



# Canvas@Cornell

## Quick-Start: Exporting Content from Blackboard

Since Blackboard will not be available to users after **May 1, 2020**, you may want to export your Blackboard course content for future use in Canvas. You can export course content from Blackboard and store it on your computer or a shared content repository such as [Box](#). Then, if you teach the course at some later time, you will be able to import the saved materials to a Canvas course site.

Some materials, including links to third-party tools (ie. Piazza, Kaltura, Panopto, Turnitin) will not transfer to Canvas. For details, see [Notes about Transferring Courses from Blackboard](#) (click on “Content Folders” at the top of the page).

Student-submitted materials or student details are not included in the export package. See [Student Data Retention](#) for information on how to retain student submission and/or data.

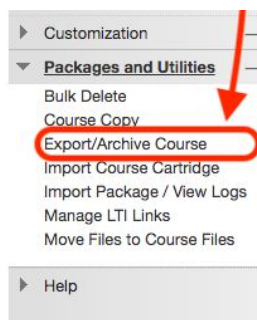
**NOTE:** There are two possible processes for course content export from Blackboard:

- 1) If you only want to export Content Areas (areas in which students engage with course content and activities), please follow the **Content Area Export Process**.
- 2) Files not included in Content Areas (i.e. alternate content, answer keys, or other files not displayed to students) will not be included in the export package. If you want to export such content, please follow the **File Export Process**. This process will only export files; it will not include the file organization used in the Content Areas.

### Content Area Export Process

Export student-facing **content area** to your computer. The preferred Internet browsers are Chrome and Firefox.

1. Navigate to the Blackboard course from which you wish to export course content.
2. Click **Packages and Utilities** in the left menu.
3. Click on the **Export/Archive Course** in the expanded list.



4. Click **Export Package** button.



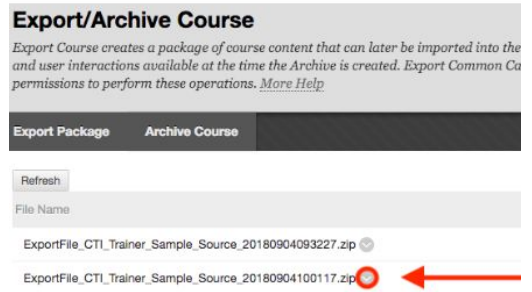
5. Under Select Course Materials, click **Select All**.

#### SELECT COURSE MATERIALS

Select materials to include in the export package.

Select All Unselect All

7. When the export file appears (blue link), click the chevron arrow and choose **Open** from the dropdown list to save this export file to your computer. Note the name of your file.



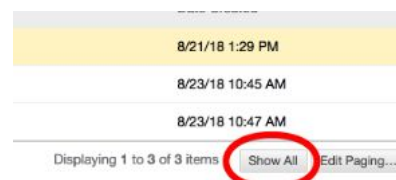
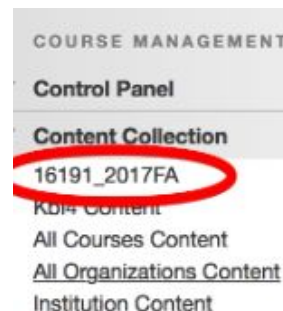
**NOTE:** This begins an export download to your computer. **Do not** unzip this file.

8. Once downloaded, the .zip file can be renamed to make it easier to identify in the future.

## File Export Process

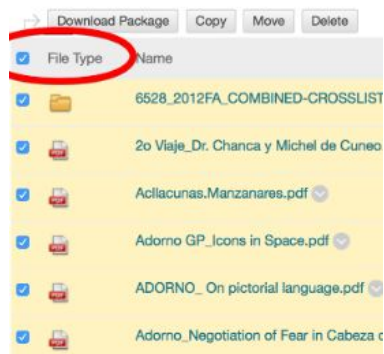
Export File repository (all of the files you've uploaded to the course) to your computer.

1. Navigate to the Blackboard course from which you wish to export course files.
2. Click **Content Collection** in the left menu.
3. Click on the first link in the expanded list (the link corresponds to your course name).
4. Scroll to the bottom of the page and click on the **Show All** button in the lower right corner.



5. Place a check mark in the box next to **File Type** to select all of your files (top left).

**NOTE:** De-select any files in this list that are indicated with a folder icon)



6. Click on the **Download Package** button.  
Note the name of the file.

**NOTE:** This begins a (zip file) download to your computer. **Do not** unzip this file.



7. Once downloaded, the .zip file can be renamed to make it easier to identify in the future.