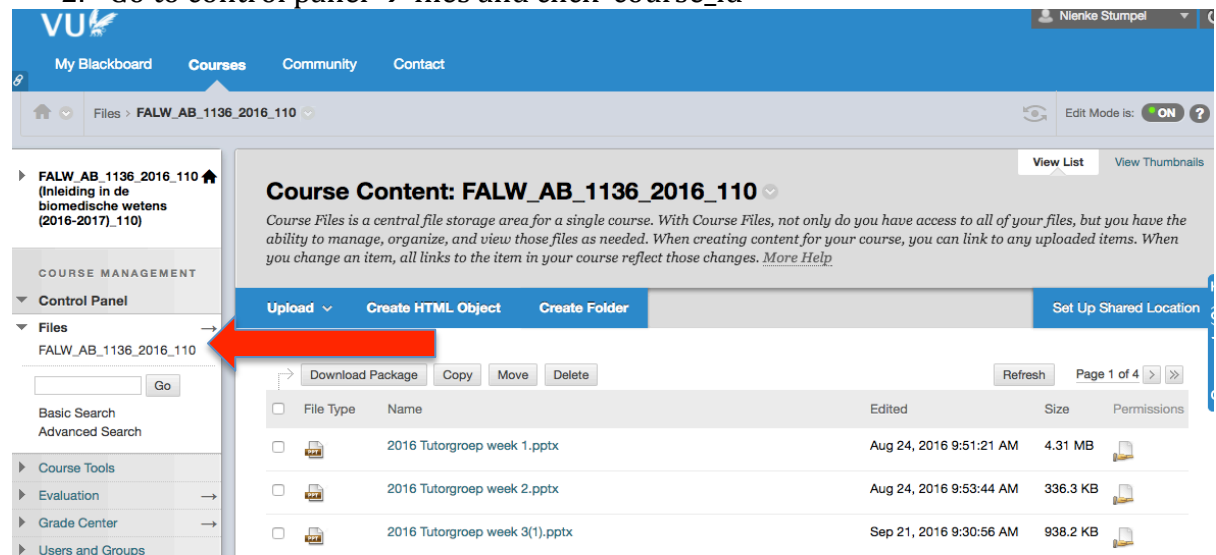


## Import tool

If you want to upload a lot of files at once (for example from **Blackboard**) it can be useful to use the Course Import Tool. With the Course Import Tool you can upload content (files, quizzes, assignments, etc) from Blackboard or from another Canvas course. Follow this roadmap:

## Blackboard

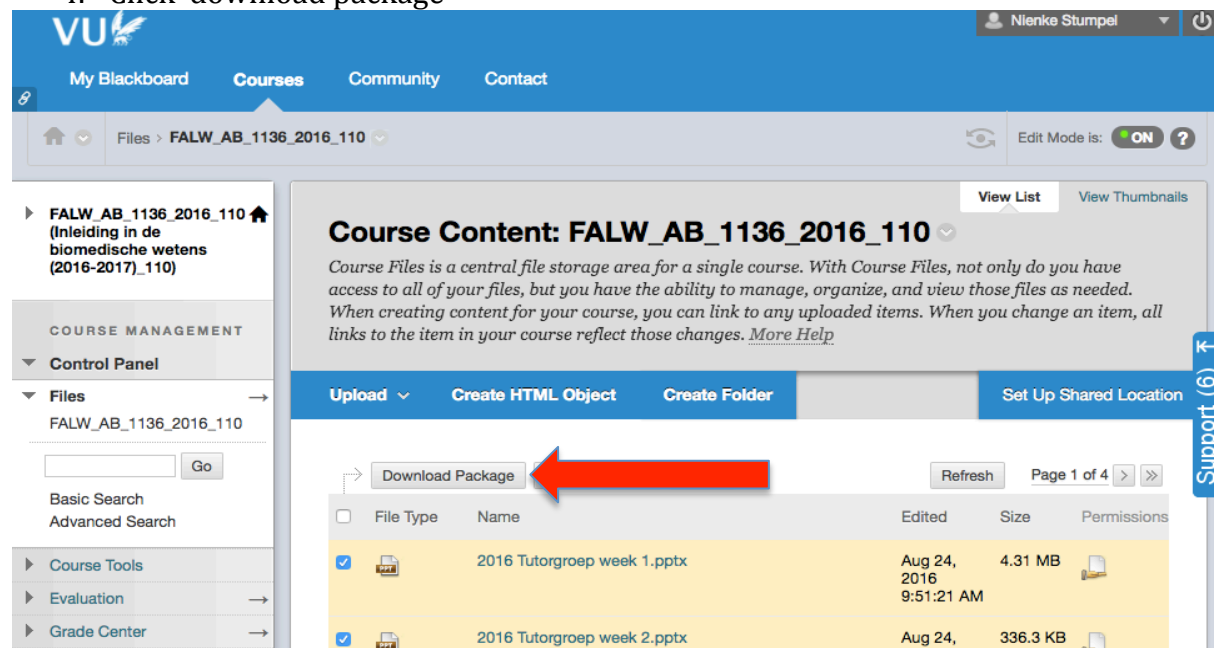
1. Go to your Blackboard course
2. Go to control panel → files and click 'course\_id'



The screenshot shows the Blackboard interface for a course titled 'FALW\_AB\_1136\_2016\_110'. The left-hand navigation menu is expanded, showing 'Files' as the selected option. A red arrow points to the 'Files' link. The main content area displays 'Course Content: FALW\_AB\_1136\_2016\_110' with a description of Course Files. Below the description, there are buttons for 'Upload', 'Create HTML Object', and 'Create Folder'. A table lists the course files:

File Type	Name	Edited	Size	Permissions
<input type="checkbox"/>	2016 Tutorgroep week 1.pptx	Aug 24, 2016 9:51:21 AM	4.31 MB	
<input type="checkbox"/>	2016 Tutorgroep week 2.pptx	Aug 24, 2016 9:53:44 AM	336.3 KB	
<input type="checkbox"/>	2016 Tutorgroep week 3(1).pptx	Sep 21, 2016 9:30:56 AM	938.2 KB	

3. Select the files you want to transfer (select only the files you really need!)
4. Click 'download package'



The screenshot shows the same Blackboard interface, but now the 'Download Package' button is highlighted with a red arrow. The first two files in the table are selected with checkboxes:

File Type	Name	Edited	Size	Permissions
<input checked="" type="checkbox"/>	2016 Tutorgroep week 1.pptx	Aug 24, 2016 9:51:21 AM	4.31 MB	
<input checked="" type="checkbox"/>	2016 Tutorgroep week 2.pptx	Aug 24, 2016 9:53:44 AM	336.3 KB	

5. Save the .zip-file at your computer

## Canvas

1. Go to your Canvas course
2. Go to settings → import course content into this course

The screenshot shows the Canvas LMS interface for a course named 'TR\_GTKC\_TEACH\_2016\_001'. The left sidebar contains navigation links: Home, Syllabus, Discussions, Outcomes, Modules, Collaborations, Quizzes, People, Conferences, Grades, Assignments, Pages, Files, Announcements, Chat, Attendance, and Settings (highlighted). The main content area is titled 'Course details' and includes fields for Name, Course code, Time zone, Sub account, Term, Starts, Ends, and Language. A red arrow points to the 'Import content into this course' button in the right-hand sidebar, which also contains buttons for 'Share to Commons', 'Student view', 'Course statistics', 'Course calendar', 'End this Course', 'Permanently delete this course', 'Export course content', 'Reset course content', and 'Validate Links in content'. Below these buttons is a table for 'Current users'.

Current users	
Students:	None
Teachers:	6
Coordinator:	None
TAs:	None
Designers:	None
Observers:	None

3. Select a content type 'Unzip .zip-file to a folder'
4. Select the .zip file you just downloaded from Blackboard
5. Choose where you want to place the content
6. Click <import>
7. You can find the content in 'Files'