For help with Canvas, please email canvas@cpp.edu. In addition, see our support resources at https://www.cpp.edu/canvas/support.shtml.

Using Blackboard-Converted Canvas Courses

We have used an external company to migrate and convert content from Blackboard to Canvas and ensure that tests, assignments, links, videos, etc., work properly. We converted unique course sections all the way back to Fall 2018, choosing one section from the most recent semester it was taught. For example, if you taught ABC1000.01, ABC1000.02, and ABC1000.03 in Fall 2018, Fall 2019, Fall 2020, and Spring 2021, we converted only ABC1000.01 from Spring 2021.

You will find these Blackboard-converted courses labeled as (Bb Converted) Course Name. Students will not be enrolled into Blackboard-converted courses. Course material must be selectively or wholly copied from Blackboard-converted courses into student-enrollable courses, i.e. Fall 2021 courses.

It will likely be necessary to rearrange your content and edit some content. Blackboard uses nested folders while Canvas uses expanded modules. You may need to reorder, consolidate, or remove certain migrated content.

If you have questions about converted courses or feel you are missing courses that you should have, please email canvas@cpp.edu.

Access Canvas

- Log into Canvas with your BroncoName and password, using the DUO multifactor authentication if needed.

What's in your Canvas now?

- **Course sites for Summer 2021** (if you are teaching) and **course sites for Fall 2021** – with your student rosters already included. Course content is not included unless you have been working in them yourself.
- **A "sandbox" course** – no students enrolled, no content except for the QM Template. You can use this sandbox for any purpose, e.g. seeing how things work in Canvas.
- **"(Bb Converted) CourseName" courses** – these are your Blackboard courses from past semesters (as described above), with content but without students.

Finding your courses

1. Courses that have been converted from Blackboard are named as "(Bb Converted) CourseNumber (date)". E.g.: (Bb Converted) STA1200.01 (S21).

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2. From the left global navigation menu, select **Courses** and then **All Courses**
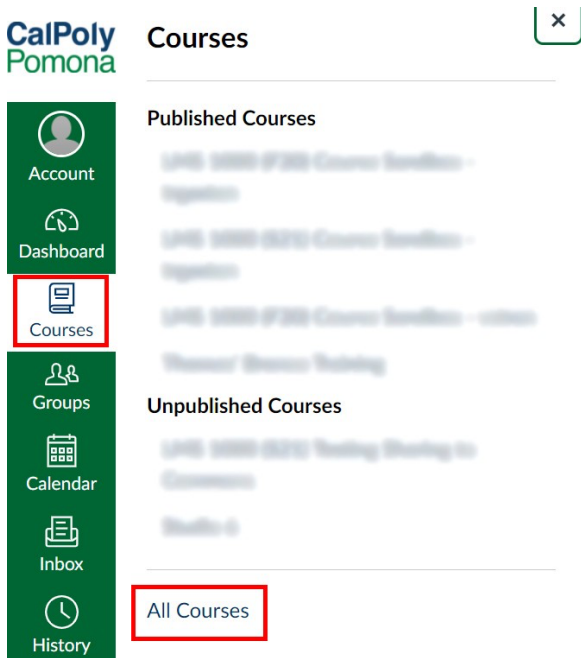
3. You may need to **Accept Invitation** for these courses to officially be enrolled as a **Teacher**
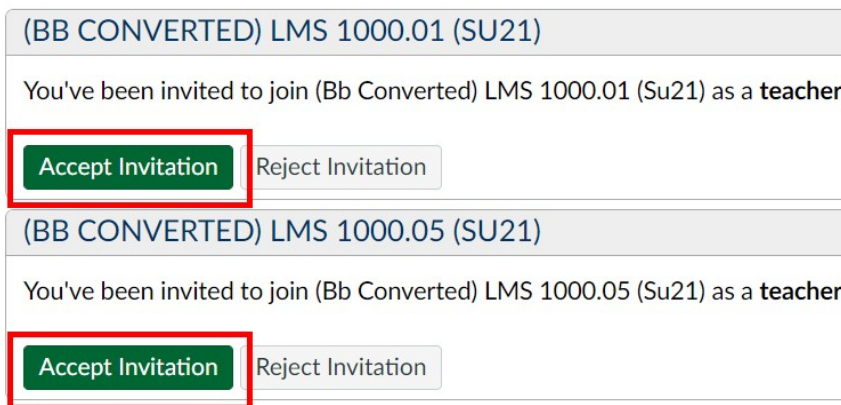
4. Still on the **All Courses** screen, click on the star next to each course that you wish to <u>favorite</u>

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5. These favorite courses can now be accessed from the **Dashboard.** Your other, not-favorited courses can still be accessed from All Courses.

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Copying material from Blackboard-Converted courses into other Canvas courses

Course material must be selectively or wholly copied from Blackboard-converted courses into student-populated courses, i.e. Fall 2021 course sites.

If you want to use Cal Poly Pomona's QM Template, we recommending copying this template into your Fall 2021 course sites <u>before</u> copying material from your Blackboard-Converted courses.

<mark>Caution:</mark> If you have been working in the "Syllabus" area of your Fall 2021 course site, do not copy the Syllabus from either the QM Template or your Blackboard Converted course into the Syllabus of your Fall 2021 course site. Because Syllabus is a special tool in Canvas, material copied from one Syllabus area to another <u>replaces</u> any material already in the copied-to Syllabus. (If you have worked on your Syllabus page in your Fall course, we recommend simply copying the content in a Word document for safety.)

1. Log into <u>Canvas</u> with your BroncoName and password
2. From the **Dashboard**, select the student-enrollable (Fall 2021) course that you want to copy the Blackboard-converted content **into.** This is your "copy-to" course.
3. From the course menu, select **Settings**
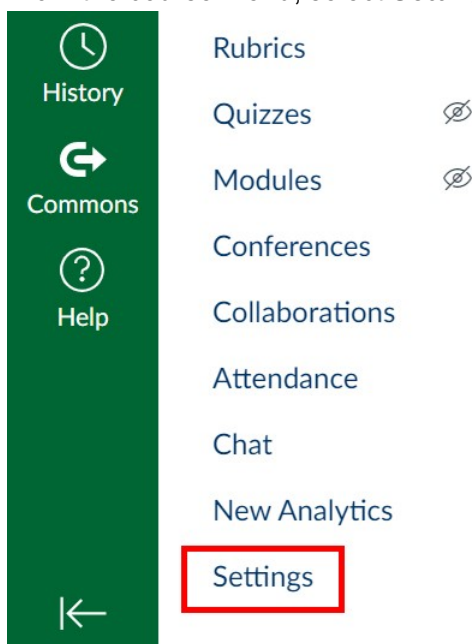
Continued...

For help with Canvas, please email canvas@cpp.edu. In addition, see our support resources at https://www.cpp.edu/canvas/support.shtml.

4. From the right menu, select **Import Course Content**

Import Content

Content Type	Copy a Canvas Course ▾
Search for a course	Select a course ▾ or Course name
	☑ Include completed courses
Content	⦿ All content
	◯ Select specific content
Options	☐ Adjust events and due dates
	Cancel Import

5. Set the **Import Content** settings:
   a. In the Content Type menu, select Copy a Canvas Course
   b. In the **Search for a course** menu, select the Blackboard-converted course that you wish to copy **from**
   c. For the **Content** setting, select the appropriate setting:
      i. **All content** - copy everything from the course.
      ii. **Select specific content** – copy only some content from the course. If you select this option, you must then click **Select Content** and choose the content you'd like to copy over.

   Should I select "Copy all content" or "Select specific content?"

   Most content is simply appended to the course that is being copied into. That is, content that is copied into a new course does not erase content already in that copy-to course.

   A very important exception is the **Syllabus**. The Syllabus in Canvas is an active tool. Material in the Syllabus in your copy-from course will replace material in the Syllabus in your copy-to course. If you have done work in the Syllabus in your copy-to course, then choose "Select specific content" so that the Syllabus in your copy-from course will not replace your work.

6. Select **Import**. Your import progress will be shown under **Current Jobs** and will display as **Completed** once finished. Copying is not instant. Please allow at least a few minutes for the process to complete. The more that is copied, the longer it will take.