

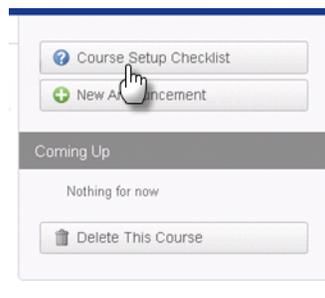
# Import Blackboard 6 Content into Canvas

## Canvas Import

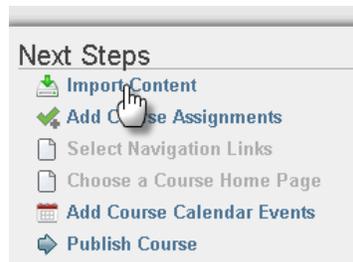
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Once you have downloaded the Blackboard 6 backup file provided . . .

1. Log into your Canvas account.
2. Click on the course you want to add the Blackboard 6 content to.
3. If you do not have it open, open **Course Setup Checklist** (top right).



4. Click **Import Content** (bottom Left).



5. Click **Import content from a content package or from another system.**

Step 1  
Intro

Step 2  
Import Files

Step 3  
Import Quizzes

### Import Wizard

- Import Files (if any)
- Import Quizzes (if any)

You may skip any steps that don't apply.

You can also:

Copy content from **another Canvas course**

Import content from a **content package** or from **another system**



6. Choose **Blackboard 6/7/8/9 export .zip file**, click **Choose File** to browse for the Blackboard 6 backup file you downloaded, and click **Import Course**.

**Please Note:** Check **Choose which parts of the course to migrate** in order for Canvas to extract the areas you select. Not all courses will have these features. After Canvas has finished extracting, you can decide exactly which items from each are to import into your course.

Migrate from Another System

Blackboard 6/7/8/9 export .zip file

Choose a .zip file to import

**Choose File** No file chosen

Question Bank Configuration

Overwrite assessment content with matching IDs ?

If not specified in the export, questions will go in this question bank Imported Questions

**Selective import**

Choose which parts of the course to migrate

**Import Course** Cancel

**Selective import**

- Choose which parts of the course to migrate
- Assignments
- Announcements
- Calendar Events
- Discussions
- Files
- Quizzes and Assessments
- Question Banks
- Goals
- Tasks
- Groups
- Rubrics
- Web Links
- Wikis
- Learning Modules

7. You will receive a confirmation screen one the course content has been uploaded.

**Please Note:** Your content has not been added to your course yet; shortly you will have the option to select the content you want copied into your course once the course content has been uploaded.

## Migrate from Another System

We have integrated with other Learning Management Systems to provide a simple and automated migration process. If you see your current system in the list select that option and provide the requested information. We'll extract the content from your course, and you can then specify which parts you'd like to have added to your new course.

**Thank you!** We'll start importing your course, you'll get an email when it's done and you'll be able to select the sections you'd like to import.



8. To check the status of your course content upload, click **View Migrations** under **Migrate From Another System** option.

Test\_McgrawHill > Content Imports > **Migrate From Another System**

## Migrate from Another System

We have integrated with other Learning Management Systems to provide a simple and automated migration process. If you see your current system in the list select that option and provide the requested information. We'll extract the content from your course, and you can then specify which parts you'd like to have added to your new course.

There are previous migrations for this course: [View Migrations](#)

Choose the system you want to migrate from

9. Once the content has been uploaded, you will have the . . . **export . zip migration – Click here to choose the content to import option** after clicking **View Migrations**.

10. Ensure **Copy Everything** is checked in order to import all the course content available scroll to the bottom to select **Import Course Content**.

Test\_McgrawHill > Content Imports > Migrate From Another System

### Copy From null

Select the content you'd like copied into this course. At the bottom you can also choose to adjust all dates for migrated items in case you've moved on to a new semester.

**Copy Everything**

**Quizzes**

Chapter 13: Multiple Choice Quiz

Chapter 03: Multiple Choice Quiz

Chapter 08: Multiple Choice Quiz

Chapter 05: Multiple Choice Quiz

**Content Folders**

Home Page

External Links

Assignments

Course Information

Course Documents

\*Premium Content

Glossary

\*Manager's Hot Seat

\*Self-Assessment Exercises

\*Test Your Knowledge Exercises

Chapter 1: Human Resources in a Globally Competitive Business Environment

\*Premium Content

Multiple Choice Quiz

**Assignment Groups**

Assignment

Attendance

Essay

Exam

Extra Credit

Final Exam

Group Project

Homework

Quiz

Survey

Total

Weighted Total

**Adjust events and due dates**

null dates range

from Jun 15 to Jun 15

This Course dates range

from to

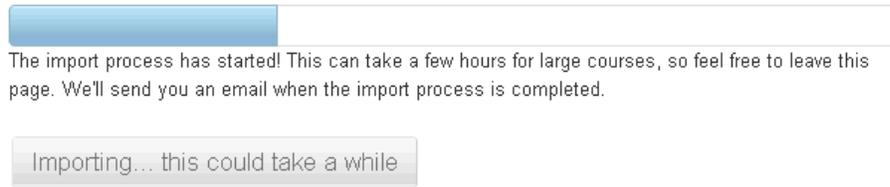
You can also explicitly define day substitutions to adjust for changing class schedules (i.e. move everything that was on Mondays to now happen on Tuesdays)

[Define a day substitution](#)

Import Course Content



11. . A progress bar will appear to show your course content being loaded.



12. Once the content has been loaded, you will automatically be send back to the course homepage and see a confirmation message that the import was successful.

**Please Note:** The Test Banks and/or Chapter Practice Quizzes are loaded into the **Quizzes** section (if available).

Test\_McgrawHill > Quizzes

### Unpublished Quizzes

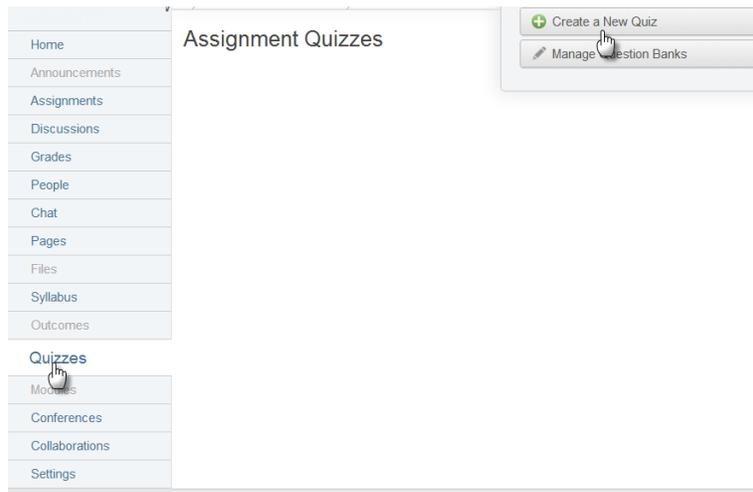
<b>Chapter 01: Multiple Choice Quiz</b> 5 Questions		
<b>Chapter 02: Multiple Choice Quiz</b> 5 Questions		
<b>Chapter 03: Multiple Choice Quiz</b> 5 Questions		
<b>Chapter 04: Multiple Choice Quiz</b> 5 Questions		
<b>Chapter 05: Multiple Choice Quiz</b> 5 Questions		
<b>Chapter 06: Multiple Choice Quiz</b> 5 Questions		
<b>Chapter 07: Multiple Choice Quiz</b> 5 Questions		

Navigation menu (left): Home, Announcements, Assignments, Discussions, Grades, People, Chat, Pages, Files, Syllabus, Outcomes, Quizzes, MC Qs, Conferences, Collaborations, Settings

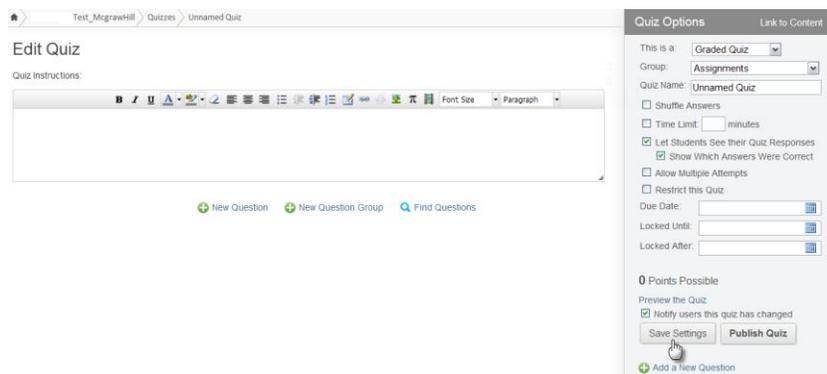
Actions (right): Create a New Quiz, Manage Question Banks, Publish Multiple Quizzes

## Canvas Test Creation

1. From the Course Home Page, click **Quizzes** and select **Create a New Quiz**.

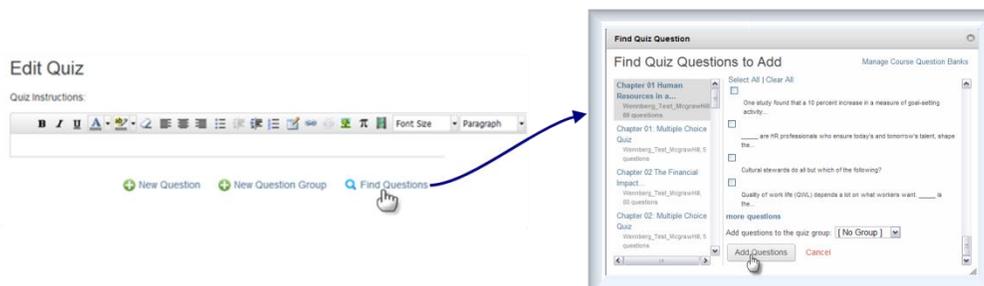


2. Update **Quiz Options** for this test and click **Save Settings**.



3. Click **Find Questions**, to locate the questions from the **Question Library**. Check the questions for the test and select **Add Questions**.

**Please Note:** Chose a chapter to select questions from that chapter Test Bank.



## Publish Test to Canvas Quizzes Area

1. Within the **Edit Quiz** area from Step 2 of the *Canvas Test Creation* instructions, select **Publish Quiz**.

**Please Note:** The Test will be published in the quizzes area.

The screenshot displays the 'Edit Quiz' interface. The main content area is a rich text editor for 'Quiz Instructions' with a toolbar and a large empty text box. Below the editor are buttons for 'New Question', 'New Question Group', and 'Find Questions'. On the right, the 'Quiz Options' sidebar is visible, containing settings for quiz type, group, name, and various options like 'Shuffle Answers', 'Time Limit', 'Let Students See their Quiz Responses', 'Show Which Answers Were Correct', 'Allow Multiple Attempts', and 'Restrict this Quiz'. It also includes date pickers for 'Due Date', 'Locked Until', and 'Locked After', a '0 Points Possible' section, a 'Preview the Quiz' section with a 'Notify users this quiz has changed' checkbox, and buttons for 'Save Settings' and 'Publish Quiz'. A mouse cursor is hovering over the 'Publish Quiz' button.