

### Step 1: How to Download Course Content (Files) from Blackboard Learn:

1

Please click on "Control Panel" >> Click on "Content Collection" >> Click on "Course name".

The screenshot shows the Blackboard Learn interface for the 'HSC Practice Course'. The 'Control Panel' is visible on the left, with 'Content Collection' highlighted in a red box. Below it, the 'HSC\_Practice\_Course' link is also highlighted in a red box. The main content area shows a 'Welcome' message and a list of content items: 'iPad GoodReader Demo.pdf', 'Syllabus', 'Learning Modules', 'Discussions', and 'Assignment'.

2

Please check the square box left to "File Type" to select all files or check the file that you want to download >> Click on "Download Package" to download all files as .zip.

The screenshot shows the 'Content Collection' view for the 'HSC Practice Course'. The 'Download Package' button is highlighted in a red box. Below it, a table lists the content items with checkboxes for selection. The table has columns for 'File Type', 'Name', 'Edited', 'Size', 'Permissions', 'Versions', and 'Comments'.

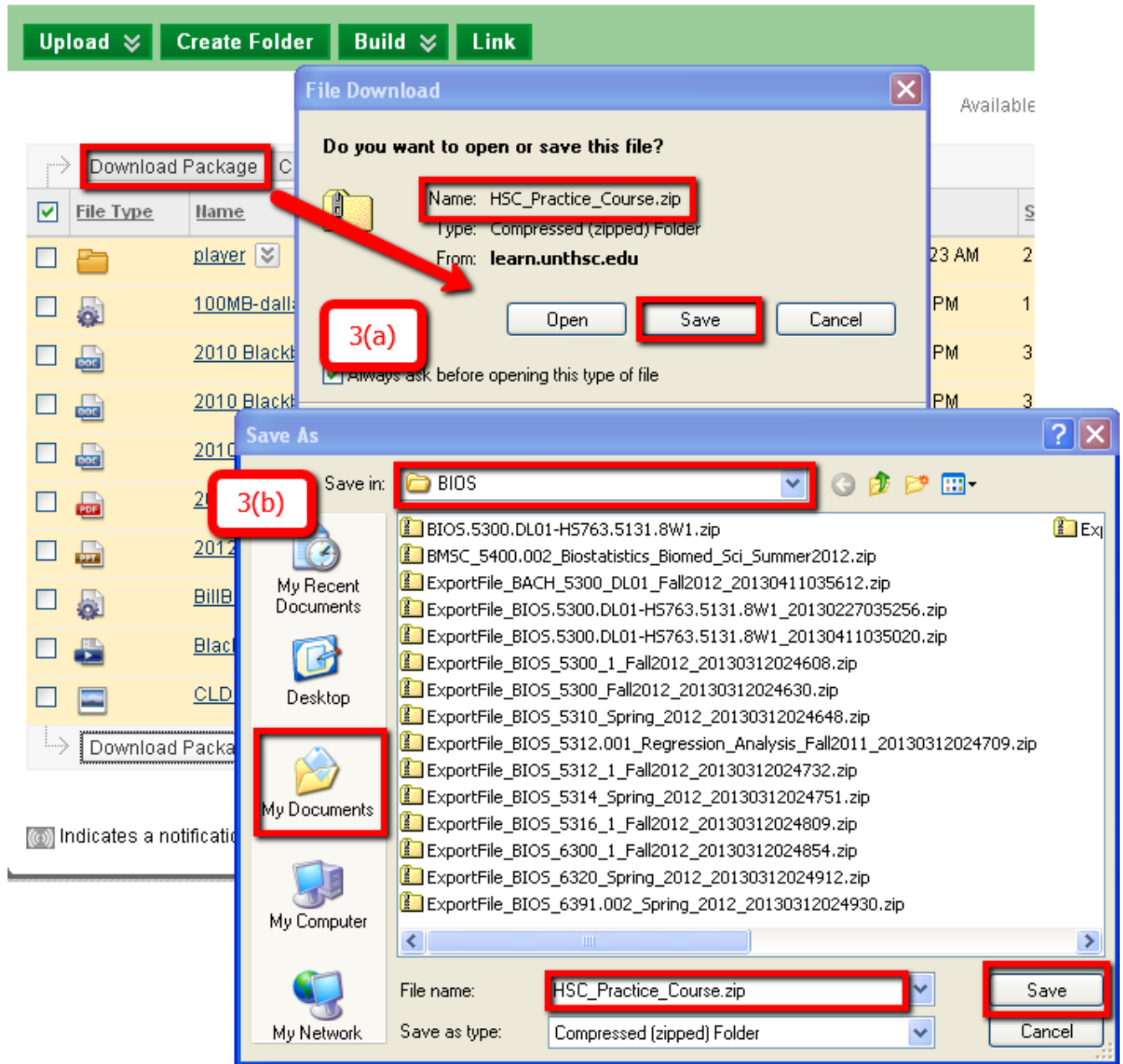
File Type	Name	Edited	Size	Permissions	Versions	Comments
Folder	player	Jun 11, 2012 11:30:23 AM	2.25 MB			
File	100MB-dallas.bin	Jan 9, 2013 4:25:54 PM	100 MB		Off	
File	2010 Blackboard Exemplary Course Rubric(1).doc	Jan 9, 2013 4:08:42 PM	307.5 KB		Off	
File	2010 Blackboard Exemplary Course Rubric(2).doc	Jan 9, 2013 4:09:32 PM	307.5 KB		Off	
File	2010 Blackboard Exemplary Course Rubric.doc	Jan 9, 2013 4:07:59 PM	307.5 KB		Off	
File	2012 SACSCOC ANNUAL MEETING PROPOSAL.pdf	Mar 15, 2012 9:14:49 AM	42.9 KB		Off	
File	2012DIOXINS2b.ppsm	Apr 11, 2012 10:10:09 AM	3.49 MB		Off	
File	BillBaker.mp4	Mar 15, 2012 9:35:49 AM	68.1 MB		Off	
File	Blackboard Learn.tlv	Jan 28, 2013 1:24:45 PM	9.4 MB		Off	
File	CLD_logo.jpg	Apr 30, 2012 11:09:01 AM	12.7 KB		Off	

Available Quota: Unspecified Course: HSC Practice Course

Displaying 11 to 20 of 58 items | Show All | Edit Paging...

3(a)

When you click “Download Package” it will open a small new window to save the .zip file. Click “Save” button to save the .zip file to your local computer.




3(b)

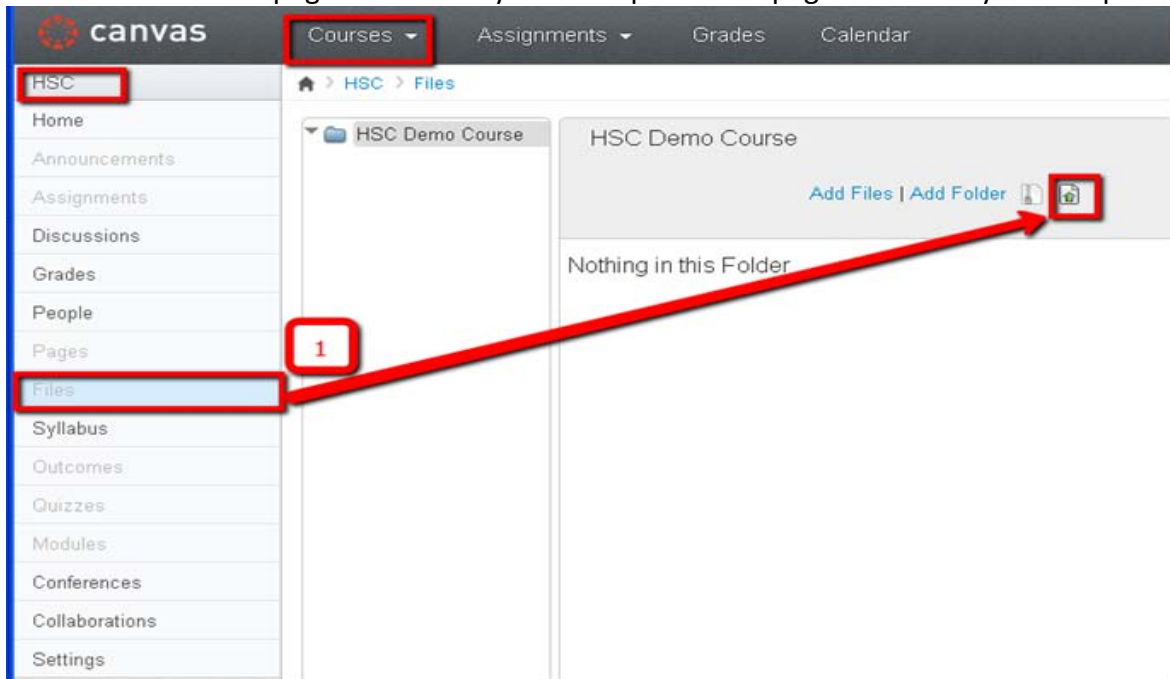
Choose the saving location (Desktop/My Documents/ C: \Folder etc.) on your local computer >> Click “Save” again to complete the download process.

## Step 2: How to Upload Course Content (Files) from Blackboard to Canvas:

1

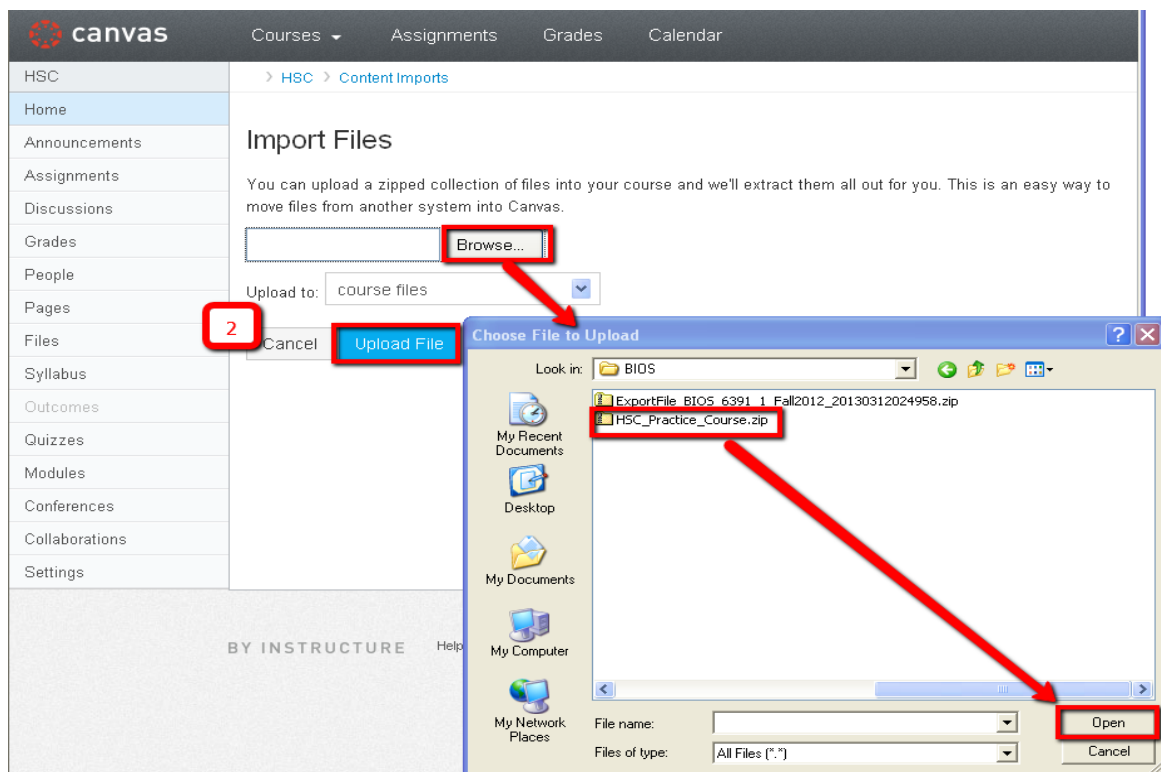
Please select your course from "Courses" tab on the top of the page in Canvas.

Click on "Files" from the left course menu >> Click on green Up Arrow:  on the top right most corner of the page. It will take you to "Import Files" page to browse your computer.

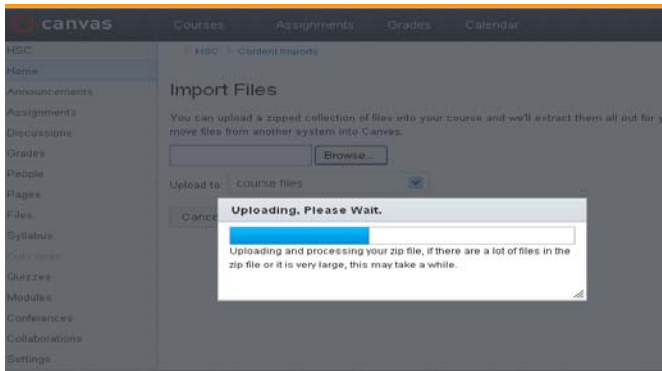


2

Click on "Browse" to find your .zip file that you downloaded from Blackboard and Saved in your computer. Select the .zip file and click "Open" and then click on the blue button "Upload File".



It will take some time to unzip the .zip file and upload all files to the course Files area. You will see a blue progression bar looks like below screen-shot.

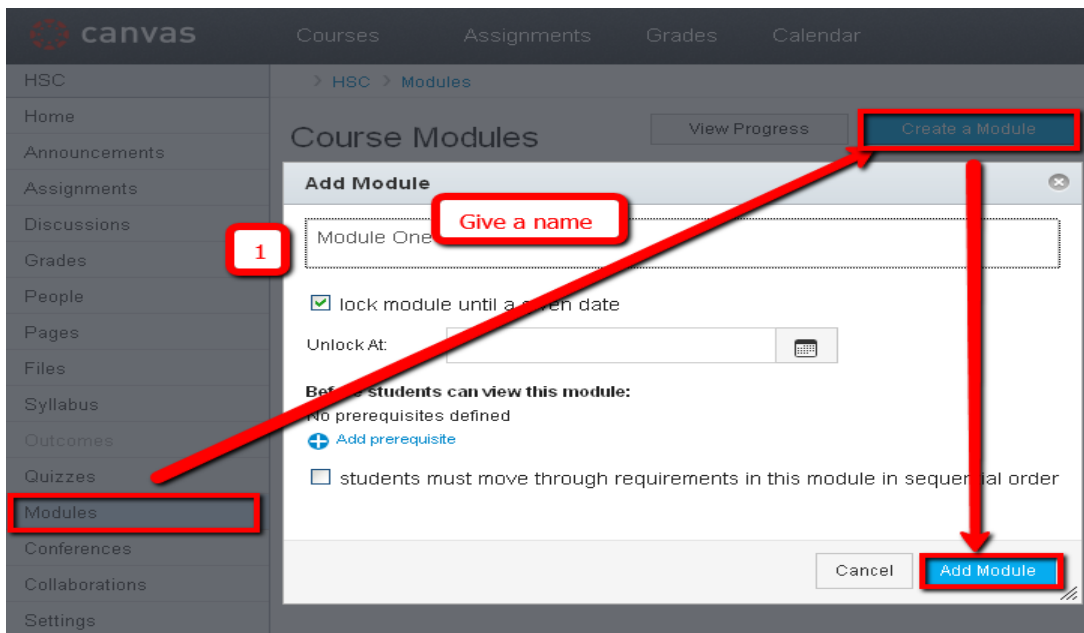


- When uploading is finished please click on “Files” on the left course menu to see your files. Students can download any or all of these files which were not an option in blackboard learn LMS. But these files are stored as individual file and not organized as “Module/Learning Module” style.
- **You MUST ADD them in “Modules” on the left course menu for students to view the course content in Learning Module style.**

**Step 3: How to add Course Content (Files) to Modules in Canvas:**


1

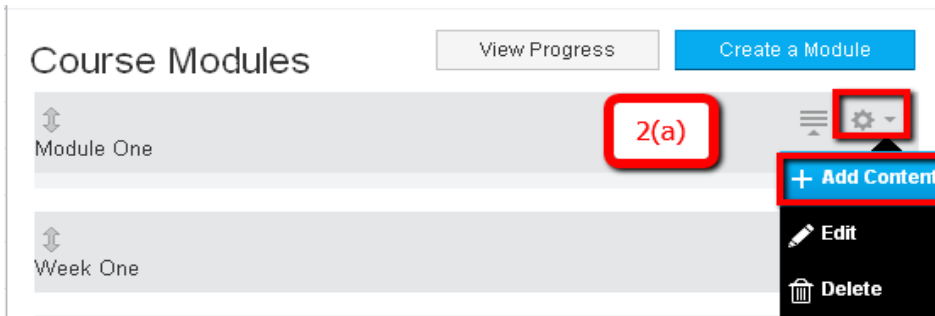
**Creating Module:** Please click on “Modules” from the left course menu >> Click “Create a Module” blue button >> Give the Module name >> Finally click “Add Module” to create the module.



2(a)

**Adding Content (Files) to the Module:**

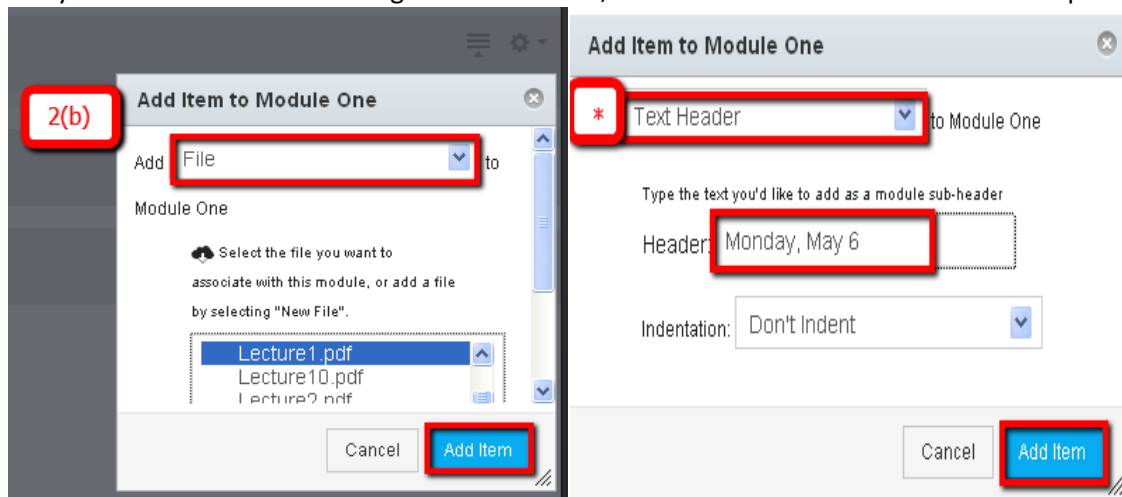
Please click on the Wheel:  across the created module on "Course Modules" page and click "Add Content". This will open the option to add content, assignment, quiz etc. to module.



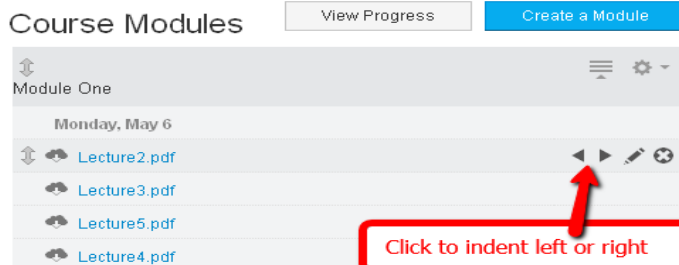
2(b)

Select the "File" from the "Add" drop-down list >> Select the File from the list of files >> Click "Add Item" blue button to add the file to the module.

- To add multiple files please hold down the "Ctrl" key on your keyboard and then select different files to add them all at one time.
- \*If you want to add sub-heading under a module, choose "Text Header" from "Add" drop-down list.



- To indent file to left or right mouse over the file name and click left or right arrow;



- To edit a file name click the pencil and to delete a file click the X.

Should you have further question, please email: [AZ.Bashet@unthsc.edu](mailto:AZ.Bashet@unthsc.edu) or Call at 817-735-2943.