



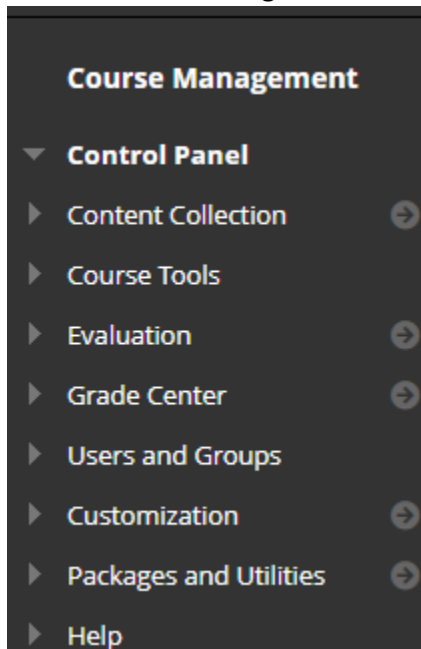
Blackboard Course Archive Procedures for Canvas Migration

In preparation for the transition from Blackboard to Canvas, this guide explains how to export your Blackboard course content out of the Blackboard LMS so that you can save it to your UHV OneDrive folder. You'll then later—using a different procedure—import the data into your Canvas course **Files** area where you can rebuild the course in the new Canvas LMS.

Important: Currently, there's no feature allowing you to move course content for all of your Blackboard courses in a single attempt or all at once. Therefore, **you'll need to repeat the steps below for each of the Blackboard courses you would like to migrate over to the Canvas LMS.**

Step 1 – Create Your Export Package from the Blackboard LMS:

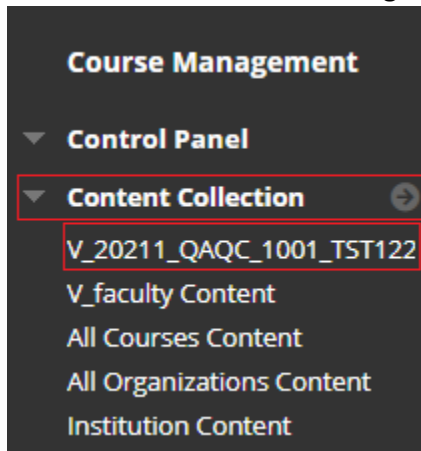
1. Log into the UHV Blackboard system and from the **Course List** module in Blackboard, click on the first course whose data you would like to migrate. This will take you into your course and you'll see the **Course Management** section of the **Course Menu** over on the left (see below).



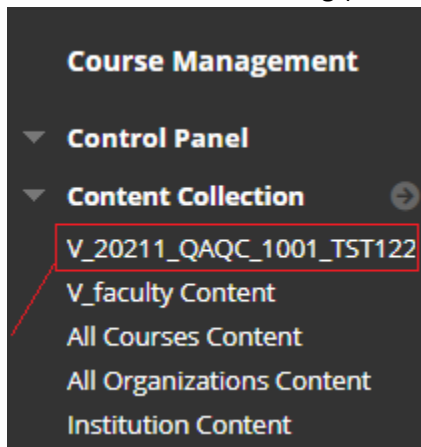


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2. In the Blackboard **Course Management** area, click on the **Content Collection** option (see below).



3. When the **Content Collection** option expands (see below), click on the name of course under the **Content Collection** heading (see below).



4. After accessing the course's content collection area, Blackboard will display the content collection page for that course/section (see below).



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Course Content: V_20211_QAQC_1001_TST12220

Upload Create Folder








Copy Move Recycle

<input type="checkbox"/>	FILE TYPE	NAME	EDITED
<input type="checkbox"/>	Folder	Hands-On	Dec 22, 2020 8:20:07 AM
<input type="checkbox"/>	Folder	Notes	Dec 22, 2020 8:20:08 AM
<input type="checkbox"/>	Folder	PPT	Dec 22, 2020 8:20:08 AM
<input type="checkbox"/>	Folder	Recycle Bin	Oct 24, 2022 10:54:01 AM
<input type="checkbox"/>	PDF	10 Data and Analytics Trends for 2020.pdf	Dec 22, 2020 8:20:07 AM
<input type="checkbox"/>	File	Case 1.mdb	Dec 22, 2020 8:20:03 AM
<input type="checkbox"/>	File	Case 2.mdb	Dec 22, 2020 8:20:03 AM
<input type="checkbox"/>	XLS	Feedback on Shoes.xls	Dec 22, 2020 8:20:06 AM
<input type="checkbox"/>	PDF	Final Exam Part 1 Review Guidelines_F2F(1).pdf	Dec 22, 2020 8:20:05 AM
<input type="checkbox"/>	DOCX	Final Exam Part 2 Case Questions_FA2020-25218(1).docx	Dec 22, 2020 8:20:07 AM
<input type="checkbox"/>	DOCX	Final Exam Part 2 Case Questions_FA2020-25218.docx	Dec 22, 2020 8:20:03 AM

5. Scroll down to the bottom of the page and click on the **Show All** button (see below) to make sure all of the documents in your course's content collection area are displaying for the next archive step. You'll be able to see the total number of items that you'll be archiving when viewing the "Displaying 1 to..." option in the Blackboard course content collection area (see below).



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296.2 KB	
59.5 KB	
20.7 KB	
558.5 KB	
111.7 KB	
13.1 KB	
15.0 KB	

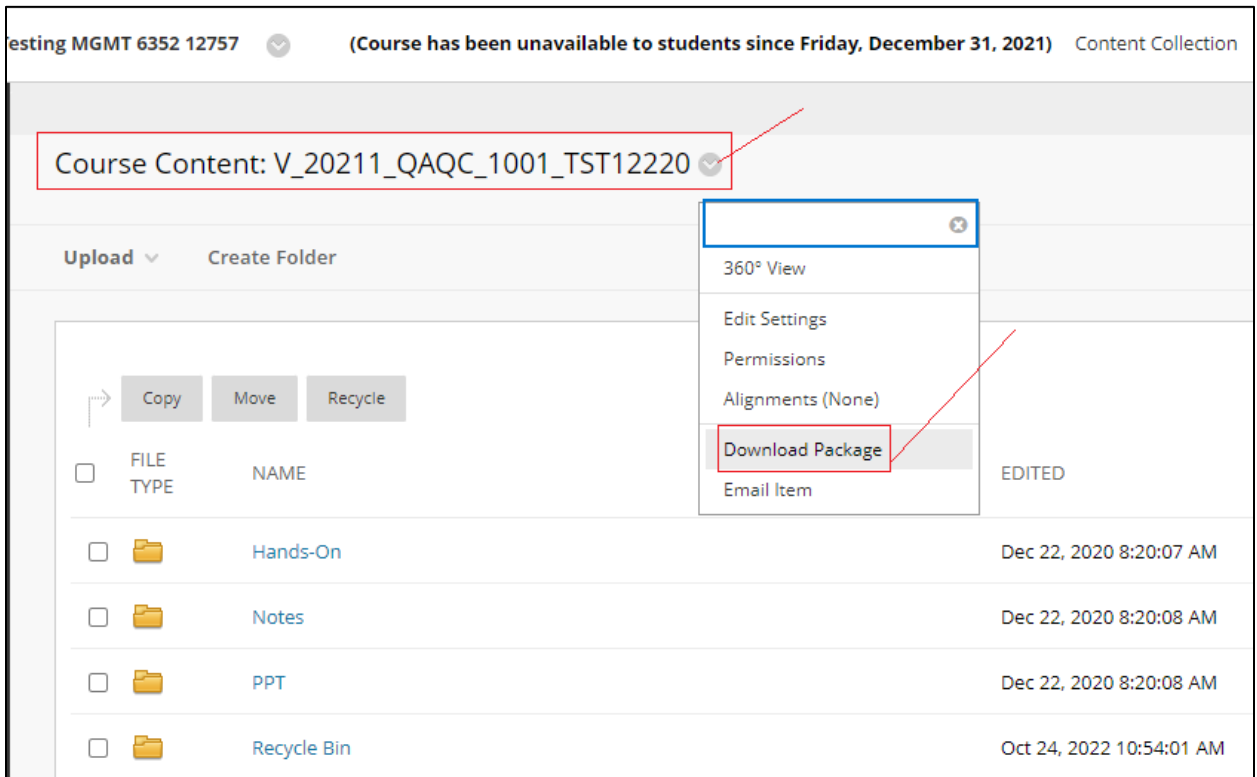
Refresh Page 1 of 2 > >>

Displaying 1 to 25 of 32 items Show All Edit Paging...

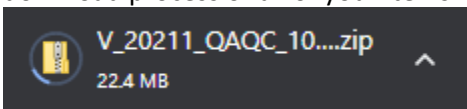
6. With all of the course content items displaying after clicking the **Show All** button, Blackboard returns you to the top of the course content page. At the top of the page, click the drop-down chevron option next to the “Content Collection” page tile displaying your course name (see below).



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7. Select the **Download Package** option (see above). You'll notice that the Blackboard system starts downloading a (.ZIP) file to your local computer (usually your **Downloads** folder). Confirm that the (.ZIP) file successfully downloads to your local computer (don't cancel or interrupt the download process or all of your items may not be included in the (.ZIP) file).



The next step is to move the (.ZIP) file from your local computer to your OneDrive folder (see the following section).

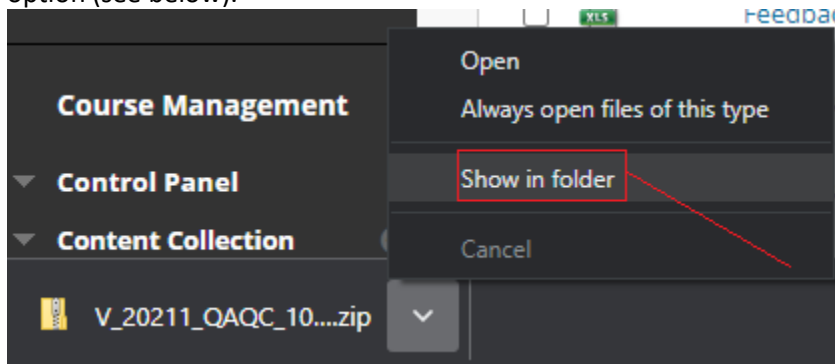


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Step 2 – Move Your Blackboard Export Package File to your OneDrive Folder:

Now that you've completed the steps in the previous section to create the (.ZIP) archive file of your course content and downloaded it to your local computer, complete the steps below to move that file to your UHV OneDrive folder.

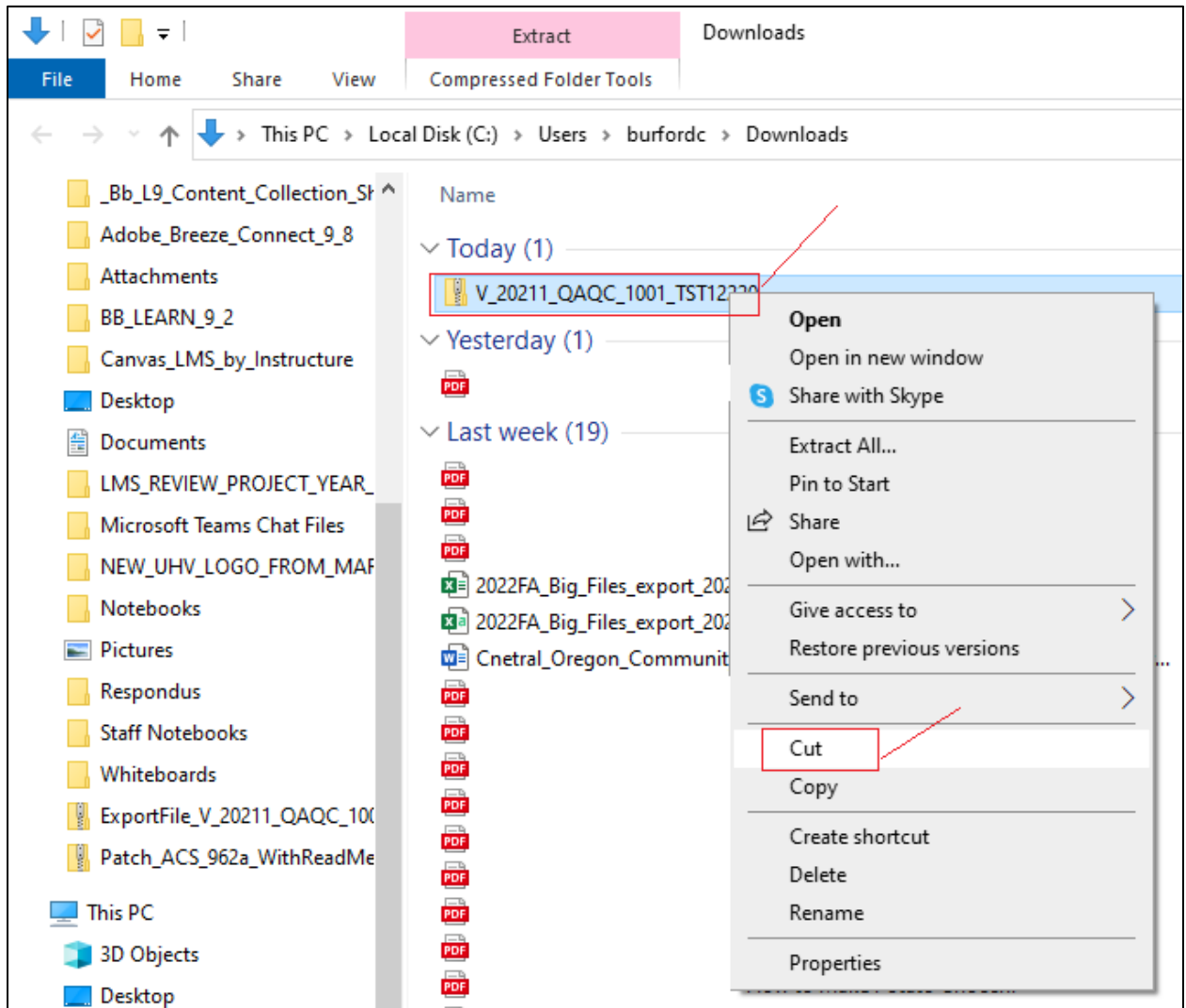
1. Once the file has successfully downloaded to your computer, browse for the (.ZIP) file location or if your browser is displaying the latest downloads from websites, select the **Show in Folder** option (see below).



2. When you've located the (.ZIP) file from the previous step, you want to use the Windows **Cut** command (see below) and then paste that (.ZIP) file in your UHV OneDrive folder.



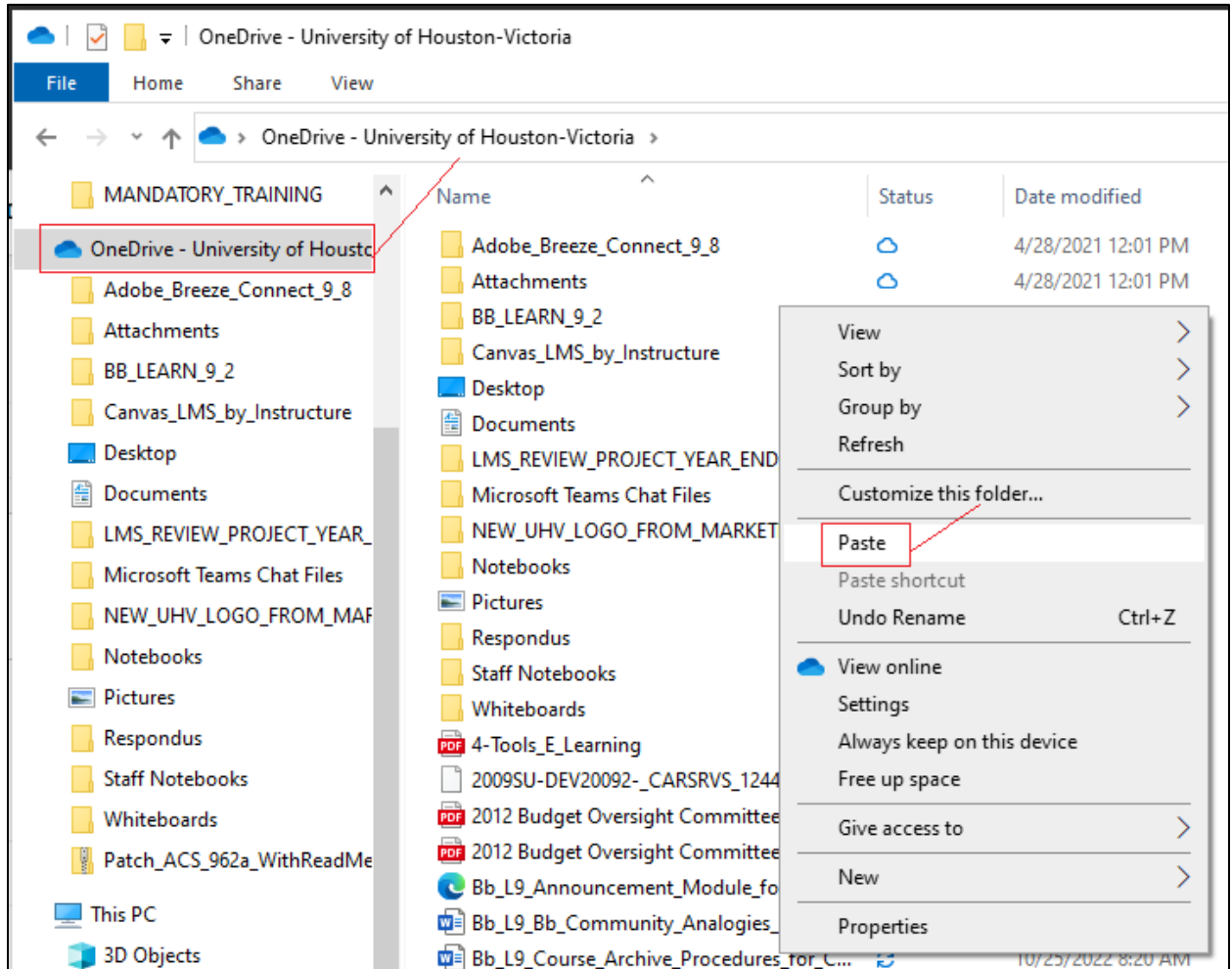
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3. Right-click on the file and select the Windows **Cut** option (see above). Browse to your OneDrive folder (see below) and once in OneDrive, use the Windows **Paste** option to move that Blackboard (.ZIP) file to OneDrive (see below).



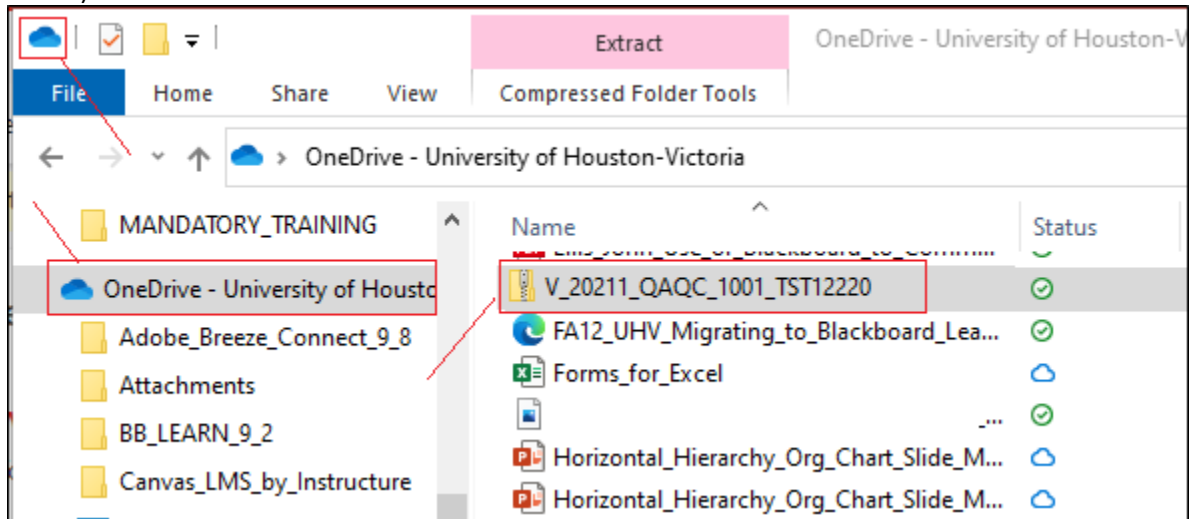
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4. Confirm that you can locate the Blackboard archive (.ZIP) file in your UHV OneDrive location (see below).



This completes the procedures for downloading and moving your Blackboard course content data to your UHV OneDrive location.

For additional procedures or if you encounter any issues, please reach out to your [UHV Technology Coordinator](#) or [Support Tech](#) for more information, help, and assistance.