Migrating Course Content from Chalk to Canvas

*You can migrate content from your Chalk courses into Canvas. We recommend you **export course documents and tests/surveys separately**. **Rebuild other content** directly in Canvas because:*

- *Chalk does not export content consistently, making it difficult to find.*
- *Content imported into Canvas is distributed in a messy fashion that takes more time to fix than rebuild from scratch.*
- *Export can fail for numerous, sometime indiscernable, reasons, including if files total to more than 2GB, individual files are larger than 500MB, groups are created.*
- *Even if you import content, you still have to update links to files and content and make a good number of other adjustments because Chalk and Canvas organize materials differently.*

Course Files

1 Download Files

1. Go to your course in Chalk.

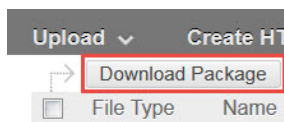2. Click on the link under **Files** on the left navigation.

3. Scroll to the bottom of the list of files, click the **Show All** button.

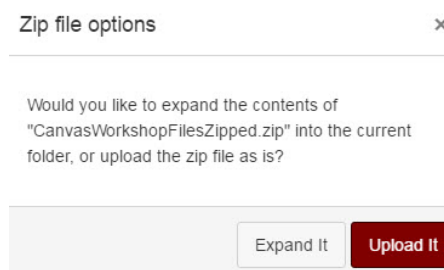4. Select the files you want to download. And click the **Down-load Package** button at the top.

5. Download the .zip file

💡 Tip: Download your files in batches if they total to more then 2GB or if individual files are larger than 500MB.

2 Upload to Canvas

1. Go to your course in Canvas.

2. Go to **Files** on the left navigation.

3. Drop the file to the right panel or click the maroon **Upload** button at the top right to add the zip file from Chalk.

4. Choose **Expand It** for Canvas to unzip the folder.

💡 Tip: Library Course Reserves works the same way in Chalk and Canvas. Look for the **Library Reserves** link on the left.

3 Link in Modules

1. Go to **Modules** on the left navigation.

💡 Tip: Modules are like folders in Chalk. They contain links to materials for students.

2. Click the maroon **+Modules** button at the top right to add a topic.

3. Within a module, click the **+** sign to add an item.

💡 Tip: You must publish an item or module before students can view them. To publish an item, click on the grey cloud (unpublished) to turn it green (published).
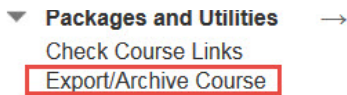
💡 Tip: See the "Ways to Organize Your Course" tipsheet for ideas.
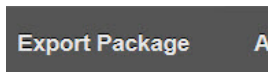
Tests, Quizzes, & Surveys

1 Download Tests

1. Go to your course in Chalk. If you have Groups in your course, you must **delete all your Groups**, otherwise, export/import will fail.
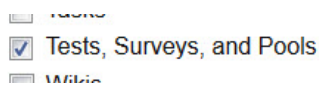
2. On the left navigation, under **Packages and Utilities**, click **Export/Archive Course**.

▼ **Packages and Utilities** →
　　Check Course Links
　　[Export/Archive Course]

3. On the Export/Archive Course page, select **Export Package**.

Export Package   A

4. On the Export Course page, under **Selct Course Materials** section, select **Test, Surveys, and Pools**.

☑ Tests, Surveys, and Pools

💡 Tips: Leave the other items unselected. Export/Import may fail if the files are too big. Or the import may become too messy.

5. Click the blue **Submit** button at the bottom of the page.
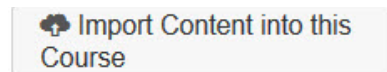
cel　**Submit**

6. Look for the Green success bar at the top. You will receive an email when the file is ready for download. It may take up to 1 hour for the zip file to be ready, depending on the size of your quizzes.

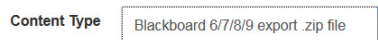## 2 Upload to Canvas

1. Go to your course in Canvas.

2. Go to **Settings** on the left navigation.

3. On the right, select **Import Content into this Course**. If your window is small, look for the button at the bottom of your screen.

🔷 Import Content into this Course

4. On the Import Content page, select **Blackboard 6/7/8/9 export .zip file** as Content Type

Import Content

Content Type   [Blackboard 6/7/8/9 export .zip file ▾]

5. For **Source**, choose the tests export file you downloaded from Chalk.

6. Choose or create the appropriate **Dafault Question bank** into which you want the tests be imported into.

7. Choose the desired options under **Content** and **Options**.

8. You can observe the import status under **Current Jobs**. After the import is completed, you can locate your tests under **Quizzes**.

Files
Quizzes

💡 Tip: If your import fails, try exporting again, be sure you have deleted all Groups. Live Chat or call Canvas 24/7 hotline at 844-334-6803 for help

💡 Tip: What if Canvas import keeps failing?
If your import keeps failing, you can use **Respondus** to export/import your quizzes. Instructions at *answers.uchicago.edu/search.php?q=respondus*