After an entire Blackboard course has been converted to Canvas, faculty should go through the following checklist to review their course.

- From the course menu, select **Announcements**. Delete any old announcements.

- From the course menu, select **Assignments**. Assignment groups are created based on categories in Blackboard. Delete any unwanted assignment groups (i.e. Total, Weighted Total, Blog, Wiki, Survey, etc).

Assignment groups are used for assigning activities to percentages within a course for grade calculation. Read more about weighted final grades and assignment groups at [https://community.canvaslms.com/docs/DOC-2625](https://community.canvaslms.com/docs/DOC-2625).
From the course menu, select **Modules**. Identify any modules without any items underneath. Modules are typically created based on a Content Area, Folder or Learning Module within Blackboard. Move information around as needed.

From the course menu, select **Pages**. Some content might have been converted as a page – such as an item or description within Blackboard. Review the content converted into Pages.

Faculty can create Pages in Canvas instead of using files to convey content to students. Pages can then be edited directly within Canvas. No more uploading different files due to changes. Learn more about Pages at [https://community.canvaslms.com/docs/DOC-1916](https://community.canvaslms.com/docs/DOC-1916).

**Discussions** – if you used discussions within Blackboard, the forum and description will be converted as a discussion within Canvas.
Assessments – if you used Blackboard for online quizzes, tests or surveys – this information will be located under Quizzes. Review the assessment and all questions to ensure the quiz was converted properly. Some question types may not be available in Canvas.

![Exam 1]

Questions

The following are so

The following are some of the costs incurred by Cupcake Company. Identify them as either Direct Materials, Direct Labor, Factory Overhead or Non manufacturing cost.

Please contact ID&D for any assistance needed with assessments and quizzes.

Files – Blackboard was notorious for duplicating files and folders as faculty copied a course from one semester to another. Your courses may have more files than what are needed. Review the files area and remove any unwanted or duplidate files and folders.

![Files]

Warning – The files area is visible to both faculty and students. Faculty can restrict files and folders (https://community.canvaslms.com/docs/DOC-2770) or disable the files area completed from the through course navigation.