

Canvas@Cornell

Quick-Start: Exporting Content from Blackboard

Since Blackboard will <u>not</u> 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 <u>Box</u>. 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 <u>Notes about Transferring Courses from</u> <u>Blackboard</u> (click on "Content Folders" at the top of the page).

Student-submitted materials or student details are not included in the export package. See <u>Student Data Retention</u> 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.

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	Bulk Delete							
9	Course Copy							
	Export/Archive Course							
	Import Course Cartridge Import Package / View Logs Manage LTI Links							
					Move Files to Course Files			
						Help		

- 4. Click **Export Package** button.
- 5. Under Select Course Materials, click **Select** All.
- 6. Click **Submit** in the lower left corner.
- 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.

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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.

COURSE MANAGEMENT
Control Panel
Content Collection
16191_2017FA
KDI4 Content All Courses Content <u>All Organizations Content</u> Institution Content
8/21/18 1:29 PM

8/23/18	10:45 AM	
8/23/18	10:47 AM	
Displaying 1 to 3 of 3 items	Show All	Edit Paging

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)

- Download Package
 Copy
 Move
 Delete

 File Type
 Name

 General Science
 6528_2012FA_COMBINED-CROSSLIST

 General Science
 20 Viaje_Dr. Chanca y Michel de Cuneo

 General Science
 Acliacunas.Manzanares.pdf

 General Science
 Adorno GP_Icons in Space.pdf

 General Adorno_On pictorial language.pdf
 Adorno_Negotiation of Fear in Cabeza composition
- 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.

COURSE MANAGEMENT
Control Panel
Content Collection
16191_2017FA
KDI+ Content
All Courses Content
All Organizations Content
Institution Content