PREPARE A BLACKBOARD COURSE FOR CANVAS CONVERSION

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Prior to Starting: Instructors may want to export a copy of the course and save it to keep a clean copy of the original. Instructors may want to request an empty course shell in Blackboard to work in.


Checklist to Prepare a Blackboard Course for Canvas Conversion

Use the following check list to assist in preparing a Blackboard course for Canvas conversion. Click the links on the check list for step-by-step instructions on how to complete that task.
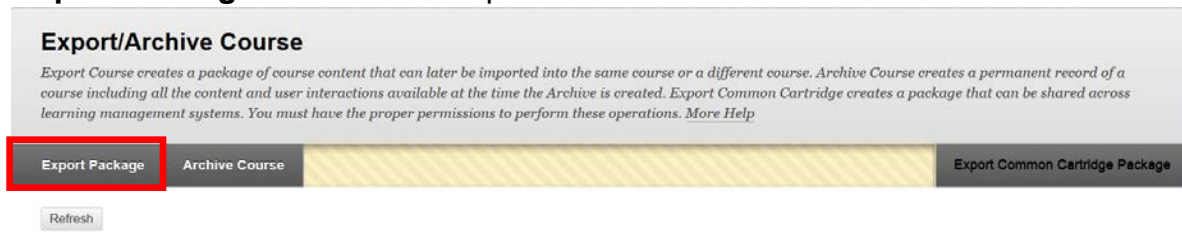
	Export the Blackboard Course
	Import the Blackboard Course into a fresh Blackboard course shell
	Course Navigation Menu – Delete any old, unused, outdated, or unnecessary course links
	Course Content – Delete any old, unused, outdated, or unnecessary content, assignments, assessments, links, documents, etc.
	Gradebook – (a) Delete any unused grade columns (NOTE: Be sure to unhide all columns before starting), and (b) Organize the Gradebook columns by due date (as that is how Canvas' gradebook is configured)
	Create a "Modules" content area and course navigation link on the Course Menu
	Learning Modules - in the "Modules" content area, create Learning Modules (organize by Week, Unit, or Chapter)
	Move the course content from the content area or folders into the Learning Modules
	Update the display dates and due dates for all course content
	Delete any (original) empty content area links from the Course Menu
	Export the "clean" course from Blackboard for import into Canvas

Export the Blackboard Course

To export a course in Blackboard, enter the course. Under the Course Management Menu, click **Packages and Utilities** to expand the section, and select **Export/Archive Course** from the menu.
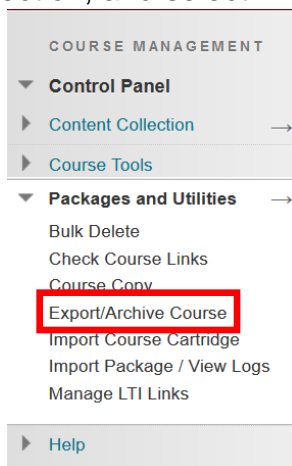
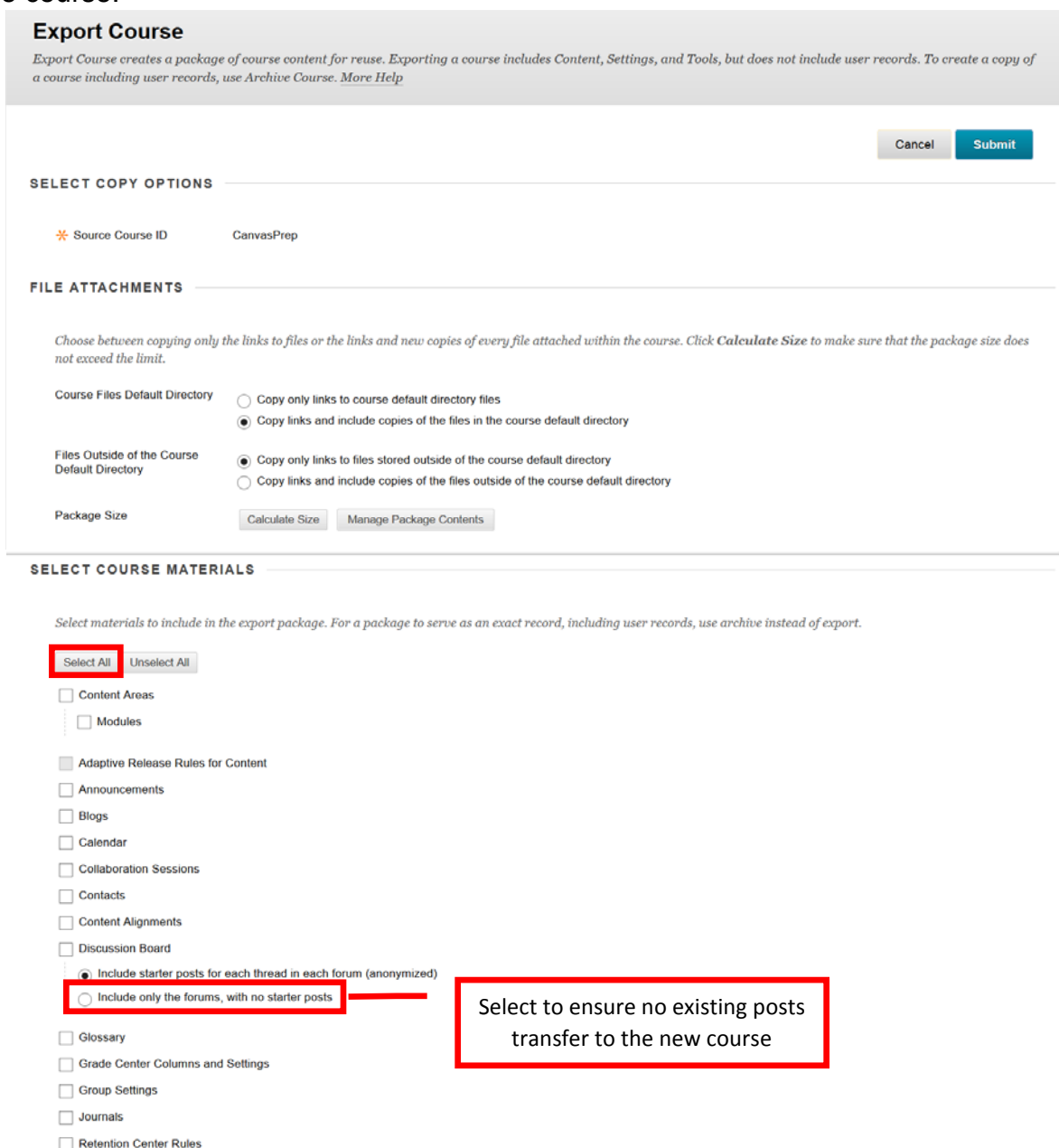Click the **Export Package** button on the top tool bar.

Complete the Export Course page. Under **Select Course Materials**, click the **Select All** button. Under **Discussion Board**, select **Include only the forums, with no start posts**. If this option is not selected, any student / faculty posts in the course will be transferred to the new course shell as anonymous posts. Click the **Submit** button, located at both the top and bottom right of the page, to export the course.

After a few minutes, click the **Refresh** button at the top of the page. The export file should appear on the page. Hover over the file, and click the down arrow to the right. Select **Open** from the menu. **Save** the file where it can be easily accessed. **Important – <u>Do Not Open the Export File</u>.** If opened, the export file will be corrupted and will not work.

Import the Blackboard Course

Import the course into a fresh course shell in Blackboard. From the Course Management Menu, click **Packages and Utilities** to expand the section. Select **Import Package / View Logs** from the menu.

Click the **Import Package** button on the top tool bar.
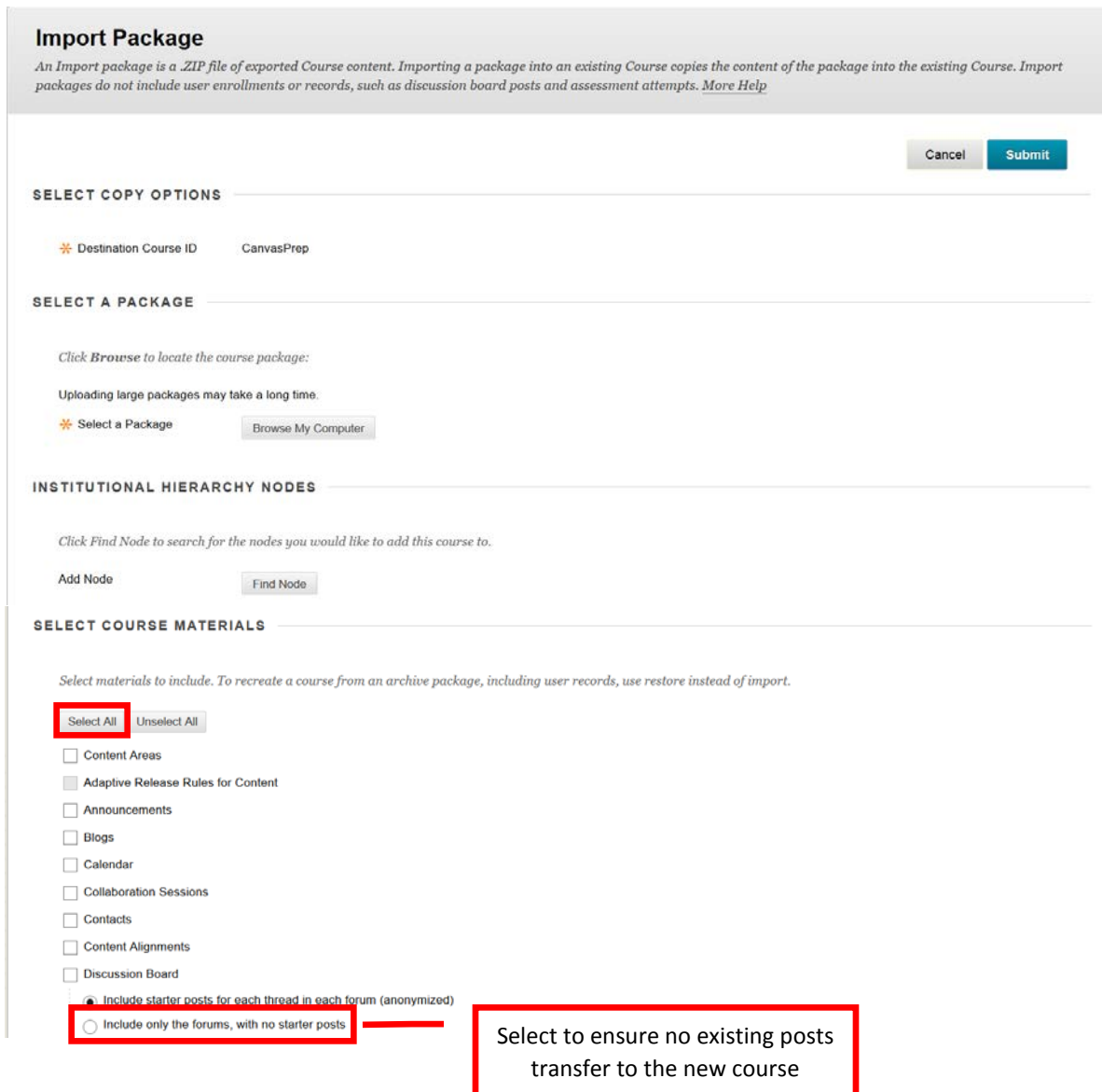
Complete the Import Package page. Under **Select Course Materials**, click the **Select All** button. Under **Discussion Board**, select **Include only the forums, with no start posts**. If this option is not selected, any student / faculty posts in the course will be transferred to the new course shell as anonymous posts. Click the **Submit** button, located at both the top and bottom right of the page, to export the course.

Select to ensure no existing posts transfer to the new course

- [ ] Glossary
- [ ] Grade Center Columns and Settings
- [ ] Group Settings
- [ ] Journals
- [ ] Retention Center Rules
- [ ] Rubrics
- [ ] Settings
  - [ ] Availability
  - [ ] Banner Image
  - [ ] Course Guest Access
  - [ ] Course Observer Access
  - [ ] Language Pack
  - [ ] Navigation Settings
- [ ] Tasks
- [ ] Tests, Surveys, and Pools
- [ ] Wikis

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel   **Submit**

When the import has completed, an Import File Log will appear on the Import Package / View Logs page. This log will contain errors listings, however these should not affect the import of the material. Only a Fatal Error is problematic.

Course Navigation Menu

Delete any old, unused, outdated or unnecessary course menu links. To delete a course menu link, hover over the link. Click the down facing arrow to the right to access the menu, then select **Delete** from the menu. As deletions are permanent and irreversible, a dialog box confirming the deletion will appear. Click **Delete This Menu Item** to complete the process. Repeat this process for all unnecessary Course Menu links.
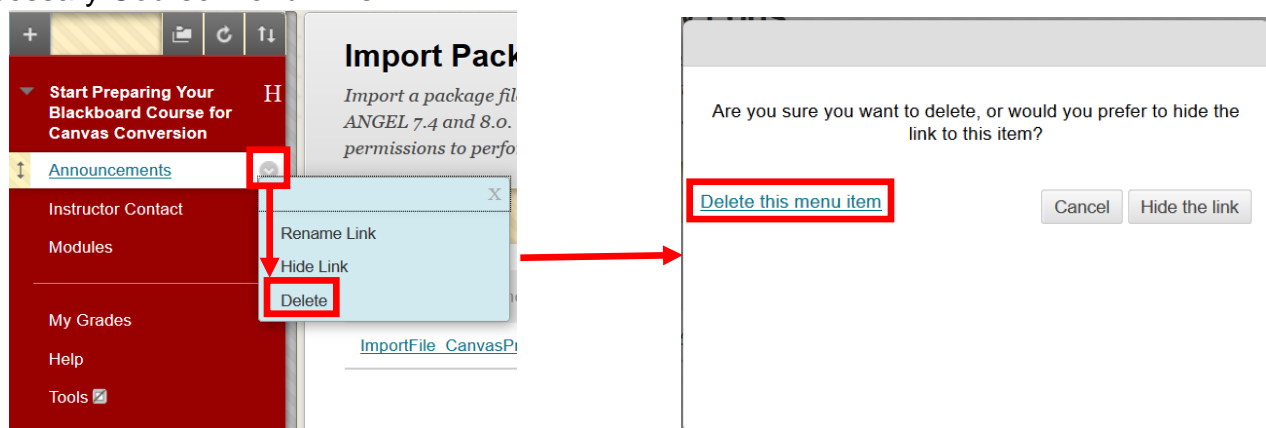
Course Content

For a smoother transition to Canvas, it is imperative that any old, unused, outdated, and unnecessary course content including but not limited to assignments, assessments, tools, documents, files, images, videos, audio, Power Point presentations, and publisher material be removed from the Blackboard course shell.

To delete content, located the content and hover over it. Click the down arrow to the right to access the menu, then select **Delete** from the menu. As deletions are permanent and irreversible, a dialog box confirming the deletion will appear. Click **OK** to complete the process. If there are any associated Grade Center columns, they will also be deleted in this process. Repeat this process until only current content remains in the course shell.
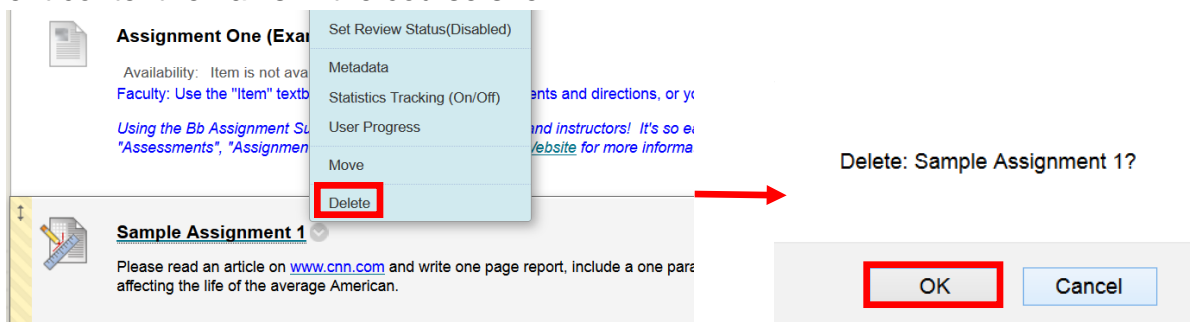
## Gradebook

For a more streamline transition to Canvas, and to reduce student confusion, it is imperative that any old, unused, outdated, and unnecessary gradebook columns be deleted. Prior to starting this process, ensure that all grade columns are visible in the instructor's view. On the Course Management Menu, click on **Grade Center** to expand the section. Select **Full Grade Center** from the menu. In Grade Center, click the **Manage** button on the top tool bar, then select **Column Organization** from the menu.
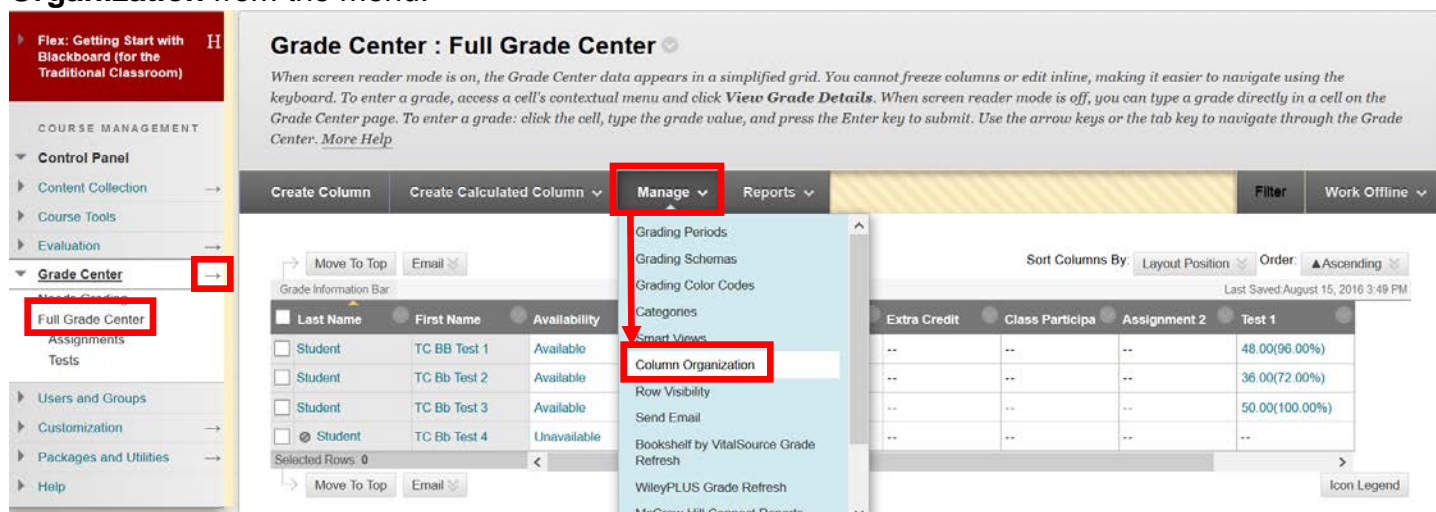
On the Column Organization page, columns that are not visible in the instructor view will have "Hidden" in parenthesis to the right. Click the check box to the left of all hidden columns to select them, then click the **Show/Hide** button on the top and/or bottom tool bar. Select **Show Selected Columns** from the menu. Click the **Submit** button, located at both the top and bottom right of the page, to save the changes and return to the full grade center view. All previously hidden grade columns should be visible in the instructor's view.

Column Organization

The Column Organization page is divided into various tables that control how different Grade Center views are displayed. Rows in these tables represent Columns in the Grade Center views. Rows can be manipulated to customize the different views of the Grade Center. More Help

Cancel   **Submit**

Show/Hide ⌄   Change Category to... ⌄   Change Grading Period to... ⌄

Hide Selected Columns
Show Selected Columns
Show Selected Columns in All Grade Center Views

Shown i...

	Grading Period	Category	Due Date	Date Created	Points Possible
Last Name (Frozen)		Institution			
First Name (Frozen)		Institution			
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.					
☑ *Username (Hidden)*		*Institution*			
☑ *Student ID (Hidden)*		*Institution*			
☑ *Last Access (Hidden)*		*Institution*			
☐ Availability		Institution			

Indicates Hidden Column

To delete a grade column in Grade Center, locate the grade column. Click the down arrow to the right to access the menu. Select **Delete Column** from the menu. As deletions are permanent and irreversible, a dialog box confirming the deletion will appear. Click **OK** to confirm and delete the grade column. Repeat this process for each unnecessary grade column.

Grade Center : Full Grade Center ⌄

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze colum... ...sier to na... keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen re... ...a grade Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. ...key to na... Center. More Help*

Create Column   Create Calculated Column ⌄   Manage ⌄   Reports ⌄

View and Add Alignments
View Grade History
Edit Column Information
Column Statistics
Set as External Grade
Hide from Students (on/off)
Sort Ascending
Sort Descending
Hide from Instructor View
Delete Column

Delete this column and all of its associations? This action is final and cannot be undone.

OK   Cancel

	Extra Credit	Class Participa	Assignment 2
Student	--	--	--

To help facilitate a smoother transition to Canvas, it is recommended that the gradebook be organized by due date. To organize Grade Center, click the **Manage** button on the top tool bar then select **Column Organization** from the menu.

Create Column   Create Calculated Column ⌄   Manage ⌄   Reports ⌄   Filter   Work Offline ⌄

Grading Periods
Grading Schemas
Grading Color Codes
Categories
Smart Views
Column Organization
Row Visibility
Send Email
Bookshelf by VitalSource Grade Refresh
WileyPLUS Grade Refresh
McGraw-Hill Connect Reports

Move To Top   Email ⌄

Sort Columns By: Layout Position ⌄   Order: ▲Ascending ⌄

Grade Information Bar

Last Saved August 15, 2016 3:49 PM

Last Name	First Name	Availability	Extra Credit	Class Participa	Assignment 2	Test 1
Student	TC BB Test 1	Available	--	--	--	48.00(96.00%)
Student	TC Bb Test 2	Available	--	--	--	36.00(72.00%)
Student	TC Bb Test 3	Available	--	--	--	50.00(100.00%)
⊘ Student	TC Bb Test 4	Unavailable	--	--	--	--

Selected Rows: 0

Move To Top   Email ⌄   Icon Legend

Grade columns can be moved and reorganized by clicking on the arrow symbol (✛) to the left of the grade column, then dragging and dropping it in the desired location. Grade columns can also be reorganized using the keyboard reorder icon (↕), located in the upper right of the page. Once the grade book is organized, click the **Submit** button located at both the top and bottom right of the page, to save the changes.

Create a Modules Content Area and Menu Link

As Canvas works best utilizing Learning Modules, for a smoother conversion create a Modules content area and course menu link. Click the plus (+) icon on the Course Menu, then select **Content Area** from the menu. Enter **Modules** in the Name field, and click the check box next to Available to Users to select it. Click the **Submit** button at the bottom right to create the content area and menu link.

The new content area link will be added to the bottom of the Course Menu, and may need to be reordered. To reorder the Course Menu items, hover over the item to be moved and click on the arrow to the left. Drag and drop the content to the desired locate. Menu items can also be move by using the keyboard reorder icon, located in the upper right of the Course Menu.
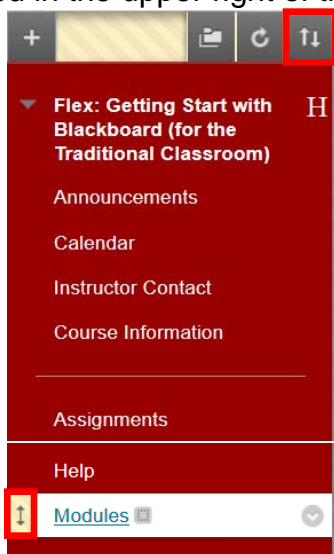
Learning Modules

Learning Modules are a great way to provide students with a "road map" or "check list" of what needs to be done each week in the course to be successful. Learning Modules allow instructors to better control how students proceed through content, and provides students with one location containing all the week's coursework. They help to provide structure, and reduce student confusion and questions.

SAC Distance Education recommends that Learning Modules be structured as outlined below to provide students with an optimal online learning experience:
1. Modules should be organized by either Week, Unit, or Chapter.
2. It is recommended that instructors start each course with a Course Information/Orientation, Introduction, "Welcome" or "Start Here" module. This will introduce students to the course structure and how it will be managed, set expectations, provide course information, and if needed, provide resources and instruction for students on how to use the Learning Management System (LMS). The suggested structure for a Course Information/Orientation Learning Module is as follows:
    a. Course Introduction
    b. Welcome / Orientation Video
    c. Instructor Contact (including the best / preferred method of contact)
    d. Course Objective and Learning Outcomes (what will the students learn in the class)
    e. Syllabus
    f. Course Questions Discussion Board (Open Discussion Board for students to ask any general course questions)
    g. (Optional) "Getting to Know You" Discussion Board
    h. (Optional) Syllabus Quiz
    i. Information or instructions on how to use the Learning Management System, including help and support resources
    j. Additional or Supplemental Information and Resources

3. It is suggested that each Learning Module be structured as follows:
   a. Module Introduction
   b. Instructions
   c. Content (e.g. Documents, Readings, Power Point Presentations, Videos, Audio, Images, etc.)
   d. Assignments (e.g. Discussion Board, Assignments)
   e. Assessments (e.g. Quiz or Test)
   f. Additional or Supplemental Information

Create a Learning Module

Learning Modules can easily be created in Blackboard. From the content area, click the **Build Content** button on the top tool bar, and select **Learning Module** from the menu.
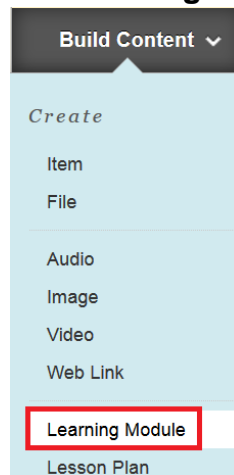
On the Create Learning Module page, complete the **Name** field. A description or information about the module can be added in the **Text** field.

Under the **Learning Module Options**, instructors can **Enforce Sequential Viewing of the Learning Module**, meaning that students will be required to proceed through the module in order, and/or have the module open in a new browser window. The **Standard Options** include **Permit Users to View**

this Content. In order for students to view the module, **Yes** must be selected for this standard option. Instructors can also elect to Track the Number of Views, and/or **Set Date and Time Restrictions** for when the module will be visible and accessible to students.

Finally, the **Table of Contents** allows instructors to select whether or not the table of contents is shown to students, and the appearance of the hierarchy display. Once the Create page is completed, click the **Submit** button at the top and bottom right of the page to create the Learning Module.

Add Content to a Learning Module

Once a Learning Module has been created, content is added exactly the same as in a content area or folder. In the Learning Module, click the **Build Content**, **Assessments**, or **Tools** button on the top tool bar, then select the type of content to be added such as **Item** from the menu. Items will be added automatically to the Table of Contents in the same order that they are added to the Learning Module.

Complete the Create page, and click the Submit button located at both the top and bottom right of the page to add the content.

Create Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. More Help

Cancel   Submit

* *Indicates a required field.*

CONTENT INFORMATION

* Name

Color of Name   Black

Text

Path: p   Words:0

ATTACHMENTS

If you select a file you do not want, click **Do Not Attach** *to remove the attachment from the content item. The file itself is not deleted.*

Attach File   Browse My Computer   Browse Course

STANDARD OPTIONS

Permit Users to View this Content ⦿ Yes ◯ No

Track Number of Views ◯ Yes ⦿ No

Select Date and Time Restrictions ☐ Display After
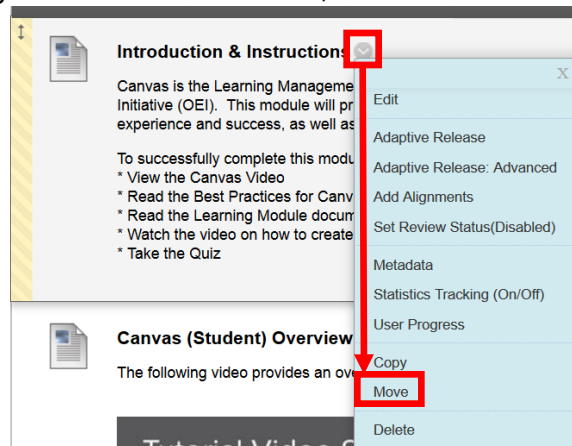*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

☐ Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

*Click* **Submit** *to proceed. Click* **Cancel** *to go back.*

Cancel   Submit

Move Existing Course Content into Learning Modules

Existing course content can be moved from other content areas and / or folders into Learning Modules. To move existing content, go to the content area or folder and locate the desired material. Click the down arrow to the right to access the menu, then select **Move**.

Introduction & Instructions

Canvas is the Learning Manageme...
Initiative (OEI). This module will pr...
experience and success, as well as...

To successfully complete this modu...
* View the Canvas Video
* Read the Best Practices for Canv...
* Read the Learning Module docum...
* Watch the video on how to create...
* Take the Quiz

Edit
Adaptive Release
Adaptive Release: Advanced
Add Alignments
Set Review Status(Disabled)

Metadata
Statistics Tracking (On/Off)
User Progress

Copy
Move

Delete

Canvas (Student) Overview

The following video provides an ove...

Tutorial Video S...

On the Move page, the Destination Course will default to the current course so no changes need to be made. Under the **Destination Folder**, click the **Browse** button. In the dialog box, click on the destination Learning Module to select it. Once the destination has been selected, click the **Submit** button located at both the top and bottom right of the screen to move the content.
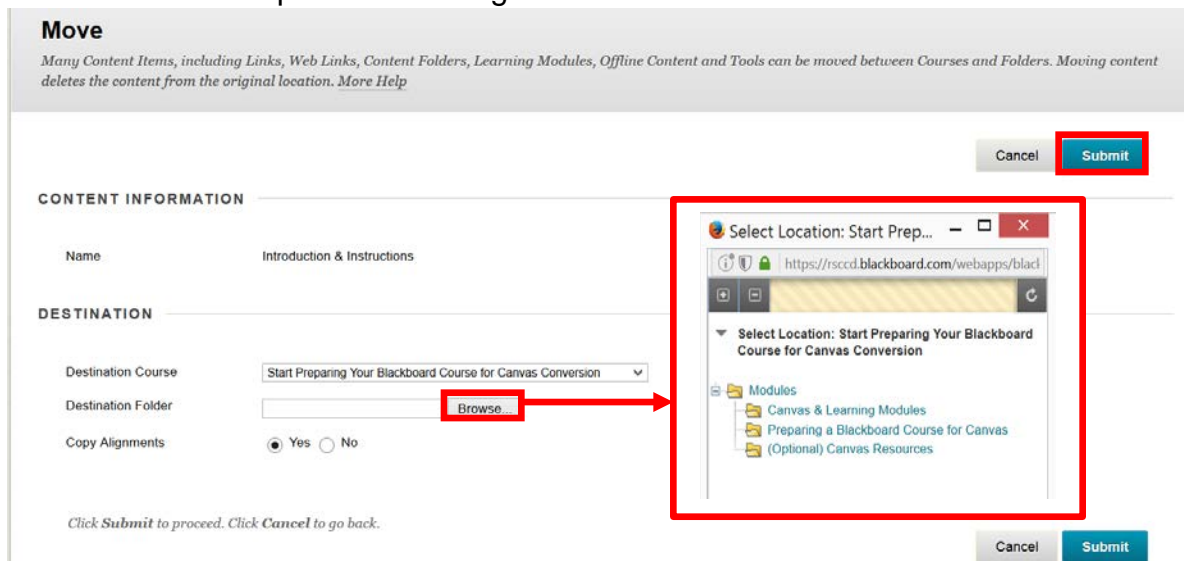
Reorder Learning Module Content

Once content has been added to a Learning Module, it can be easily reordered. To reorder content, simply hover over the item. Click on the up/down arrow (⇕) to the left of the item. Drag and drop the item to the desired locate. The Table of Content will automatically be reordered when the item(s) is moved. Content can also be reordered using the Keyboard Reordering button (⇅) located on the top right of the page.
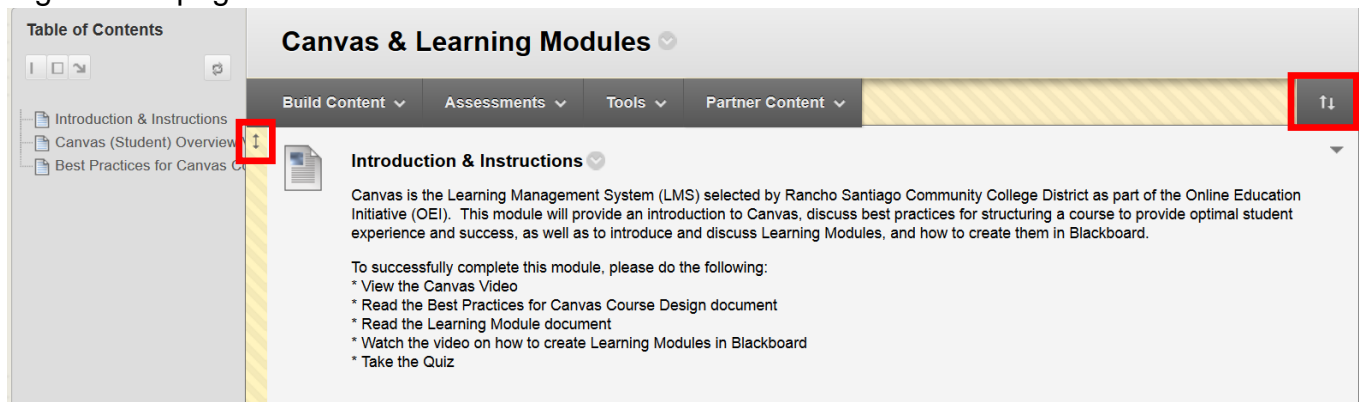
Additional Information on Learning Modules

For additional information and instructions on Learning Modules in Blackboard:
- Blackboard Help for Instructors: https://en-us.help.blackboard.com/Learn/Instructor/Course_Content/Create_Content/010_Create_Containers_for_Content/Create_Learning_Modules
- Video on Learning Modules in Blackbaord: https://youtu.be/TOiots6iRLc
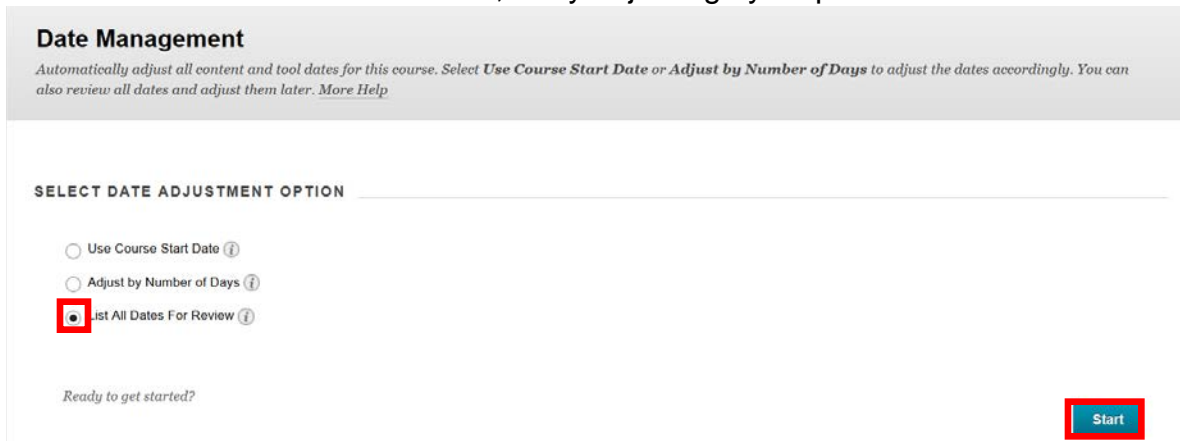
Update Display & Due Dates
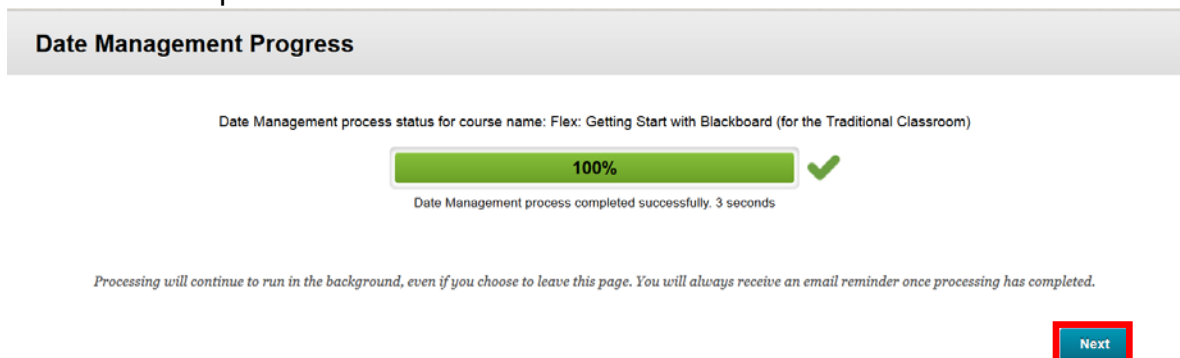
All display dates and due dates can be updated in a single screen in Blackboard. Under the Course Management Menu, click **Course Tools** to expand the section. Select **Date Management** from the menu.
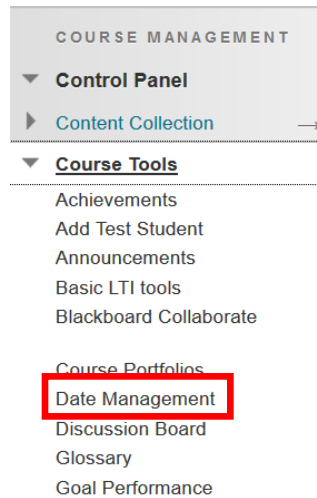
On the Date Management page, click the check box next to **List All Dates for Review** to select it. Then, click the **Start** button located on the bottom right of the page. There are also options to use the Course Start Date and to Adjust by Number of Days. Blackboard, for both of these options, will attempt to adjust the display and due dates automatically based on either the old course start date and new course start dates that are entered, or by adjusting by a specified number of dates.

Click the **Next** button to proceed.

On the Date Management Review page, all display and due dates will be listed. Click the pencil icon ( ) to the right of the item to edit the dates.

Either enter the new date and time, or use the calendar icon to select it. Once the changes have been made, click the green check mark to save the changes.