

# Migration Checklist: Export from Blackboard to Canvas

The following pre- and post-migration information is for courses that you will manually migrate from Blackboard to Canvas by exporting and importing the course.

We tried to make the list as comprehensive as possible, so you may have to skip or ignore tools you do not use.

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For questions or concerns regarding this document, please contact Kayleen Grage, Instructional Designer for DMACC Distance Learning at [kmgrage@dmacc.edu](mailto:kmgrage@dmacc.edu).



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## Pre-Migration Checklist for Blackboard

Prior to migrating a course, it's best to clean it up and leave only the material you need and use.

### ***Step 1: Cleanup Duplicates and Unnecessary Material***

As an institution, we exceeded our storage limits in Blackboard and need to be judicious in managing course sizes. If you/students aren't actively using it each term, now's the time to get rid of it! Below is a list of places to check.

**Note:** If you're working in a course with students, do not delete anything with student data (e.g., grades, submissions) or columns that were required for DMACC gradebook expectations.

1. **Announcements** – delete any announcements that you no longer need or will not use in future courses.
2. **Course Content** (and other content areas in the course navigation menu) – delete unused or duplicate materials (e.g., from multiple course copies, versions of materials or assignments from past terms, publisher course cartridge materials).
  - **Instructor only material** – please remove material you no longer use regularly. If you need instructor-only material in the course, it's best to consolidate that material, such as into one file/item in a folder that's hidden from students (not scattered throughout the course). Folders become modules in Canvas and publishing a module (making it available to students) will publish all the content in that module.
  - **Pro Tip:** We recommend keeping notes/instructions from past courses or optional assignments in a document on your computer (or network drive or cloud storage) instead of in your active courses. It's best to keep only the materials you're actually using so you have a course and gradebook free of clutter.
  - If you're providing students with copies of materials from the past several years, please keep only the most recent version.
3. **Discussion Boards** – Delete any extra discussions that you do not use.
  - Go to **Course Tools > Discussion Board** and click the link for your course.
4. **Gradebook** – remove hidden, duplicate, and unused Grade Center columns.
  - Go to **Manage > Column Organization** to check for columns that are hidden from you. Check/adjust categories. Delete duplicate or unused columns.
  - Go to **Manage > Categories** to delete any extra categories that were manually created and aren't being used.
5. **Groups** – remove any unused groups and group materials, such as group discussion boards/assignments that you don't use.
6. **Tests/Surveys/Pools** – remove any duplicate and unused tests, surveys, and pools. Go to **Course Tools > Tests, Surveys, and Pools**.
  - In the **Tests** and **Surveys** areas, use the "Deployed" column to see which ones are not being used and then delete them.
  - In the **Pools** area, delete pools you aren't using – if you don't see a delete option for a pool, that means it's in use and cannot be deleted.


## Step 2: Cleanup Video/Audio

Make sure you're using Kaltura (or YouTube if you prefer) for all the audio/video that you created. You should not upload audio/video directly into the course for a variety of reasons (e.g., it won't be accessible, it won't stream, it's likely a large file that gets duplicated).

1. **Kaltura** – if you use the same video in multiple courses or sections, Kaltura lets you easily reuse the file instead of having multiple copies in multiple places. (Do not upload the same video file to Kaltura repeatedly.)
  - Instructions for using Kaltura can be found in Blackboard (Courses > Online Instructional Resources > Course Content > Helpful Tools > Kaltura) and in Canvas (Help > DMACC Instructor Resources and Support > scroll to Software, click Kaltura).
  - **Note:** Kaltura videos and video quizzes are added to Blackboard using the Mashups tool, which will not migrate to Canvas. However, your videos will still be in Kaltura and you can easily add them to your Canvas course.
2. **YouTube Mashups** – if you used “Build Content” > “YouTube Video” to add the videos to your course, those will not migrate to Canvas because the Mashup tool doesn't exist.
  - **Pro Tip:** Swap out the mashups by creating an Item in your Blackboard course and embedding the video using the “Add Content” ⊕ button on the toolbar. (Or using the embed code from YouTube if you're comfortable working with HTML.)
3. **Collaborate Ultra** – remove any links to sessions or recordings. If the recordings were instructor-only and you still want to use them, you can download them and then upload them to Kaltura. If they were recordings with students present, they should not be used anymore due to potential privacy concerns.
4. **PowerPoint with Audio** – if you recorded audio on a slide in PowerPoint, that embedded audio content is not accessible and usually results in a really large file, which might be a problem for some students to download/open. You should record new lectures using Kaltura Capture. Contact an [instructional designer](#) for assistance.

## Step 3: Check Accessibility

Go to **Course Tools > Accessibility Report** to view the Ally report and fix outstanding issues. All the Ally meters should be green (*High to Perfect* range). Having accessible materials is not only required by law, but it's also the right thing to do to ensure all students are able to learn.

Check your instructions and materials for multiple fonts/font sizes and unnecessary formatting, such text you pasted in from other sources. Edit the content, select your text, and click the “Clear formatting” button  on the toolbar.

For more information, visit the *Instructor Training and Resources* course in Canvas > Modules > DMACC Instructor Training > Accessibility section.

**Note:** We will be licensing Ally for Canvas for Fall 2023. Until it is set up in Canvas, you can use Ally in your Blackboard courses to ensure content is accessible.

## Step 4: Take Notes of Potential Issues

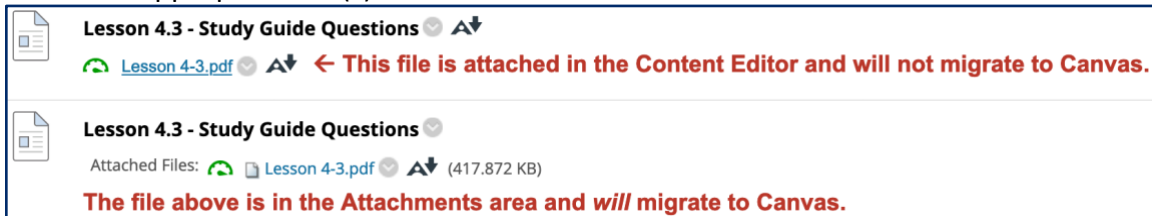
The following table contains tools that will or will not migrate from Blackboard to Canvas.

Migrates Fine	Migrates But Needs Attention	Will Not Migrate, Needs Readded or Recreated
Announcements Blank Page Calendar Categories Content Collection Due dates Files Folders Items Learning Modules Lesson Plans SCORM	Assignments Content Areas Discussion Boards Attachments Grade Center Groups Images Rubrics Self and Peer Assessments Surveys Tests, Questions	Adaptive Release Availability dates Banner image Blogs Course Menu Links Course Links Glossaries Journals Kaltura, Kaltura Video Quizzes LockDown Browser requirement Mark Reviewed status Mashups Module Pages Publisher links Turnitin assignments Wikis

### Migrates But Needs Attention

Take notes of things that will need to be changed after the course is in Canvas.

1. **“BLACKBOARD” AND BLACKBOARD-SPECIFIC VERBIAGE** – make note of Blackboard and or Collaborate Ultra text and where it is in your course so you can change it in Canvas.
2. **ASSIGNMENTS** – multiple attempts will migrate as unlimited attempts.
  - a. **SafeAssign** is a Blackboard-only tool; for plagiarism detection in Canvas, you will need to use a Turnitin assignment instead. (See *Turnitin Assignments* in [Step 8.](#))
3. **ATTACHMENTS** – will not migrate to Canvas if attached in the Content Editor (results in a broken link). **Pro Tip:** Edit the Item/Assignment and use the Attachments area instead. Click “Browse Course Files” (since the file already exists in the course), then find and select the appropriate file(s).



Lesson 4.3 - Study Guide Questions

Lesson 4-3.pdf ← This file is attached in the Content Editor and will not migrate to Canvas.

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Lesson 4.3 - Study Guide Questions

Attached Files: Lesson 4-3.pdf (417.872 KB)

The file above is in the Attachments area and will migrate to Canvas.

- a. **Note:** If you have an Item with one or more files attached but without any text in the item, only the first attachment will migrate to Canvas as a File. **Pro Tip:** Add explanatory text to the Item so students know how/when/why to use those files.

4. **Availability Dates** – do not migrate. Availability end dates cannot be added to content in Canvas. Items become Pages in Canvas and the start date is controlled by Modules.
5. **COURSE CONTENT ORGANIZATION** – materials might need to be reorganized after migration, especially material in Course Content that is not in a folder. If you have extra content areas on your course menu, those will be moved into Modules in Canvas.
6. **DISCUSSION BOARDS** – threads do not migrate.
  - a. **Pro Tip:** Make sure the instructions in Course Content match the instructions in the discussion board settings – the latter is what will be migrated to Canvas.
  - b. Post first setting (“Participants must create a thread in order to view other threads”) does not migrate and will need to be adjusted in Canvas.
  - c. The “Reply with Quote” option doesn’t exist in Canvas.
7. **Files** – (from Build Content > File) will migrate, but you should attach them to an Item instead so you can explain how/when/why students should use the file.
8. **Groups** – will migrate to Canvas in the People area.
  - a. Group assignments will not be assigned to the group(s) in Canvas, so those will need to be adjusted afterwards.
  - b. Group discussion boards migrate, but they’re only available in the group area and cannot be graded (i.e., meant for the groups to discuss amongst themselves about a project). Graded group discussions will need to be recreated.
  - c. If you have more than one group set, it might be best to just recreate them in Canvas. In which case, deselect “Group Settings” when you export the course.
9. **Images** – (from Build Content > Image) will not migrate, but the image file should be in the Files area in Canvas.
  - a. **Pro Tip:** Swap out the Image tool for an Item. Click “Add Content” ⊕ on the Content Editor toolbar, select “Insert Course Files” (since it already exists in the course), find and select the appropriate image file, and click “Submit.”
10. **Module Pages** – will not migrate. **Pro Tip:** Replace them with an Item.
11. **RUBRICS** – will migrate but likely need to be updated or replaced with a pre-existing assessment rubric (i.e., ELO or program-level), then added to the graded activity.
  - a. **Note:** Rubrics can only be points-based (point value or point range), not percentage-based. You also cannot have negative values.
12. **TESTS/POOLS** – test instructions do not migrate and will need to be added in Canvas. (Question titles and question text/answers *will* migrate.)
  - a. **Question Types** – Several question types don’t exist in Canvas but will be converted to another type, which you may need to change.
    - Calculated Formula → Formula Question
    - Calculated Numeric → Numerical Answer
    - Either/Or → Multiple Choice
    - File Response → Text (no question) – needs to be switched to “File Upload Question” in Canvas.
    - Hot Spot → Text (no question) – needs to be switched to a different question type and revised. The hot spot image is not migrated.
    - Jumbled Sentence → Multiple Dropdowns

- Opinion Scale/Likert → Multiple Choice
  - Ordering → Matching
  - Question Set → Question Group
  - Quiz Bowl → Text (no question) – needs to be switched to a different question type and revised.
  - Random Block → Question Group – point value per question may not be accurate in Canvas.
  - Short Answer → Essay Question
  - **Note:** Not included above are the standard questions that are the same in both systems, such as Multiple Choice, Essay, True/False, etc.
- b. **Questions Caveats** – competency alignments need to be redone in Canvas.
- Essay answers do not migrate. (See *Quizzes* in [Step 8](#). Correct and Incorrect feedback for other question types *will* migrate.)
  - Images in questions will migrate but check your questions to make sure. For example, in a Matching question the pair question image migrated but not the pair answer image.
  - Question option to “Show Answers in Random Order” does not exist in Canvas, but it can be done for all questions in the quiz.
  - Questions cannot be marked as extra credit in Canvas. You may want to make them worth 0 points and then manually grade and award points.
- c. **Test Settings** – “Randomize Questions” and “One at a Time” will not migrate. (Timer and Multiple Attempts *will* migrate.)
- d. **LockDown Browser** – will need to be added again in Canvas if your test requires it.
13. **Surveys** – instructions do not migrate and will need to be added in Canvas.
14. **Self and Peer Assessment** – will migrate as a normal assignment with a broken link for the assessment questions. Evaluation dates will not migrate.
- a. **Pro Tip:** You may want to add the assessment questions to the instructions.
15. **Web Link** – the description text won’t migrate, and it won’t be set to open in a new tab.
- a. **Pro Tip:** Add the link and description to an Item instead. If you have separate Web Links in a folder, consolidate them into one Item.

## Will Not Migrate, Needs ReadDED or Recreated

Take notes of things that will need to be added, recreated, or done a different way in Canvas.

1. **Adaptive Release** – doesn’t exist in Canvas, but “Prerequisites” can be added to modules.
2. **Blogs** – don’t exist in Canvas; you can use Discussions instead.
3. **Course banner image** – if you don’t already have the image on your computer, download and save it. Right-click on the image and choose “Save Image As.”
4. **Course Links** – (from Build Content > Course Link) will need to be recreated in Modules in Canvas (e.g., if you linked students to an assignment from a different folder).
5. **Glossaries** – don’t exist in Canvas; you may want to export them from Blackboard and share the spreadsheet with your students in Canvas.
6. **Grade Center** – weighted grades will not migrate; make note of categories and weights.

7. **Journals** – don't exist in Canvas; you can use Assignments instead.
8. **Mark Reviewed status** – is done a different way in Canvas. (See *Requirements* in [Step 7](#).)
9. **MASHUPS** (for Flickr, Kaltura, Slideshare, YouTube) – don't exist in Canvas; embed or link to them instead.
  - a. **Pro Tip:** Replace them with an Item, which will migrate to Canvas as a Page.
  - b. **Note:** See *Cleanup Video/Audio* in [Step 2](#) for details about Kaltura mashups.
10. **PUBLISHER MATERIAL** – needs to be relinked in Canvas since the integration is different.
11. **Turnitin assignments** – need to be recreated in Canvas since the integration is different.
12. **Wikis** – don't exist in Canvas; try Collaborations instead.

### **Step 5: Export the Course**

After your course is cleaned up and ready to export, follow the steps below.

1. In the instructor Control Panel, go to **Packages and Utilities** and select **Export/Archive Course**.
  2. Click the **Export Package** button at the top.
  3. In the "Select Course Materials" section, click the **Select All** button.
    - a. **Note:** Always use the "Select All" button. Do not pick and choose different options because you might not get everything you need.
    - b. **Pro Tip:** You may want to deselect the "Syllabus" area since Simple Syllabus will be required starting Fall 2023.
  4. Click **Submit**.
  5. You will receive an email when the export is ready. If you're still in the Export/Archive Course area, click the **Refresh** button and you should see the file listed.
  6. Click on the file to download and save it to a location on your computer that you will remember, such as your Desktop or Downloads folder. Make sure you *save* the file and do not try to open or extract the contents.
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## Post-Migration Checklist for Canvas

If you need help using Canvas, please go through the *Growing with Canvas* modules in the **Instructor Training and Resources** course in Canvas, or use the [Canvas Instructor Guide Table of Contents](#).

Below is a quick cheat-sheet of important terminology changes for course tools.

Blackboard	Canvas
Blog	n/a – use Discussion
Content Collection	Files
Course Content	Modules
Discussion Board	Discussion
Discussion > New Thread	Discussion > Reply (to the instructions/prompt)
Folder	Module
Grade Center	Grades
Grade Center > Categories	Assignment Groups (located in Assignments area)
Grade Center > Create Column	Assignment (Submission Type: No Submission / On Paper)
Item	Page
Journal	n/a – use Assignment
Survey	Survey (located in Quizzes area)
Pool	Question Bank (located in Quizzes area)
Test	Quiz
Wiki	n/a – try Collaboration

### Step 6: Import the Blackboard Course

To import your course in Canvas, follow the steps below. For full details, visit the Canvas guide on [How do I import content from Blackboard 6/7/8/9 into Canvas?](#)

1. In your Canvas course shell, go to **Settings** and click the **Import Course Content** link on the right (or from Home select “Import Existing Content”).
2. For the “Content Type,” choose **Blackboard 6/7/8/9/Ultra export .zip file**.
3. Click the **Browse** button and select the ZIP file you downloaded from Blackboard.
4. Select the **All content** option and click **Import**.

**Pro Tip:** If you are importing a past course and need to move the dates up for a new semester, make sure you select the “**Adjust event and due dates**” option.

**Note:** Canvas has a course size limit. Our overall storage capacity is based on our full-time enrollment. It’s important to keep file sizes as small as possible, not only so it’s easier for students to access/use that material, but also to not exceed storage limits. This is also why it’s important to remove duplicates and move audio/video to Kaltura. (See [Step 1](#) and [Step 2](#).)





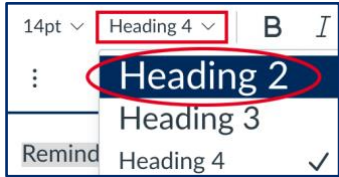

## Step 7: Cleanup the Canvas Content

Check your course and address the notes you made during the Pre-Migration in Blackboard. *Step 7* will deal with content materials (e.g., announcements, modules, files) and *Step 8* will deal with graded activities (e.g., assignments, discussions, quizzes).

This is also a good opportunity to refresh the course and make some of the changes you've been wanting to!

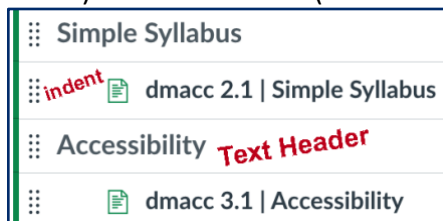
**Note:** If you think some of your material is missing (apart from what was noted in [Step 4](#), such as modules and items), please contact an [instructional designer](#) right away. They can clear out your Canvas course so you can get a new export file from Blackboard and try another import.

**Pro Tip:** "Unpublish" everything in the course and then publish things after you've reviewed/modified them. That way you can easily see/know what still needs to be addressed.



1. **"Blackboard" and Blackboard-specific verbiage** – revise any instructions or references to Blackboard or Collaborate Ultra.
2. **ACCESSIBILITY** – below the Rich Content Editor textbox, look for a notification alert  on the "Accessibility Checker"  button and address any issues. Visit [How do I use the Accessibility Checker in the Rich Content Editor as an instructor?](#) for more information.
  - a. If you used Blackboard's *Heading* and *Sub-Heading* formats in the Content Editor, those need to be corrected in Canvas. They are heading level 4 and 5 respectively, but in Canvas the headings start at level 2 (i.e., *Heading* from Blackboard should be *Heading 2* in Canvas, not *Heading 4*, and *Sub-heading 1* should be *Heading 3*). Use the drop-down menu on the toolbar to correct the heading level.
  - b. Make sure you don't have unnecessary formatting or multiple fonts/font sizes. Select your text and click the "Clear Formatting" button  on the toolbar.
  - c. For more information, visit the *Instructor Training and Resources* course in Canvas > Modules > DMACC Instructor Training > Accessibility section.
3. **Adaptive Release → Prerequisites** – if you need to restrict access to modules based on certain criteria, you can use Prerequisites. Contact an [instructional designer](#) for help.

**Note:** In most situations, prerequisites should not be added.
4. **ANNOUNCEMENTS** – will have a generic user attached to them even after you edit them. If you want your name attached, you'll need to create new announcements.
  - a. The "Not Date Restricted" announcements will be in Canvas with a "Delay posting" date that matches when the announcement was posted in Blackboard.
5. **Attendance** – can be recorded in Canvas. Visit [How do I take roll call using the Attendance tool?](#) for more information.

- a. If you want to record attendance, go to Settings > Navigation, and move it up below “Kaltura Media Gallery” so it’s visible to you. Students will not be able to see it in the course menu, but it must be enabled for you to access it.
6. **Availability Dates** – add availability dates, where applicable. To release modules, edit them and use the “Lock until” option. Material in the module will become available to students when the module does.
  - a. **Note:** Availability end dates do not exist on Announcements or Modules; content only has a start date so students can access learning materials from previous weeks.
7. **Blank Page** – will migrate as a Page but will also have a Text Header of the same name above it. You can delete the Text Header.
8. **Calendar** – go to the Syllabus and check the schedule for old calendar events.
9. **Course banner image → Course Card** – if you had a banner image that displayed in Announcements in Blackboard, you can add it to the course card that is visible in the Canvas Dashboard. Visit [How do I add an image to a course card in the Dashboard?](#) for more information.
10. **COURSE CONTENT → MODULES** – will likely need to be reorganized. Loose material in Course Content that was not inside a folder will be placed in the module (folder) above it.
  - a. **Pro Tip:** If your module has a lot of material, visually group things together by adding a “Text Header” (click “Add” + button > select “Text Header” in the drop-down menu) and indentation (click “Manage” ⋮ button on the right > “Increase indent”).



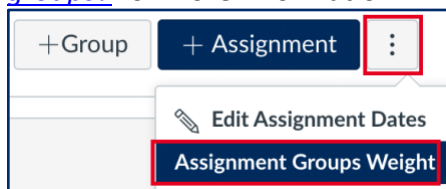
- b. Cleanup modules – delete any unnecessary, extra modules.
  - **Syllabus** module and item/file – should be deleted since you’ll be using Simple Syllabus instead.
  - **Your Instructor** module and item – before deleting them, you may want to copy-and-paste the information into the “Your Instructor” section of the course Home Page.
  - **Course Content** module – if you had loose material at the top of Course Content, not in a folder, it will be in the “Course Content” module, which you should rename or delete after moving the material into a different module.
  - **Blackboard folder descriptions** – will be created as a Page in the module with the name from the folder. You might need to consolidate that information with an overview page if you have one.
  - **Nested folders** – you can’t have modules inside of modules. If you had folders nested inside other folders, that material will be consolidated into one module. There will be a “Text Header” from the nested folder’s name and content from inside that folder will be indented below the header.
- c. If you want modules to release at set intervals in the course, you’ll need to edit them and select the “Lock until” option to specify the release date.

- d. If you used a Course Link in Blackboard to link to material or assignments in other folders, you'll want to add those to the appropriate module in Canvas.
  - e. Arrange modules chronologically (not reverse-chronological). Students and faculty can collapse modules to minimize what they see.
11. **Files** area – if you linked to the same file in Blackboard more than once in different places, you may end up with multiple copies in Canvas. In which case, please clean that up so you're only using one copy of the file.
    - a. Check the Files area for things that aren't being used and should be deleted, such as images from tests that were deleted in Blackboard.
  12. **Glossaries** – will not migrate. You may want to export them from Blackboard and attach the spreadsheet to a Page in Canvas.
  13. **Groups** – and Group Sets from Blackboard will migrate as groups in the “Imported Groups” set in Canvas (accessed from the People area). You'll want to clean those up.
    - a. If you had multiple Group Sets in Blackboard, it may be easier just to make all new Group Sets in Canvas and delete the “Imported Groups” set and groups.
    - b. You will need to reassign the Group Sets to group assignments by editing that assignment, selecting “This is a Group Assignment,” and then selecting the appropriate settings and Group Set.
    - c. Graded group discussions will need to be recreated (in the regular Discussions area, not in each group's area). If you had group discussions in Blackboard, check the group Homepage areas to clean up those.
  14. **Images** (from Blackboard's Build Content > Image) – if you didn't swap out the Image with an Item in Blackboard, you will need to add it to a Page in the appropriate module. Use the “Images”  button on the Rich Content Editor toolbar, select “Course Images,” then choose the appropriate image. Select the image and click the “Image Options” button at the top to adjust the accessibility information.
  15. **KALTURA** – videos and video quizzes will need to be added to your Canvas course using the “Apps” button  on the Rich Content Editor toolbar.
    - a. **Kaltura Classroom** – replaces Collaborate Ultra Fall 2023 and can be accessed from the “Kaltura Media Gallery” link in the course menu.
  16. **Lesson Plans** – will migrate as a Page but will also have a Text Header of the same name above it. You can delete the Text Header.
  17. **Learning Modules** – will be created as Modules in Canvas. Like folders, the instructions from the module will be migrated as a Page. Any content on a “Module Page” in Blackboard will not be migrated and will need to be recreated.
  18. **Mark Reviewed** → **Requirements** > **Mark as Done** – if you want students to acknowledge that they accessed certain content, you can add a Requirement. For more information, visit [How do I add requirements to a module?](#) or the student guide on [How do I mark a module item as done for a module requirement?](#)
  19. **YouTube** – videos will need to be added to the course again if you didn't have them embedded in an Item in Blackboard. (See *YouTube Mashups* in [Step 2.](#))
  20. **Web Link** → **External URL** – you'll likely want to edit it and select the “Load in a new tab” option. If you had explanation text (which we recommend), you should put that information with the hyperlink in a Page instead of having a separate External URL.


## Step 8: Cleanup the Graded Activities


Address the notes you made during the Pre-Migration portion in Blackboard.

1. **ASSIGNMENTS** – all graded activities will be shown in Assignments, not just the Assignment tool.
  - a. Manually created gradebook columns from Blackboard will be migrated as Assignments in Canvas. You may need to delete those or edit them and change the “Submission Type” from “Online” to either “No Submission” or “On Paper.”
    - You’ll also need to add them to the appropriate Module and make sure they have a due date.
  - b. Multiple attempts from Blackboard will migrate as unlimited attempts, so you may want to modify that setting afterwards to allow “Limited” attempts.
  - c. If you want plagiarism detection in Canvas, you will need to make a Turnitin assignment instead (see *Turnitin Assignments* below).
2. **ASSIGNMENT GROUPS** (in Assignments area) – remove extra Assignment Groups. Each one will have a total column in Grades, so leave only the ones you are using.
  - a. Check for extra Assignment Groups from Blackboard’s default categories (e.g., Attendance, Blog, Journal, SelfAndPeer, Survey, Wiki), Grade Center total columns (e.g., Total, WeightedTotal), and other tool types (e.g., Turnitin Direct Assignment, Imported Assignments).
  - b. If you weigh grades, you will need to configure that by clicking the “Assignment Settings” button (three dots) in the upper-right corner and choosing “Assignment Groups Weight.” Visit [How do I weight the final course grade based on assignment groups?](#) for more information.



- *Note:* Assignment Group totals are proportional calculations (points earned divided into points possible). If you used equally weighted grades in Blackboard (category average), you’ll need to use consistent assignment point values instead. Contact an [instructional designer](#) for help.
3. **Availability Dates** – can be added to graded activities, but we do not recommend using them. If an assignment is in a module that’s locked until a certain date, students will not be able to access it until the module is available. Instead of adding availability end dates on graded activities, we recommend setting a Late Policy (see *Grades* below).
  4. **Blogs** – will need to be revised and recreated as a Discussion.
  5. **DISCUSSIONS** – check instructions for terminology changes. Students don’t create *threads*, they *reply* to the topic instructions. There aren’t subject lines or a message area.
    - a. Check settings. The post first setting needs to be re-added using the “Users must post before seeing replies” option.

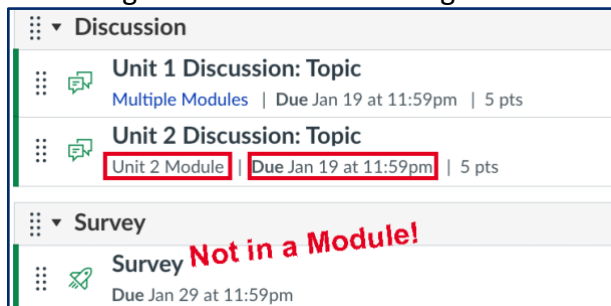
6. **DUE DATES** – are required for all graded activities. Visit the [DMACC Gradebook Expectations](#) for more information.
7. **GRADES** – the “Default Order” view is based on the order in the Assignments area.
  - a. Grading Schemas do not migrate over; select from pre-existing schemes or add your own in the course **Settings**. Visit the [DMACC Gradebook Expectations](#) for more information.
  - b. Total columns for each Assignment Group will automatically be displayed in Grades, visible to you and students. (See *Assignment Groups* above.)
  - c. To set a Late Policy, click the “Gradebook Settings”  icon in the upper-right corner. Visit [How do I apply a Late Submission policy in the Gradebook?](#) for more information.
8. **Journals** – need to be revised and recreated as an Assignment.
9. **Publisher material** – needs to be added in Canvas (e.g., textbook link, deep links to assignments, other general links). Distance Learning will provide a help guide for this.
10. **RUBRICS** – need to be checked for accuracy, then added to the appropriate graded activity. Visit [How do I add a rubric to an assignment?](#) for more information.
  - a. **Note:** Rubrics can only be points-based (point value or point range), not percentage-based. You also cannot have negative values.
  - b. Check the point values (they might all be 0 points), check criteria and rating titles and descriptions, and remove any extra, unnecessary cells (e.g., multiple “0” cells in the row because Blackboard required the same number of columns for each row).
  - c. **Pro Tip:** If the rubric is for DMACC assessment (i.e., ELO or program), it might already be in Canvas. In which case, delete the rubric that was imported because it might be outdated or missing outcomes. Then find and add the pre-existing rubric.
11. **Self and Peer Assessment → Assignment** – will migrate as a normal assignment. You’ll need to edit it and choose “Require Peer Reviews.” Also revise the instructions (remove the broken link), add the assessment questions from Blackboard, and add the due date. Visit [How do I use peer review assignments in a course?](#) for more information.
12. **Surveys** – come in as Quizzes. You’ll need to edit them and adjust several settings.
  - a. Instructions will need to be re-added (copy-and-paste from Blackboard).
  - b. Change the “Quiz Type” to either “Graded Survey” or “Ungraded Survey.” Graded Survey points are automatically awarded after it’s submitted.
  - c. You will likely want to select the “Keep Submissions Anonymous” option.
  - d. Deselect “Let Students See Their Quiz Responses...” since there isn’t a correct answer.
13. **TESTS → QUIZZES** – tests from Blackboard, both deployed and non-deployed, will be migrated to Canvas in the Quizzes (and Assignments) area. The questions will be added to a Question Bank with the same name as the quiz, even if you didn’t use a Pool in Blackboard.
  - a. For information on the difference between Canvas Classic Quizzes and New Quizzes, visit [Canvas New Quizzes Feature Comparison](#).
  - b. **Settings/Options** – visit [What options can I set in a quiz?](#) for more information.
    - Instructions will need to be re-added (copy-and-paste from Blackboard).

- If you want question answers randomized, select the “Shuffle Answers” option. It applies to all test questions and cannot be selected on a question-by-question basis.
  - The feedback/results settings may need to be adjusted.
- c. **Questions** – edit the quiz and switch to the “Questions” tab to check all your questions, such as the type, point value, and images. (See *Tests/Pools > Question Types* in [Step 4](#).)
- Click the “Edit this Question”  pencil icon to the right of the question to adjust it as needed.
  - If you want questions randomized, use the “New Question Group” button to add them to the quiz from the Question Bank. Visit [How do I create a quiz with a question group to randomize quiz questions?](#) for more information.
  - If you had essay question answers in Blackboard, you may want to copy-and-paste that text into the question’s “general comments” area in Canvas.
  - Competency (outcome) alignments need to be readded. Visit [How do I align an outcome to a quiz question in New Quizzes?](#) for more information.
- d. **LockDown Browser** – if your test had LockDown Browser in Blackboard, you will need to require it again in Canvas.
- Go to Settings > Navigation and move “LockDown Browser” up below “Kaltura Media Gallery” so it’s visible to you. Students will not be able to see it in the course menu, but it must be enabled for you to access it.
  - You should remove the optional access code in the “Password Settings” since that was the password LockDown Browser used in Blackboard.
  - If you see an error message after enabling LockDown Browser, click the “Fix It” button.
14. **Turnitin Assignments** – will need to be recreated. Information and detailed instructions can be found on [Turnitin's Canvas LTI 1.3 Instructor](#) website. After you’ve created the Turnitin assignment, don’t forget to add it to the appropriate module.
15. **Wikis** – will need to be revised and possibly recreated as a Collaboration. Visit [How do I use the Collaborations Index Page?](#) for more information.

## Step 9: Give it a Once- (Twice-, Thrice-) Over

Go through the entire course to make sure everything is accurate and ready for students.

1. **Publish status** – double-check Pages, Assignments, and Modules to make sure content is published ✓. If it is not published, students will not be able to access it. Also check for content that should not be published, such as instructor-only modules and materials from hidden folders in Blackboard.
2. **Due Dates and Modules** – go to Assignments to make sure everything has a due date and is in a Module – both will be listed below the title. If you use weighted grades, also make sure things are in the correct Assignment Group.



- a. Click the “Assignment Settings” button (three dots) in the upper-right corner and choose “Edit Assignment Dates” to view and adjust all the due dates.
3. **Accessibility and Usability** – check accessibility from the “Ally Course Report” in the course menu. (Note: Ally is not available yet.) Below are some aspects to check for usability.
    - a. Make sure there aren’t duplicate titles. All titles should be short, descriptive, and unique (e.g., not two pages called “Overview”).
    - b. If you have hyperlinks, make sure the link text (i.e., what the student clicks on) is short and descriptive so it makes sense out of context (e.g., not “click here” or “this link”).
    - c. You can go to **Settings > Validate Links in Content** to make sure there aren’t broken links to Canvas content. Visit [How do I validate links in a course?](#) for more information. Also check your material for broken links to external websites/videos.
    - d. Use the **Student View** tool in the upper-right corner to get a student’s perspective. (Is it obvious what they should do each week? Are instructions clear and detailed?)

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## Need Help?

Contact one of the [instructional designers](#) in Distance Learning.

Distance Learning offers a variety of training sessions online on a regular basis. Visit the [Training Sessions Calendar](#) for a list of upcoming events.