus
  - Course Content
  - Attendance
  - Dashboard
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
  - Include starter posts for each thread in each forum
  - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings

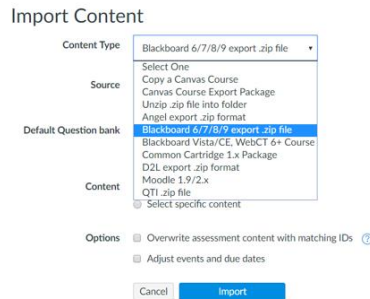
- 5) Click **Submit**.
- 6) After you receive the email indicating that the Export has completed, go back to **Content area > Packages and Utilities > Export/Archive Course > Export package** to download the .zip file.
- 7) Click on the file and download to your computer. Save to your desktop. You will need to access this file later for import into Canvas.

# How to Import your Course into Canvas

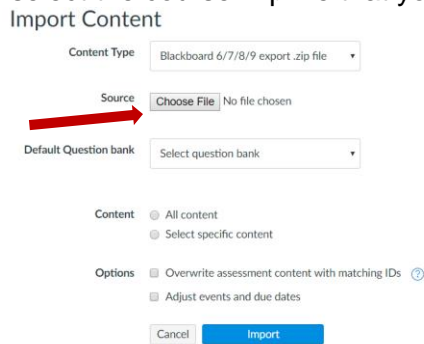
- 1) Access your Canvas courses by logging on to <https://online.valenciacollege.edu>
- 2) Choose the course from your Dashboard that you want to import your Blackboard course into.
- 3) On the Course Navigation Menu, scroll down and **Click Settings**.
- 4) In the upper right hand corner of the page, click **Import Course Content**.



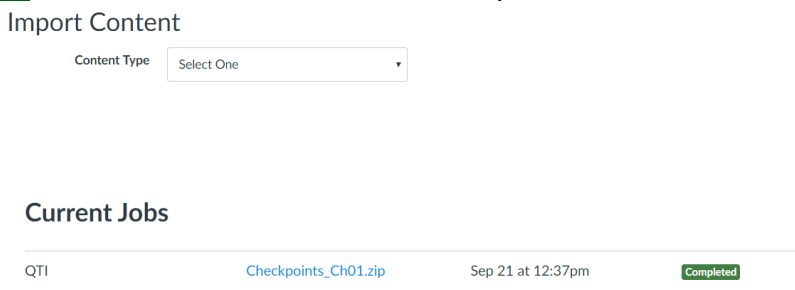
- 5) Under the **Import Content** section. Click the down arrow and select **Blackboard 6/7/8/9 export.zip file**.



- 6) Click **Choose File** and select the course .zip file that you saved to your desktop.



- 7) Click **Import**.
- 8) Under the **Current Jobs** tab, you will see the upload is running. Once the Current Job is complete, it will read **Completed**. Your Blackboard content is now imported into Canvas.



Content import files cannot be downloaded after 500 days.

## Best Use of Imported Blackboard Content

### Announcements

Ensure that any imported announcements make no reference to Blackboard

### Assignments


Assignments will successfully import. Verify links and images. NOTE: SafeAssign is a Blackboard-only plagiarism tool. Valencia is currently proctoring Vericite and Unicheck plagiarism tools. Once the decision is made on which tool we will be using, new assignments will need to be created to reflect this change.

### Grade Center

Some extraneous categories will need to be deleted

### Tests, Surveys, and Pools

All of these items will import into the Quizzes Section of Canvas. To access your Pools go to **Quizzes >**

**Manage Question Banks** (found by clicking the  icon to the upper right). Not all question formats are available in Canvas. Any that are not supported will become text-only (students will not have the chance to answer but will be counted wrong). The following question types will not import into Canvas: **Quizbowl, Hotspot, Matching with Images**, and **Rubrics** attached to questions.

### Discussion Boards

Review and ensure that previous posts have been deleted.

## Best Items to Gather and Bulk Upload Separately

### Items and Files (Syllabus, Word docs, PowerPoints)

These files are sometimes difficult to find when imported from Blackboard due to its nested folder files. It is best if you upload these files directly from your computer.

### Web links

Web links will be imported to the Modules area but if these links contained descriptive text and/or attachments, these may be lost during import. The best option is to recreate the link and attach descriptive text and/or attachments.

### Multimedia/ Links to Multimedia

These may work if there is no attachment or description, but there may be some security issues. You will have better results if you:

- Ensure your Youtube links starts with <http://www.youtube.com>
- Set links to Open in a New Window
- Create a new page and add the link to the page itself
- Move all your multimedia that is not linked out to external sites to My Media in Canvas