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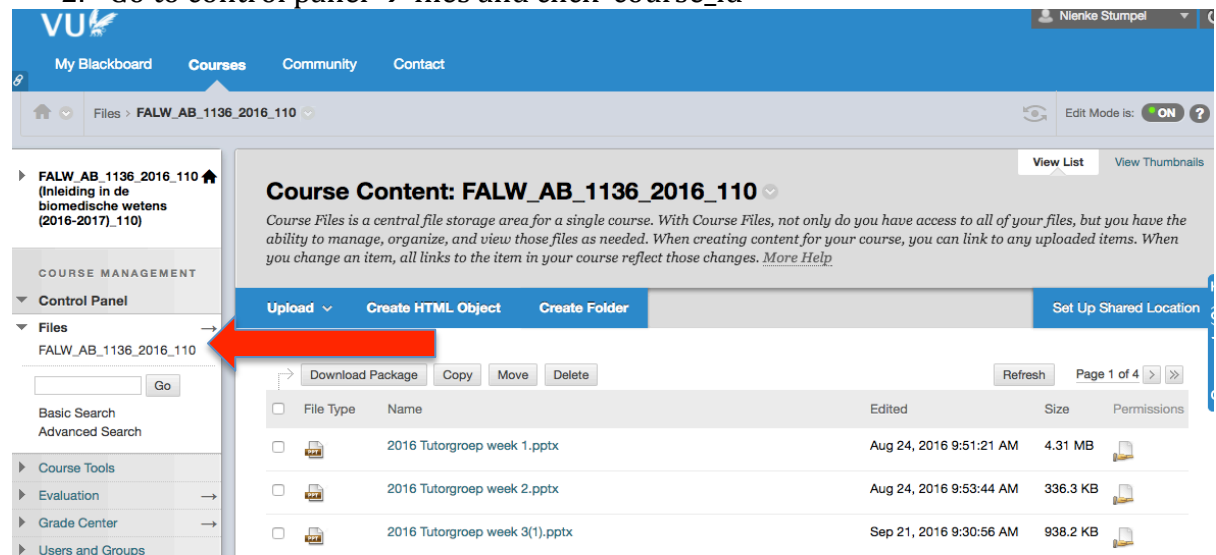
If you want to upload a lot of files at once (for example from **Blackboard**) it can be useful to use the Course Import Tool. With the Course Import Tool you can upload content (files, quizzes, assignments, etc) from Blackboard or from another Canvas course. Follow this roadmap:
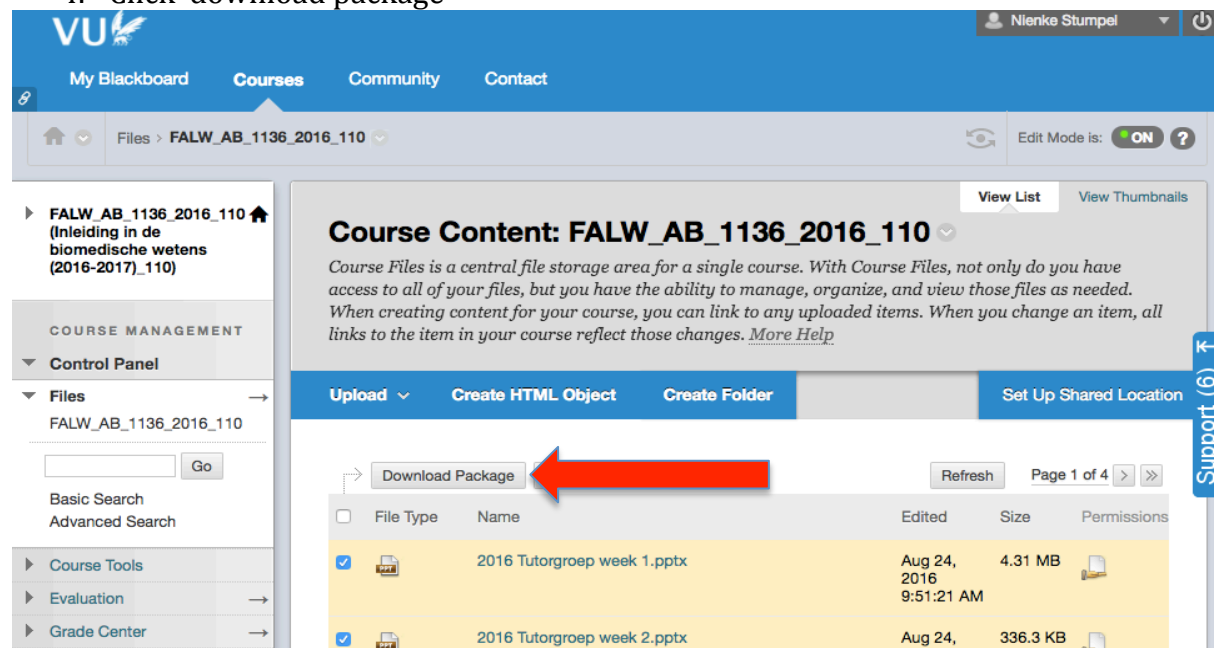
## Blackboard

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



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



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



3. Select at 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 the content in 'Files'