

Center for Learning and Teaching
Blackboard to Canvas Pre-Migration Faculty Checklist

To migrate your course from Blackboard (Bb) to Canvas, and to reduce your post-migration workload, we strongly encourage you to complete the following steps for each course. Please remember that you may not be using some of the features listed in this checklist.

Optional steps are highlighted in gray.

#	To do list	Description	How to complete the step
1.	Identify your course	Identify the latest/selected version of the course that you want ITS to migrate. ITS will migrate only one version per course.	
2.	Export your course locally	Create a folder in your One Drive folder (ex. COMM101_Fall2021). Export a local copy of your Bb course to your personal computer or to your One Drive folder.	<ul style="list-style-type: none"> • Upload Files and Folders to OneDrive (Microsoft Support)
3.	Save your students' grades	Download/save your course Grade Center to your computer as an Excel spreadsheet (ex. COMM101_Fall2021/Grades).	<ul style="list-style-type: none"> • Work Offline with Grade Data (Blackboard Help)
4.	Save your students' papers, tests, and assignments	Download/save your student-submitted papers, tests, and discussions to your One Drive sub-folder. Download/save your test item pools as QTI files to your One Drive sub-folder. (Note: if the papers have grades on them, they cannot be placed in cloud storage.)	<ul style="list-style-type: none"> • Download Assignments (Blackboard Help) • Import or Export Tests, Surveys, and Pools (Blackboard Help)
5.	Clean up your course content	Clean up/duplicate unneeded folders/files (Word, PDF, PPT, etc.) from your Bb Content Collection and from each course. Clean up any unused course activities.	<ul style="list-style-type: none"> • Content Collection (Blackboard Help)

6.	Check your groups' settings	Check that your course groups are set up correctly and are still relevant.	<ul style="list-style-type: none"> • Groups (Blackboard Help) • Manage Groups (Blackboard Help)
7.	Note your adaptive release setting	Take a screen capture of your adaptive release settings, as needed.	<ul style="list-style-type: none"> • Release Content (Blackboard Help)
8.	Clean up your gradebook	Clean up: delete unused categories and columns from your Gradebook.	<ul style="list-style-type: none"> • Deleting a Column from the Grade Center (University of Toledo)
9.	Save your rubrics	Save your rubrics as PDF files to your One Drive sub-folder (ex. COMM101_Fall2021/Rubrics).	<ul style="list-style-type: none"> • Print from Chrome (Google Chrome Help) • How to Save a Document as PDF on Mac from Firefox (Academic Technology) • Print or Create a PDF of a Webpage in Safari on Mac (Safari User Guide)
10.	Export your course again	Export the entire course to your local computer or to One Drive.	<ul style="list-style-type: none"> • Export and Archive Courses (Blackboard Help)
11.	Make your course available	To enable your course migration from Bb to Canvas, you will need to make your course available.	<ul style="list-style-type: none"> • Make your course available (Blackboard Help)