Migration Checklist: Blackboard to Canvas via K16

The following post-migration information is for courses that are migrated from [Blackboard](#) to [Canvas](#) by the company K16. 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.

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Terminology Changes

Below is a quick list of important terminology changes for course tools.

Blackboard	Canvas
Alignment Goal	Outcomes
Blog	n/a – use Discussion
Content Collection	Files
Course Content	Modules
Discussion Board	Discussion
Folder	Module
Grade Center, My Grades	Grades
Grade Center > Categories	Assignments area > Assignment Groups
Item	Page
Journal	n/a – use Assignment
Pool	Question Bank (located in Quizzes area)
Survey	Survey (located in Quizzes area)
Test	Quiz
Wiki	n/a – try Collaboration

Step 1: Take Notes of Potential Issues

Issues or warnings from the K16 migration process will be listed on the "**000-Migration Exception Log**" page. Go to "**Pages**" > "**View All Pages**" to access the log (if there is one).

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
Assignments	Announcements	Adaptive Release
Attachments	Availability dates	Banner image
Blank Page	Blogs	Competency alignments
Calendar	Content Areas	Kaltura Video Quizzes
Categories	Course Links	LockDown Browser requirement
Content Collection	Folders	Mark Reviewed status
Course Menu Links	Glossaries	Publisher links
Discussion Boards	Grade Center	Turnitin assignments
Due dates	Groups	
Files	Journals	
Images	Rubrics	
Items	Self and Peer Assessments	
Kaltura	Surveys	
Learning Modules	Tests, Questions	
Lesson Plans	Wikis	
Mashups		
Module Pages		
Web Links		

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Step 2: Be on the Lookout

As you're updating your Canvas course, look for material that should be revised or removed, such as duplicates, media files, and accessibility issues. See the sections below for details.

Replace Blackboard Terminology

Revise any instructions, references, or links to Blackboard and Collaborate Ultra, along with Blackboard-specific verbiage (e.g., "New Thread" in discussions, My Grades, etc.).

Delete the "**Getting Started - Academic and Blackboard Support**" continuity support materials (e.g., "Troubleshooting 101," "How to use Blackboard Tools…"). That updated material is available through the "***DMACC Student Resources and Support***" link in the course Home Page template and in the "Help" menu.

Cleanup Duplicates and Unnecessary Material

Canvas courses have a size limit. We exceeded our storage limits in Blackboard and need to be judicious in managing course sizes. Check your course for duplicate/unnecessary material – if you/students aren't actively using it each semester, now's the time to get rid of it!

Note: It's important to keep file sizes as small as possible, not only to stay within course size limits, but also to make it easier for students to access/use that material.

Pro Tip: You do not have to upload a file repeatedly to use it in more than one place in the course. Simply edit the page and click "Insert" > "Document" > "Course Documents," then select the existing file.

Cleanup Video/Audio

Make sure you're using Kaltura (or YouTube if you prefer) to store 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.
   - Instructions for using Kaltura can be found by going to "Help" > "DMACC Instructor Resources and Support" > "Software" > "Kaltura."
   - *Note:* Kaltura videos migrate in Pages. If the videos were added in Blackboard several years ago, you may want to re-embed them in your Canvas course so they use the latest player (use the "Apps" button on the Rich Content Editor toolbar).
2. **Collaborate Ultra** – remove any links to Collaborate sessions or recordings.
   - **Kaltura Classroom** – replaced Collaborate Ultra in May of 2023 and can be accessed from the "Kaltura Media Gallery" link in the course menu. Instructions can be found in "Help" > "DMACC Instructor Resources and Support" > "Software."

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3. **PowerPoint with media** – large media files in PowerPoint result in large files, which might be difficult for students to download/open due to internet speed, data limits, etc.
   - **Audio** – recorded on a slide in PowerPoint is not accessible. It would be best to record new lectures using Kaltura Capture and then edit the captions for accuracy.
   - **Video** – embedded on a slide likely lacks a written transcript or closed captions. Link to accessible videos on the web instead.
   - **Images** – can sometimes take up a lot of unnecessary space. Try compressing them to "On-screen" or "Email" resolution and deleting cropped areas (see *Reduce the file size of your PowerPoint presentations* for details – the steps are the same in Word).

Check Accessibility

Having accessible materials is not only required by law, but it's also the right thing to do to ensure all students have the opportunity to learn.

1. **Ally** – go to "**Ally Course Accessibility Report**" in the course menu to view the report and fix outstanding issues. All the Ally meters should be green (*High* to *Perfect* range). Visit the *Ally Quick Start for Instructors* webpage for more information.
2. **Accessibility Checker** – when you're adding or editing content, look for a notification alert on the "Accessibility Checker" ⓘ button below the Rich Content Editor textbox. Visit *How do I use the Accessibility Checker in the Rich Content Editor as an instructor?* for details.

Here are a few other accessibility and usability issues to address.

- **Fonts** – check for unnecessary formatting, such as multiple fonts, font sizes, and different colors for fonts, backgrounds, links, etc. Edit the content, select your text, and click the "Clear formatting" button 🖊 on the toolbar.
- **Titles** – avoid duplicate titles. All titles should be short, descriptive, and unique.
  - *Note:* If there were duplicate names in Blackboard, K16 included the folder name in the subsequent titles (e.g., "Study Guide" and "Week 2 - Study Guide"; "Weekly Report" and "Week 3 - Weekly Report").
- **Links** – if you have hyperlinks, make sure the link text (i.e., what the student clicks on) is short, descriptive, and makes sense out of context (e.g., not "click here" or "this link"). Do not use the full web address as the link text unless it is short and easy to read/hear, such as "www.dmacc.edu."
- **Explanations** – add explanatory text to materials (e.g., files, links, videos) so students know how/when/why to use them.
- **Headings** – if you have a lot of instructions, use headings to break up the material and make it easier to follow.

  - Select the text, click the "Blocks" ("Paragraph") drop-down menu, and choose "Heading 2" for the highest heading level (a sub-heading of that is "Heading 3").

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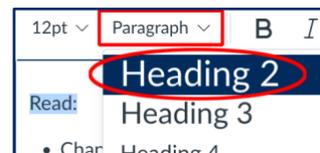
Step 3: Cleanup the Learning Materials

Keep the issues from Steps 1 & 2 in mind as you work through your course. This is also a good opportunity to refresh the course and make some of the changes you've been wanting to!

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.

Content Availability

Note: There isn't a Date Management tool in Canvas since shifting dates is part of the copy/import process.

Pro Tip: We recommend manually fixing the dates in the course so they're ready for the upcoming semester (not waiting until *Step 5* when you copy the course).

1. **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.
   a. *Note:* In most situations, prerequisites should *not* be added.
2. **Availability Dates** – on learning materials (e.g., folders, items, files, etc.) do not migrate.
   a. Edit announcements to change their "Delay posting" date.
   b. To time-release a module, edit it and use the "Lock until" option. The unlock date is listed below the module. Students will be able to see the titles of published content.
   c. *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.
3. **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?](#)*.

Module Organization

Contents from *Course Content*, *Syllabus*, and *Your Instructor* (along with any extra content areas you had in your course menu) will be in the "Modules" area in Canvas courses.

1. **Organization** – modules may need to be reorganized. Arrange modules chronologically from top to bottom (e.g., Getting Started, Week 1, etc.). Students and faculty can collapse modules to minimize what they see.
   a. *Pro Tip:* If a module has a lot of material, group things together with a "Text Header" (click the module's "Add" ➕ button > "Text Header") and indentation (click the content's "Manage" ⋮ button on the right > "Increase indent").

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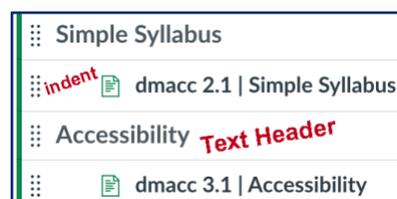
2. **Cleanup** – delete any unnecessary, extra modules.
    a. **Syllabus** module and contents – should be deleted since you'll be using Simple Syllabus instead, beginning Fall 2023.
    b. **Your Instructor** module and contents – before deleting them, you may want to copy-and-paste the info into the "Your Instructor" section of the course Home Page.
    c. **Course Content** module – if you had loose material in Course Content (not in a folder) it will be in the "Course Content" module. You should rename or delete it after moving the material into a more appropriate module.
    d. **Blackboard folder descriptions** – migrate as Pages in the module with the same title as the folder but with "Description" at the end. You might want to consolidate that information with an overview page if you have one.
    e. **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 its contents will be indented below the Text Header.
    f. **Past material** – if you're providing students with multiple copies of materials from the past several years, please keep only the most recent version.
3. **Instructor-only material** – please remove material you no longer use regularly.
    a. If you need instructor-only material in the course, it's best to consolidate that material and move it to a module that's hidden from students, not scattered throughout the course. Publishing a module (making it available to students) will publish *all* the content in that module, which could result in the wrong material being visible to students.
    b. *Pro Tip:* We recommend keeping notes/instructions from past courses or optional assignments in a document on your computer (or network drive, cloud storage) instead of in your active course to keep the course/gradebook free of clutter.

Types of Content

1. **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.
2. **Attendance** – can be recorded in Canvas. Visit *How do I take roll call using the Attendance tool?* for more information.
    a. To use the Attendance tool, 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.
3. **Blank Pages** – migrate as Pages.
4. **Calendar** – go to "Course Syllabus" and check the Course Schedule for old calendar events that need to be deleted.
5. **Course Links** (from Blackboard's Build Content > Course Link) – migrate as Pages. Depending on what you linked to, the page may be empty. Either delete it and add the material to the module, or edit the page and add a link to the appropriate material.

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6. **Files** area – contains all the files you were using in Blackboard (from Content Collection).
   a. *Pro Tip:* To replace a file with an updated version that has the same filename, go to "Files," click "Upload," select the file, and click "Open." In the pop-up warning message about the file already existing, click the "Replace" button.
7. **Files** – (from Build Content > File) migrate as Files in the module, but you should attach them to a page instead so you can explain how/when/why students should use the file.
   a. *Pro Tip:* Consolidate multiple, separate files in the module into one page to streamline the course.
8. **Glossaries** – migrate as Pages using the HTML code from Blackboard, which is not accessible. Please contact Kayleen Grage (kmgrage@dmacc.edu) for assistance. Alternatively, you could export the glossary from Blackboard and share that spreadsheet with your students in Canvas.
9. **Images** (from Blackboard's Build Content > Image) – migrate as Pages.
10. **Lesson Plans** – migrate as Text Headers in the module. The description will not migrate.
11. **Learning Modules** – migrate as Modules in Canvas. Like folders, the description from the module migrates as a Page.
    a. **Module Pages** – migrate as Pages.
12. **Mashups** for Flickr, Kaltura, Slideshare, YouTube – migrate as Pages.
    a. *Note:* See *Cleanup Video/Audio* in *Step 2* for details about Kaltura mashups.
13. **Pages** – *Pro Tip:* If you have weekly activities lists (for reading assignments and other learning activities), add them to students' "To Do" list! Edit the page, select the "Add to student to-do" option, and set the date (such as a day or two into the week).
14. **PUBLISHER MATERIAL** – needs to be relinked in Canvas since the integration is different. Visit our *Publisher Integration Guide* (PDF) for more information.
15. **Web Links** – migrate as External URLs in the module. However, if there was description text in Blackboard, they migrate as Pages with the description and link.
    a. *Pro Tip:* Consolidate multiple, separate External URLs in the module into one page to streamline the course.

Step 4: Cleanup the Graded Activities

The "Assignments" area contains all graded activities, not just the Assignment tool.

Settings and Rubrics

1. **ASSIGNMENT GROUPS** (in Assignments area) – should match the categories you had in Blackboard, but you will want to double-check that everything is in the correct group.
   a. Remove any extra Assignment Groups. Each one will have a total column in Grades, so leave only the ones you are using.
   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."

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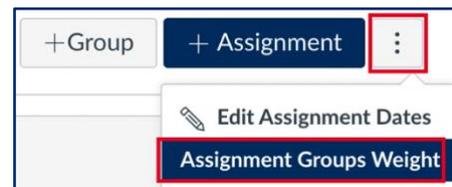
c. Visit *How do I weight the final course grade based on assignment groups?* for details.

d. ***Note:*** Assignment Group totals are proportional calculations (points earned divided into points possible). If you used equally weighted grades in Blackboard (i.e., category average), you'll need to use consistent assignment point values instead. Contact an instructional designer for help.

2. **Availability Dates** – on graded activities migrate and can be added/adjusted, 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.

   a. *Pro Tip:* Instead of adding availability end dates on graded activities, we recommend setting a Late Policy (see *Grades* below).

3. **DUE DATES** – are required for all graded activities. Visit the *DMACC Gradebook Expectations* for more information.

4. **Grades** area – the "Default Order" view is based on the order in the Assignments area.

   a. Grading Schemas do not migrate; select from pre-existing schemes or add your own in the course "Settings." Visit the *DMACC Gradebook Expectations* for details.

   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 details.

5. **RUBRICS** – migrate but may need to be revised or replaced (or deleted if unused).

   a. ***Note:*** Rubrics can only be points-based (point value or point range), not percentage-based. You also cannot have negative values.

   b. 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. Only one rubric can be attached to a graded activity in Canvas, so you may need to add an ungraded assignment for DMACC/departmental assessment scoring.

   d. *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 migrated because it might be outdated or missing outcomes. Then find and add the pre-existing rubric.

Assignments and Discussions

1. **ASSIGNMENTS** – migrate as Assignments with the "Submission Type" of "Text Entry" and "File Uploads," which you may want to adjust.

   a. **Manually created gradebook columns** from Blackboard migrate as Assignments with a "Submission Type" of "No Submission." Edit them and provide a description or explanation for students. You'll also need to add them to the appropriate module and make sure they have a due date.

      • If the column had a "Primary Display" of "Text," you may need to delete the migrated assignment. That type of display is not possible in Canvas. You may want to use the Notes column to record instructor notes (visit *How do I use the Notes column in the Gradebook?*).

   b. **SafeAssign** is a Blackboard-only tool; for plagiarism detection in Canvas, you will need to use a Turnitin assignment instead (see *Turnitin Assignments* below).

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2. **Blogs** – migrate as Discussions, so instructions may need to be revised.
   a. The blog setting for "Allow Anonymous Comments" is not possible in discussions.
3. **DISCUSSIONS** – threads cannot be migrated since they are tied to users, not courses.
   a. Instructions from Course Content and/or the discussion settings were migrated. K16 uses a 90% match on discussion instructions. If your instructions in Course Content differed from those in the actual discussion settings by more than 90%, both sets of instructions were migrated.
   b. 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.
      - The "Reply with Quote" option doesn't exist in Canvas.
4. **Journals** – migrate as Assignments with unlimited attempts. Titles and instructions may need to be revised.
   a. If the journal was ungraded, the Canvas assignment will be set to zero points.
   b. If you only want students to submit text, edit the assignment and deselect the "File Uploads" Submission Type.
5. **Kaltura Video Quizzes** – migrate as Pages. They need to be recreated as Assignments (for "Submission Type" use "External Tool" > "Find" > "Kaltura Quiz").
6. **PUBLISHER MATERIALS** – need to be relinked in Canvas since the integration is different. Visit our *Publisher Integration Guide* (PDF) for more information.
7. **Self and Peer Assessments** – migrate as normal Assignments. Assessment questions and evaluation dates do not migrate.
   a. Edit the assignment and select "Require Peer Reviews." Visit *How do I use peer review assignments in a course?* for more information.
   b. Revise the instructions, add the assessment questions from Blackboard, and add the due date.
8. **Turnitin Assignments** – need to be recreated in Canvas since the integration is different. 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.
9. **Wikis** – migrate as Pages that can be edited by students, so titles and instructions may need revisions (visit *How do I edit a page in a course?* and *How do I edit a course page as a student?*). Pages cannot be graded so you may need to add an assignment for grading.
   a. Alternatively, you may want to try Collaborations (visit *How do I use the Collaborations Index Page?* for more information).

Quizzes and Surveys

Quizzes (Tests from Blackboard) and Surveys can be accessed from Quizzes or Modules. Quizzes and Graded Surveys can also be accessed from the Assignments area.

The default quiz type is Classic Quizzes. For information on the difference between Canvas Classic Quizzes and New Quizzes, visit *Canvas New Quizzes Feature Comparison*.

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1. **Questions** – should be checked for accuracy. Edit the quiz/survey, switch to the "Questions" tab, and click the "Edit this Question" ✎ pencil icon on the right.
   a. Check the point value and images.
      - Images from the question text will migrate. Images in answer options may not migrate. Images in feedback/comments will not migrate.
      - 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.
      - If you had an essay answer in Blackboard, you may want to copy-and-paste that into the question's "general comments" area.
      - If you allowed partial credit for some questions in Blackboard, you may want to switch to New Quizzes.
   b. If the questions weren't pulling from a pool, they will be placed in an "Unfiled Questions" question bank. You may want to move those into separate banks.
   c. If you want questions randomized, create a "New Question Group," then drag-and-drop the questions into the group or add them from a Question Bank. Visit *How do I create a quiz with a question group to randomize quiz questions?* for details.
   d. Competency (Outcome) alignments need to be readded. Visit *How do I align an outcome to a quiz question in New Quizzes?* for more information or contact the Assessment Department.
   e. **Question Types** – several question types don't exist in Canvas Classic Quizzes and were either not migrated or migrated as a different type.
      - Calculated Formula → Fill In the Blank – needs to be switched to a "Formula Question" and revised (particularly the answer, which may be incorrect).
      - Calculated Numeric → Numerical Answer
      - Either/Or → True/False – may need to be reworded if you had it set to display as agree/disagree, right/wrong, or yes/no in Blackboard.
      - Essay – rubrics cannot be added to essay question. Visit *How do I add a rubric to a quiz?* or consider using an assignment instead.
      - File Response → File Upload Question
      - Fill in the Blank – does not have "Contains" or "Pattern Match" answer options and answers are not case sensitive. You may want to switch to New Quizzes for more refined answer options.
      - Hot Spot – does not migrate. Revise the question and add it. (***Note:*** New Quizzes allow Hot Spots but they are not accessible and should not be used.)
      - Jumbled Sentence → Multiple Dropdowns
      - Matching – answer pairs cannot have images. You may want to include the images in the question text instead.
      - Opinion Scale/Likert → Multiple Choice
      - Ordering → Matching
      - Quiz Bowl – does not migrate. Revise the question and add it.
      - Question Set → Question Group
      - Random Block → Question Group
      - Short Answer → Essay Question

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- ***Note:*** Not included above are the standard questions that are the same in both systems, such as Multiple Choice and True/False.
2. **Settings** – may need to be adjusted since options differ in Blackboard and Canvas.
   a. **Descriptions/instructions** – from Course Content and/or the test settings were migrated. K16 uses an 80% match on test instructions. If your description in Course Content differed from the description or instructions in the actual test settings by more than 80%, both/all three were migrated.
   b. "Randomize Questions" does not migrate (see *Questions* above).
   c. If you want question answers randomized, select the "Shuffle Answers" option. It applies to all quiz questions and cannot be selected on a question-by-question basis.
   d. You may want to adjust the options for displaying results to students.
   e. If you used the setting in Blackboard for "Do not allow students to start the Test if the due date has passed," you may want to add an "Available Until" date or set up a Late Assignment policy (see *Grades* above in *Settings and Rubrics*).
   f. Visit *What options can I set in a quiz?* for more information.
3. **Surveys** – migrate as Ungraded Surveys.
   a. ***Note:*** Surveys are not anonymous by default. If your survey should be anonymous, edit it and select the "Keep Submissions Anonymous" option.
   b. If you award points for completing the survey, change the "Quiz Type" to "Graded Survey" and enter the "Score" students should automatically receive upon submission. If it should be extra credit, type "0" for the "Score" and then award the correct number of points after students have submitted it.
4. **LockDown Browser** – will need to be added again in Canvas if your quiz requires it.
   a. Edit the quiz and remove the code in the "Require an access code" textbox since that was the password LockDown Browser used in Blackboard.
   b. 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.
   c. If you see an error message after enabling LockDown Browser on a quiz, click the "Fix It" button.

Groups

Groups and Group Sets from Blackboard can be accessed from the People area.

1. If you had multiple Group Sets in Blackboard, it may be easier just to make all new Group Sets in Canvas and delete the migrated sets/groups.
2. Links in Course Content to the group area do not migrate. Consider using a Page or "Not Graded" Assignment if you need to provide reminders.
3. **Group assignments** migrate as normal assignments. You will need to edit the assignment and reassign the Group Set (select "This is a Group Assignment").
4. **Group discussion boards** are in Discussions, but you will need to delete the duplicates (you only need one of them, not one per group).

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a. **Graded group discussions** migrate without Group Sets or grading enabled. Edit the discussion, select "Graded" and "This is a Group Discussion." Then select the appropriate Group Set.

b. **Ungraded group discussions** can be created in the individual group areas (i.e., meant for the group members to discuss amongst themselves about a project).

5. Depending on the Blackboard Group Set settings, you may need to delete the migrated material for group wikis, blogs, and/or journals that were automatically created with the groups in Blackboard.

Step 5: 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 materials.

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.
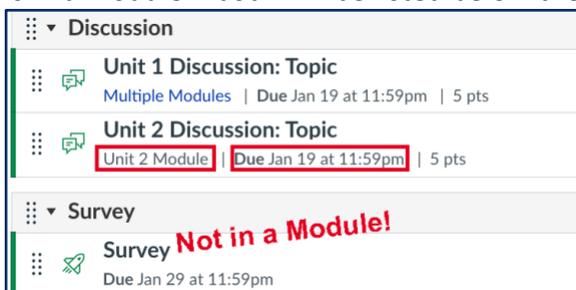
a. If you use weighted grades, make sure things are in the correct Assignment Group.
b. Click the "Assignment Settings" button (three dots) in the upper-right corner and choose "Edit Assignment Dates" to view and adjust all the due dates.

3. **Accessibility and Usability** – check accessibility from the "Ally Course Accessibility Report" in the course menu. Below are some aspects to check for usability (see *Check Accessibility* in *Step 2* for more tips).

a. 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.
b. 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?)

4. **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.

a. *Pro Tip:* If you don't already have the image on your computer, download it from Blackboard (right-click on the image and choose "Save Image As").

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Step 6: Copy the Course

After your course is ready, you can copy it to your course shell for the upcoming semester. If you want to merge your sections, make sure you request the merge *before* copying.

In Blackboard you could only copy from the course that has the content. However, in Canvas you can also import another course from within the new course where you want it – this is the process we recommend so you can make sure it's empty before copying in another course.

1. Go into the new, empty course shell for the upcoming semester.
2. From your course "**Home**" page, click the "**Import Existing Content**" button on the right (or from "Settings" click "Import Course Content").
3. For the "Content Type," choose "**Copy a Canvas Course**."
4. Click the "**Select a course**" drop-down menu or use the search box to find a specific CRN.
5. Select the "**All content**" option.
    a. ***Note:*** Skip the "Adjust event and due dates" option if you've already updated the dates in the course as recommended. Otherwise visit *How do I adjust events and due dates in a course import?* for more information.
6. Click the "**Import**" button.
7. If you want to use the Home page from the course that was copied in, go to "**Pages**" and click the "**View All Pages**" button at the top. Find the "**Home Page-2**" page, click the three dots to the right, and choose "**Use as Front Page**."
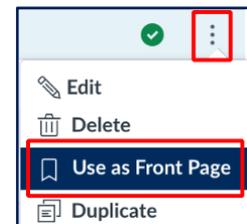
You can also visit Canvas guides on *How do I copy content from another Canvas course using the Course Import tool?* or *How do I copy a Canvas course into a new course shell?*.

Note: If you copy the wrong course, please contact an instructional designer right away. They can clear out your Canvas course so you can start over.

Need Help?

Contact an instructional designer in Distance Learning or access the following resources.

*   Visit the *Start-of-Term Guide* (PDF) to make sure your course is ready to go for students.
*   Follow the *Migration Checklist: Export from Blackboard to Canvas* (PDF) to migrate a course on your own.
*   For accessibility information, go to "Help" > "DMACC Instructor Resources and Support" > "Expectations" > "Accessibility."
*   For help using Canvas, you can use the *Growing with Canvas* modules in the *Instructor Training and Resources* course or the *Canvas Instructor Guide Table of Contents*.
*   Distance Learning offers a variety of training sessions online on a regular basis. Visit the *Training Sessions Calendar* for a list of upcoming events.

DMACC *Online*