

10 Steps to Tidying your Blackboard Content in Canvas

Why do I need to tidy my course(s)?

Content from Blackboard has been transferred over from a 2019 Blackboard Course to a 2019 Canvas Course. As the two systems are different, not everything will map over correctly. **It is therefore imperative that each Course is verified before the Course begins. It is the responsibility of each Coordinator to ensure that**

- 1. Course content is reviewed and tidied so as to ensure that the content is working and available to students in a logical and user friendly way (If this is not done, it is very likely that students will get confused and may not be able to find items).**
- 2. The reviewed/tidied content is imported into the new empty 2020 course.**
- 3. The course is published. If step 2 or 3 are not done, students will not see the content in September!**

In addition to the above, taking the time to tidy your content will pay off in the long run as it will make the course much easier/quicker to maintain from year to year.

This guide outlines 10 steps needed to tidy up your Blackboard content in Canvas:

- Step 1: Tidy the files area**
- Step 2: Create/review pages**
- Step 3: Create/Review other content (e.g: quizzes/discussions etc)**
- Step 4: Create/Review assignments and assignment related content**
- Step 5: Run the Course Link Validator**
- Step 6: Build your Modules Page (i.e: Course Table of Contents).**
- Step 7: Customise the navigation menu**
- Step 8: Import the content into the 2020 Course**
- Step 9: Update some important course settings**
- Step 10: Publish your course**

As every course is different, the guide only outlines the high level steps that should be applied.

When working on tidying/creating your content, we would advise doing the work in either the 2019 Course or your test area and then only importing into the empty 2020 course once tidied.

An obvious alternative to tidying content is to simply build your course from scratch bit by bit in the empty shell (in many cases this may actually be faster than tidying the transferred content).

STEP 1: Tidy the files area

Common Issues with Blackboard Content in the Files Area

- Following the content transfer the files area can be very messy. There are often unnecessary folders, duplicate files etc..

Tidying the files area first will help to make the rest of the course tidy up much faster. As a result we would strongly recommend that you start with this.

To tidy the Files area:

1. Click into the Course and click **Files** (in the Course Navigation Menu)
2. **Make sure you have all of the course files you need either on your computer or a USB** etc. If you are unsure as to whether you have all the files already or not, you should [download all files](#) so that you have a copy.

→ Tip: you can bulk download several files; select multiple files by keeping Ctrl pressed while you are selecting them and clicking the download button (looks like a tray with an arrow) at the top of the screen.

3. Once you have all the files, you should **organise them so that they are in some logical structure** (i.e: creating folders, renaming files, deleting duplicates/unused content). For example, you may wish to have a Readings folder or folders for every content topic etc.. (how this is done is personal preference).

→ Tip: you can do the tidy up either in Canvas or on your computer using Windows Explorer (or Finder on a Mac), if you are more familiar with using these.

4. If you used Canvas to tidy the files you can now move to step 2 below.
5. If you used Windows Explorer or Finder to tidy your files, **you can bulk [delete the files in the course files area](#) and then [upload the new tidied folder](#)**. Note that if you do this it may well break some existing links so it is important to carry out steps 2-5 below to verify this.

→ Tip: you can bulk delete several files; select multiple files by keeping Ctrl pressed while you are selecting them and clicking the garbage can at the top of the screen.

More: [Step by step Canvas Guides about the Files area are available here](#)

STEP 2: Create/review pages

Much of the content that has come from Blackboard (such as Blackboard Items: small pieces of content with text) will translate over to Canvas as pages.

Common Issues with Blackboard Content in Pages

- Often pages may only have only a couple of lines of text. If this is the case, you may wish to consolidate a few pages into one.
- Pages with the same name will now have numbers in the name. So for example in Blackboard you might have had an item called Section Readings in both Topic A and Topic B. In Canvas these would appear as Section Readings - 1, Section Readings -2 etc, so you may wish to [rename the pages](#).
- Content that may have been hidden (or unavailable) in Blackboard may be visible as pages in Canvas.

To verify the pages:

1. Click into **Pages**
2. [Go to the Page Index Page](#) by clicking **View All Pages** and you will see a list of pages.
3. **Click into each page** and ensure content is presentable and update it if necessary.
4. [Delete any pages](#) that are no longer necessary.

More: [Step by step Canvas Guides about Pages are available here](#)

STEP 3: Create/review other content (e.g: quizzes/discussions etc)

If you use other forms of content such as quizzes, discussions etc.. You should verify each of these in detail.

Common Issues with Blackboard Content in other content

- In quizzes, it is possible that items such as images in a question may not have translated over correctly; it is therefore important to verify the content of each question.
- If you used SCORM packages in Blackboard, these may need to be re-uploaded into Canvas individually. (The Instructional Design team can help with this)
- In Discussions, the first post (often written by an instructor) may not have moved across.

More: [Step by step Canvas Guides about quizzes and discussions etc are available here](#)

STEP 4: Create/review assignments and assignment related content

Common Issues with Blackboard Content in Other Content

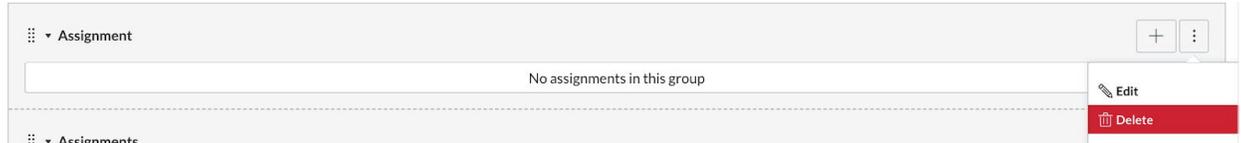
- A very common issue that appears following the move from Blackboard is that when you go to the Assignments Page, you will see a lot of extra empty Assignment Groups.



Empty Assignment Groups should be deleted (if they aren't deleted then extra columns will appear in the Gradebook making the gradebook very confusing for both students and staff.)

To verify and tidy assignments:

1. **Delete any empty assignment groups** by clicking on the three dot menu next to the assignment group and click delete (see screenshot below)



2. If you used weighting in Blackboard then you may wish [to set the weighting of assignments groups](#) (this may not be necessary in a lot of courses)
3. **Ensure that due dates and availability dates are correct** and update them by clicking into the assignment and [editing the details of that assignment](#).
4. [Add rubrics to assignments](#) (if you use them).

More: [Step by step Canvas Guides about assignments available at this link](#)

STEP 5: Run the Course Link Validator

Common Issues with Links (across the course)

- **Following the content transfer some links may be broken.**

The good news is Canvas has a very useful tool which will check all links in a course and flag any broken links.

To run the course link validator

1. In the course, click **Settings** (at the bottom of course navigation hand menu)
2. In the right hand menu click **Validate links in Content**. The validation will run and after a few minutes will list any broken links.
3. **Fix the links** by clicking on each and updating.

Note: [A step by step guide on the course link validator is available here](#)

STEP 6: Build your modules page (i.e: course table of contents)

Note: When referring to “Modules” here we are referring to Canvas Modules which are different to UCC Modules (these are equivalent to Canvas Courses). Canvas modules are groupings of content (e.g: topic 1 might be a Canvas module and would contain links to all material related to topic 1).

Once content has been tidied and verified, you should build your Modules page (which in most cases will be the course home page). This page will act as a table of contents for the course. **Ideally all content that you expect students to work through should be listed on this page** in some kind of logical groupings (such as topic 1, week 1 etc). If you have taken the time to tidy and update your files and other content (per steps 1-5 above) building the modules page will be much faster.

Common Issues with Blackboard Content in Modules

- The Modules page may be populated with some items already (but there may also be some missing - this depends on how items were set up in Blackboard)
- The page may have a number of empty modules.
- Content that may have been hidden (or unavailable) in Blackboard may be visible in Canvas.
- Blackboard folders will have been translated into Canvas Modules. If you had subfolders in Blackboard however, that subfolder structure may have been lost and the content may be listed as part of the higher level folder

To verify and tidy the modules page:

1. [Delete any empty Canvas Modules](#)
2. [Create any new modules](#) that may be relevant.
→ Tip: Bear in mind that you can [duplicate modules](#) so it may be useful to create duplicates and just update details if items are largely similar in content or structure.
3. [Move any existing content into correct modules](#) (by dragging and dropping)

4. **Add any additional content** (ideally every item in your course should be listed in the modules page). If you have tidied your course content this step will be much faster.
5. It **may be helpful to number items** much like a table of contents, for example:
 1. Topic 1
 - 1.1 Introduction to Topic 1
 - 1.2 More about Topic 1
6. Make sure the **items you wish students to see are published** (both the modules and the sub items).

Other questions you may wish to consider when tidying your modules page are

- When is content to be released - all in one go or will it be released on specific dates? You can [time the release of Canvas modules](#).
- Will there be any prerequisites? You can add [prerequisites for modules](#); for example, do students have to complete a quiz on unit 1 before completing unit 2?

More: [Step by step Canvas Guides about modules are available here](#)

STEP 7: Customise the navigation menu

Common Issues with the menu

- **Menu items may not be needed or necessary menu items may be missing.**

The navigation menu should be kept as simple as possible (e.g: if your home page is your modules page then you do not need the modules item in the menu).

To tidy up the navigation menu:

1. In the course, click **Settings** (at the bottom of course navigation hand menu).
2. Click the **Navigation tab**.
3. **Drag and drop the items** you wish students to see to the top list and conversely drag and drop items you wish to hide to the bottom list.

More: [A Step by step guide on updating the navigation menu at this link](#)

STEP 8: Import the content into the 2020 course

If you have completed steps 1- 7 your module is pretty much tidied and so you can now go ahead and import the content into the new empty 2020 course.

To copy the tidied content:

1. Make sure you **clicked into the 2020 (empty) course** (or the course you are importing to).
2. In the course, click **Settings** (at the bottom of the course navigation menu).
3. In the right hand menu click **Import Course Content**.
4. In the first dropdown, select **Copy a Canvas Course**.
5. In the next dropdown, **select the course you are choosing to copy from**.
6. Select whether you are copying **all content or specific content**.
7. Click **Import**.
8. If you chose to only copy specific content you will now get a **Select Content** button. Click this and **tick the items you wish to copy** in the menu that appears.

More: [A Step by step guide on importing course content at this link](#)

STEP 9: Update some important course settings

Before publishing your course, there are a few course settings that we would recommend you change. You will find both of the below on the Course Details tab of the settings page.

- Displaying recent announcements on the course home page - to do this [follow these steps](#).
- [Set the Grade posting policy for your course](#). This will determine whether grades are released straight away as they are marked or whether you release them by assignment (once all submissions have been graded). **Note: The default is for grades to be**

released straight away so you may well wish to change this from automatic to manual.

- [Hiding totals in student grades summary](#) (this will hide any total columns in the grades page. You probably wish to have this on until you are ready to release the grades).

STEP 10: Publish your course

Once your course is ready for students, you will need to publish the course; otherwise students will not be able to see the course at all.

To publish a course:

1. **Click into the course** you wish to publish.
2. Click **home**.
3. In the right hand corner click **Publish**, the publish button will turn green once the course is published.

More: [To A step by step guide to publishing a course is available here](#)

That's it. You are now all done!

Where to get more help?

- Your first stop for technical help with Canvas should now be chat/phone line available from the **Help Button in Canvas**, a number of additional resources including [Canvas Guides](#) and [Videos](#) are also available from the [Canvas Community site](#)
- In addition to these, UCC's Instructional Design team has created [Canvas Best Practice Guidelines](#) (a series of checklists to ensure your course follows best practice principles) and an online [Canvas Orientation Course](#) which explains how to use Canvas.
- For issues with third-party tools (e.g: Turnitin or Pebblepad) or if a student is missing from your course then contact ltu@ucc.ie