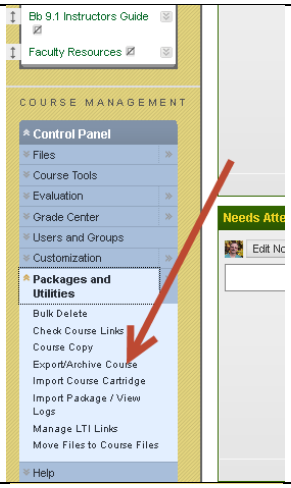
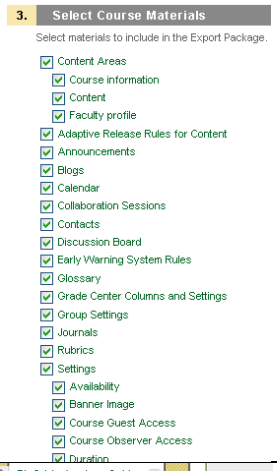
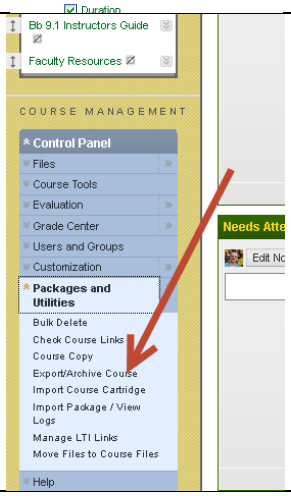
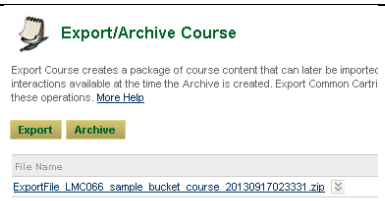
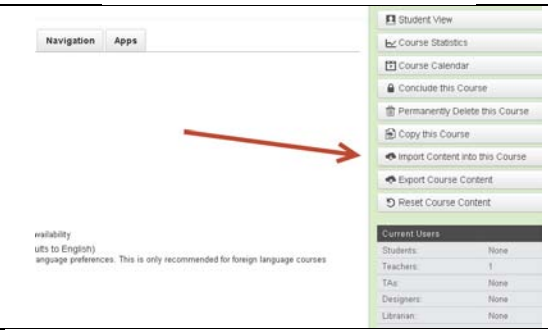
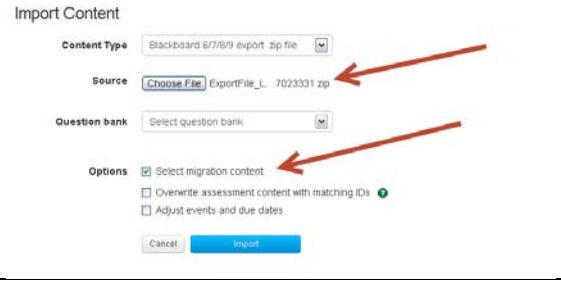
Procedure

1. **Export the course from Blackboard**
2. **Import the course in Canvas**

Process

• **Log into Blackboard and navigate to your course** • **In the Control Panel select Packages and Utilities, then select Export/Archive Course**	
• **Click the Export button and place a checkmark next to all items you want to export. *Files linked from the course will be included, extraneous and duplicate files will not.*** • **Submit, then monitor your email for a message indicating the Export is complete. This may take a few minutes depending on the quantity and size of the files in your course**	
• **Return to Blackboard and navigate to your course** • **In the Control Panel select Packages and Utilities, then select Export/Archive Course**	

• **Locate the ExportFile with the Date Created closest to when you followed the steps above** • **Click the File Name once OR Select the Chevron next to the filename and Choose Open. Both techniques will download the file to your computer.**	
• **Log into Canvas and navigate to your course** • **Select Settings from the Course Navigation Menu** • **Select the Import Content into this Course button**	
• **In the dropdown for Content type, select Blackboard 6/7/8/9 export zip file**	
• **Select Browse and locate the zip file downloaded from Blackboard. (The file name should start with ExportFile)** • **If you'd like to import only a portion of the course, check the Select Migration Content box** • **Click the Import button**	
• **If you've chosen to be selective about which content to import, you'll need to Select Content when prompted.** • **If you've chosen to import the entire course, you'll see a progress meter indicating when the process is Queued, Running and Complete.** • **This may take a few minutes depending on the quantity and size of the files in your course. When the upload completes, you will receive an email with instructions on how to complete the import.**	