

# Quick Migration: Export from Blackboard to Canvas

For detailed information about migrating courses, follow the [Migration Checklist: Export from Blackboard to Canvas](#) (PDF). It contains information on tools/settings that will or will not transfer, terminology changes, accessibility information, tips to improve your course, and more!

## Step 1: Export the Blackboard Course

1. In your [Blackboard](#) course, go to “**Packages and Utilities**” in the instructor Control Panel menu and select “**Export/Archive Course.**”
2. Click the “**Export Package**” button at the top in the grey bar.
3. In the “Select Course Materials” section, click the “**Select All**” button.
  - a. **Note:** Always use the “Select All” button to make sure you get everything you need.
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 ZIP file link (or right-click and select “Save Link As”) 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.

## Step 2: Import the Blackboard Course

If you want to merge your sections, make sure you [request the merge](#) before importing.

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 “**Choose File**” 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, select the “**Adjust event and due dates**” option and set the “Beginning dates” (leave “Ending dates” blank). Visit [How do I adjust events and due dates in a course import?](#) for details.

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## Need Help?

Visit the [Start-of-Term Guide](#) (PDF) to make sure your course is ready to go for students.

Contact one of the [instructional designers](#) in Distance Learning. We offer a variety of training sessions online on a regular basis. Visit the [Training Sessions Calendar](#) for a list of upcoming events.