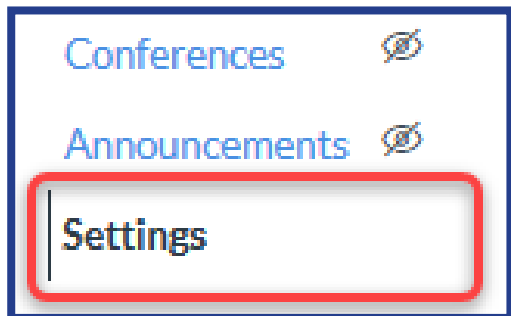# Importing Content Selectively in Canvas
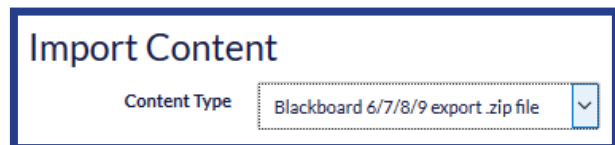
1 In Course Navigation, click **Settings**.

Conferences
Announcements
Settings

2 Click **Import Course Content**.
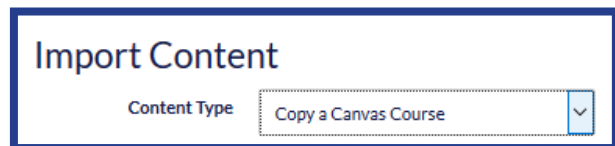
🔒 Conclude this Course
⬆ Import Course Content
⬇ Export Course Content
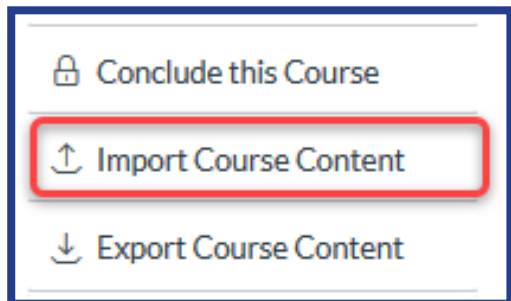
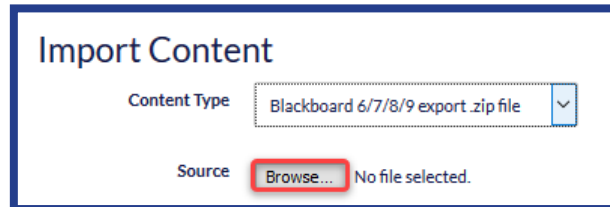**3** If importing **Blackboard Content**, in the Content Type drop-down menu, select the **Blackboard 6/7/8/9 export .zip file** option.

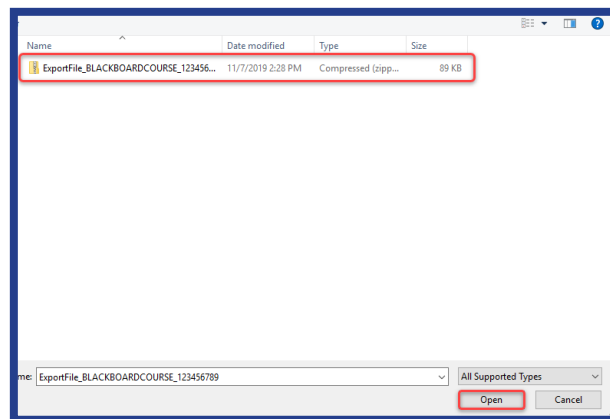Import Content
Content Type Blackboard 6/7/8/9 export .zip file

If importing **Canvas Content**, in the Content Type drop-down menu, select the **Copy a Canvas Course** option. *After choosing which course to copy from, skip to step 6*

Import Content
Content Type Copy a Canvas Course

4 Click **Browse** to choose your file.

Import Content
Content Type Blackboard 6/7/8/9 export .zip file
Source Browse... No file selected.

5 Locate and **select** your exported Blackboard Course .zip file and click **Open**.
Your .zip file may appear in your computer's Downloads folder.

Name | Date modified | Type | Size
ExportFile_BLACKBOARDCOURSE_123456... | 11/7/2019 2:28 PM | Compressed (zipp... | 89 KB

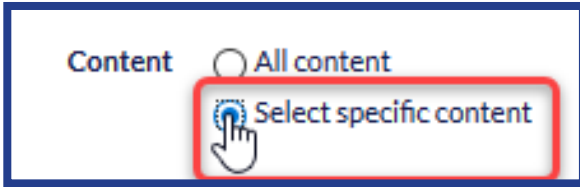ExportFile_BLACKBOARDCOURSE_123456789 All Supported Types
Open Cancel

6 In the Default Question bank drop-down menu, select the Question bank you want to use for your question bank from blackboard. If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select **Create new question bank.**

Default Question bank -- Create new question bank --
Question Bank
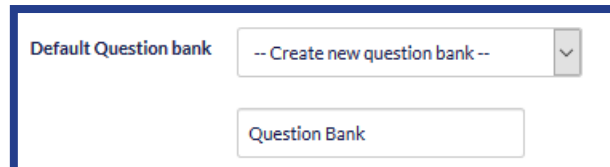
For more information
visit teaching.pitt.edu/lms-consulting

lms@teaching.pitt.edu
412-648-2832

University Center for
Teaching and Learning

7 Click the **Select specific content** option.

Content ○ All content
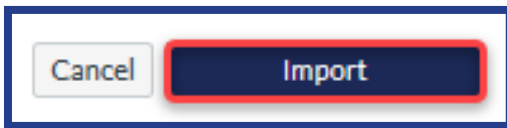● Select specific content

8 We recommend you **do not** choose to Overwrite assessment content with matching IDs or Adjust events and due dates and to change your due dates in your content manually once it is imported into Canvas.

Options 🚫 Overwrite assessment content with matching IDs ⓘ
🚫 Adjust events and due dates
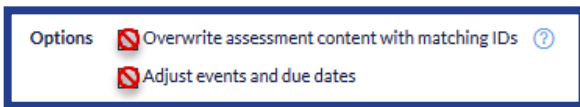
9 Click the **Import** button.

Cancel   Import

10 If you imported **Blackboard Content**, under current jobs, you will see your zip file categorized as "Blackboard Learn". If you import-ed from a **Canvas Course**, you will see your file categorized as "Course Copy." It will be queued, run the import, and then tell you that it is *Waiting for Selection*. Click **Select Content**.

Current Jobs

Blackboard Learn   ...RDCOURSE_123456789.zip   Nov 8 at 11:32am   Waiting for Selection   Select Content
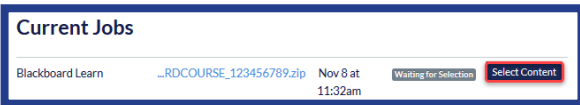
11 A popup window will appear and you can check off **only the content you wish to import**.
Please note that any Blackboard Grade Center columns AND categories will show up under "Assignments"

→ ☑ 📝 Assignments (3)
→ ☑ 🎯 Quizzes (4)
→ ☐ 🗂 Question Banks (3)
→ ☑ 💬 Discussion Topics (6)
→ ☐ 📄 Pages (9)
↓ ■ 📢 Announcements (3)
   ☐ New survey
   ☑ New test
   ☐ Welcome to Blackboard (for instructors)
→ ☐ 📋 Rubrics (15)

12 Click the **Select Content** button.

Cancel   Select Content

Congratulations!

You've successfully imported content selectively into your Canvas course! Your content will be located in your course based on the categories they were in in Step 11.

Note Some content (such as wikis or journals) are available in Blackboard but do not have a Canvas equivalent. After your import is complete, your *Completed* status may be orange and have a note next to your current jobs that lists issues importing content. If you click on the issues, it will list which content were not able to be imported.

Queued
Completed   1 issues
Completed
Waiting for Selection   Select Content
Completed   2 issues