Homepage > Resources > Guides

# Page title (H1): Guides

## Collapsible section heading (H2): How to prepare for Canvas

### Section sub-heading (H3): First of all, don’t panic

The switch from Blackboard to Canvas will require some clicking around at first, but you will find the change of scenery to be most refreshing. What we have found:

* Canvas's interface is cleaner
* The Canvas user experience is more consistent
* Canvas offers the same core functionality and third party integrations that Blackboard currently provides.

### Section sub-heading (H3): How to prepare

Students will find the software especially easy to learn, but we suggest instructors take the following steps as they prepare for the LMS transition:

1. Watch Instructure's series of [introduction videos](https://resources.instructure.com/courses/31)
2. Complete Instructure's [2-3 hour instructor basics course](https://resources.instructure.com/courses/445)
3. Read through our [Canvas Crosswalk article](https://support.campus.fsu.edu/kb/article/704-canvas-crosswalk" \t "_blank) (below) for a full list of features
4. Check out our [link, see comment]anticipated FAQs[/link]
5. Corral the files and resources that you wish to include in your Canvas courses so that they are easy to find when you begin creating your Canvas site(s)
6. Stay tuned for more news, training opportunities, and resources!

## Collapsible section heading (H2): Canvas Crosswalk

In order to make the switch from Blackboard to Canvas a little easier we’ve put together a quick guide to commonly used tools in Blackboard and their equivalents in Canvas. Please note that though some terminology may be the same, the Canvas tool may not function as expected based on your experience in Blackboard.

In order to make the switch from Blackboard to Canvas a little easier we’ve put together a quick guide to commonly used tools in Blackboard and their equivalents in Canvas. Please note that though some terminology may be the same, the Canvas tool may not function as expected based on your experience in Blackboard.

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| --- | --- | --- |
| **USER AND COURSE SETTINGS** | | |
| **Blackboard** | **Canvas** | **Canvas Quick Facts** |
| Course Copy | [Import content into this course](https://community.canvaslms.com/docs/DOC-2676) | * Though it may be possible to import content into your Canvas courses at this time, we recommend re-building your course within the Canvas framework rather than importing content from Blackboard because we have not found a way to consistently import Blackboard content into Canvas with positive results. [Once you have a course built out in Canvas, it will be much easier to copy that content over into a new Canvas course site](https://community.canvaslms.com/docs/DOC-2685) at the start of future semesters |
| Help | [Help](https://support.campus.fsu.edu/home) | * Our Office of Distance Learning Technical Support Staff are happy to assist you, as always! * This is where you can access ODL Technical Support contact information and other helpful resources. |
| Make course available | [Publish course](https://community.canvaslms.com/docs/DOC-2707) | * [Canvas courses exist in 3 states: unpublished, published, and concluded](https://community.canvaslms.com/docs/DOC-2699). Once set to "concluded," the course becomes read-only (grades cannot be changed). |
| Notifications | [Notifications](https://community.canvaslms.com/docs/DOC-1286) | * Can opt to receive weekly notifications. * Chosen settings apply to all courses within Canvas – cannot choose one set of settings for one class and another set of settings for a different class. * Notifications via Twitter and other social media outlets available. * Can [add a text (SMS) contact method](https://community.canvaslms.com/docs/DOC-2896) for notifications. |
| Profile | [Profile](https://community.canvaslms.com/docs/DOC-1285) | * View or [add a personalized profile picture](https://community.canvaslms.com/docs/DOC-2863). * Upload [personal files](https://community.canvaslms.com/docs/DOC-2733) - no need to carry a thumb drive! |
| Student Preview | [Student View](https://community.canvaslms.com/docs/DOC-2978) | * Student View allows instructors to upload materials, take quizzes, and navigate the course as a "test student." * The test student will appear in the Gradebook for assessment when instructors leave Student View. |
| Tool Availability | [App Center](https://community.canvaslms.com/docs/DOC-2751) | * The App center allows you to [configure third-party tools for your courses](https://community.canvaslms.com/docs/DOC-2753). * [View our list of supported third part integrations.](https://support.campus.fsu.edu/kb/article/704-canvas-crosswalk#ThirdPartyIntegrations) |
| **COMMUNICATION AND COURSE ACTIVITY** | | |
| **Blackboard** | **Canvas** | **Canvas Quick Facts** |
| Calendar | [Calendar](https://community.canvaslms.com/docs/DOC-2617) | * Drag & drop to make changes. * Assignment due date changes made in your Calendar are automatically updated everywhere else in the course. * 1-way sync of Calendar feed from Canvas to external Calendars like [Google Calendar](https://community.canvaslms.com/docs/DOC-2638), [iCal](https://community.canvaslms.com/docs/DOC-3127), [Outlook](https://community.canvaslms.com/docs/DOC-2645), etc. |
| Collaborate | Collaborate | * We will have access to the same features for distance-learning courses in Canvas that we had in Blackboard. |
| Course Reports | [View Student Progress for Modules](https://community.canvaslms.com/docs/DOC-2859) or [People](https://community.canvaslms.com/docs/DOC-2877) | * Instructors can view student progress for required content within Modules. * For more detailed information, instructors can [view Student Analytics](https://community.canvaslms.com/docs/DOC-1796) and a [Course Access Report](https://community.canvaslms.com/docs/DOC-2864). |
| N/A | [Conferences](https://community.canvaslms.com/docs/DOC-1952) | * Used for synchronous class meetings, virtual lectures, virtual office hours, and available to student groups. * Can accommodate a maximum of 50 users at one time. * Integration with [BigBlueButton](http://bigbluebutton.org/) to power this feature. |
| Groups | [Groups](https://community.canvaslms.com/docs/DOC-2793) | * [Create Group Sets](https://community.canvaslms.com/docs/DOC-1946) within People section. * Ability to drag/drop students into groups, allow self-assign, or randomize group enrollments. * Can optionally assign a group leader if desired. * A group workspace is created in which students can create Pages, Announcements, Collaborations, Discussions, Calendar events, and chat in real-time. |
| Performance Dashboard | [People](https://community.canvaslms.com/docs/DOC-2877) | * [View interactions between student and instructor](https://community.canvaslms.com/docs/DOC-2887). * [View last time student accessed the course and total time spent in the course.](https://community.canvaslms.com/docs/DOC-2864) * Includes access to: [Student Analytics](https://community.canvaslms.com/docs/DOC-1796), [Course Access Report](https://community.canvaslms.com/docs/DOC-2864), [Outcomes](https://community.canvaslms.com/docs/DOC-1899), and Grades (for more information about grade information, please see the [Grades section below](https://support.campus.fsu.edu/kb/article/704-canvas-crosswalk)). * [Manually add users to your course](https://community.canvaslms.com/docs/DOC-2878). |
| Users |
| Send Email | [Conversations (Inbox)](https://community.canvaslms.com/docs/DOC-1293) | * Built-in messaging tool. * Send messages to individual students or the entire class from the Global Inbox. Users can reply to messages. |
| **CONTENT MANAGEMENT** | | |
| **Blackboard** | **Canvas** | **Canvas Quick Facts** |
| Announcement | [Announcements](https://community.canvaslms.com/docs/DOC-1801) | * Similar to Blackboard's announcements, except that students can reply to announcements unless [instructor turns off that feature at course or announcement level](https://community.canvaslms.com/docs/DOC-1817). |
| Blogs | No equivalent - we recommend [Discussions](https://community.canvaslms.com/docs/DOC-3188) | * You can use the course discussion board to create a thread for each student to post their blog in, or can create group discussions and assign them to certain students in your course. |
| Content Area | [Module](https://community.canvaslms.com/docs/DOC-2808) | * Cleaner design on Modules Index Page ([click here to learn how to use the Modules Index Page](https://community.canvaslms.com/docs/DOC-2810)). |
| Content Collection | [Files](https://community.canvaslms.com/docs/DOC-2716) | * 3 Types of Files in Canvas: [Personal files](https://community.canvaslms.com/docs/DOC-2733), [Course files](https://community.canvaslms.com/docs/DOC-2735), [Group files](https://community.canvaslms.com/docs/DOC-2736). [Files link on the course navigation menu](https://community.canvaslms.com/docs/DOC-2735) displays only course-related files. [Files within the Account section](https://community.canvaslms.com/docs/DOC-2733) display all files for all courses you are part of, all files for all groups you are part of, and your personal files. * **Course files are visible and accessible to all users in the course by default in Canvas – including students. We strongly recommend that you**[**restrict student access to your course files folder**](https://community.canvaslms.com/docs/DOC-2770)**and**[**remove the course files link from your course navigation menu**](https://community.canvaslms.com/docs/DOC-2555)**.** * We recommend making course-related files accessible to students via [Modules](https://community.canvaslms.com/docs/DOC-2827) or [Pages](https://community.canvaslms.com/docs/DOC-1850). |
| Discussion Board | [Discussions](https://community.canvaslms.com/docs/DOC-3188) | * There are 2 levels to Discussions in Canvas: create a topic (like creating a forum in Blackboard), and reply to a topic (like creating a thread or replying to a thread in Blackboard). Replies are then threaded within the topic. You can reply to the main topic post or an individual's comment. * Can [create group discussions](https://community.canvaslms.com/docs/DOC-2769), [require that students reply to a discussion before viewing other students' replies](https://community.canvaslms.com/docs/DOC-2775), and [allow students to create a course discussion](https://community.canvaslms.com/docs/DOC-2791). |
| N/A | [Syllabus](https://community.canvaslms.com/docs/DOC-1860) | * Similar to the word document/pdf syllabus you have been uploading to Blackboard, except it is more interactive for students (e.g., students can click on specific assignment titles and be taken to that Assignment page in Canvas). * Automatically syncs with Calendar to display assignment dates. * [Can be displayed as the Course Home Page](https://community.canvaslms.com/docs/DOC-2554). |
| File in Content Area | [File in Module](https://community.canvaslms.com/docs/DOC-2827) | * Can [add a file to a Module](https://community.canvaslms.com/docs/DOC-2827) in the same way that you could add files to content areas and content folders in Blackboard. |
| Item | [Pages](https://community.canvaslms.com/docs/DOC-1916) | * Can make pages editable only by instructors, both instructors and students, or by everyone in the course. * Link to Assignments, Quizzes, [Files](https://community.canvaslms.com/docs/DOC-1850), etc., by using the content tools in the sidebar. |
| Journals | No equivalent - we recommend [Assignments](https://community.canvaslms.com/docs/DOC-2614) | * Assignments can be set to allow multiple submission attempts, and can easily be used for a weekly reflection journal. |
| Portfolios | [ePortfolios](https://community.canvaslms.com/docs/DOC-3281) | * Using ePortfolios may be useful for longer-term projects, like an Honors Thesis, a Directed Independent Study project, or a certificate program that combines work from multiple courses. * ePortfolios can be downloaded as a zip file. * For career development portfolios that can be viewed outside of Canvas by potential employers, we recommend that students use FSU Career Center’s Portfolio feature found at <http://www.career.fsu.edu/Portfolio>. |
| Wiki | No equivalent - we recommend [Pages](https://community.canvaslms.com/docs/DOC-1916) and [Collaborations](https://community.canvaslms.com/docs/DOC-2627) instead | * When creating a page you can choose whether [it is editable by instructors only, or both instructors and students](https://community.canvaslms.com/docs/DOC-1842). * There is no Gradebook integration for wiki pages in Canvas, so grading students' wiki page contributions will have to be done manually. * Collaborations allow students to collaborate in either a synchronous or asynchronous fashion using a Google Doc. * Limit of 50 users that can collaborate on a single Google Doc, and all users can view and edit the document at the same time. * Using Collaborations in your course will require that each collaborator have a Google account and [connect Google Drive](https://community.canvaslms.com/docs/DOC-2641) as a registered service in Canvas. |
| Adaptive release rules | * [Restricted Access](https://community.canvaslms.com/docs/DOC-2770) * [Availability Dates](https://community.canvaslms.com/docs/DOC-2853) * [Prerequisites](https://community.canvaslms.com/docs/DOC-2861) * [Requirements](https://community.canvaslms.com/docs/DOC-2862) | * [Restricted Access](https://community.canvaslms.com/docs/DOC-2770) available for course files. * [Quizzes](https://community.canvaslms.com/docs/DOC-2895) and [Discussions](https://community.canvaslms.com/docs/DOC-2773) can include Availability Dates. [Modules can be locked until a specified date](https://community.canvaslms.com/docs/DOC-2853). * [Prerequisites](https://community.canvaslms.com/docs/DOC-2861) can be set on the module level (unlocking an entire module based on certain conditions), but there are limited options for prerequisites at the assignment level. [Requirements can be used to make students progress through module assignments in a particular order](https://community.canvaslms.com/docs/DOC-2852) by organizing assignments in the desired completion order within the module. |
| Content availability rules |
| **GRADES AND GRADING** | | |
| **Blackboard** | **Canvas** | **Canvas Quick Facts** |
| Assessments | [Quizzes](https://community.canvaslms.com/docs/DOC-2889) | * [4 Quiz types available](https://community.canvaslms.com/docs/DOC-2581): practice quiz, graded quiz, graded survey, and ungraded survey. * [Quiz Statistics](https://community.canvaslms.com/docs/DOC-2981) include student and item analysis. |
| Survey |
| Assignments | [Assignments](https://community.canvaslms.com/docs/DOC-2614) | * [Multiple submission options](https://community.canvaslms.com/docs/DOC-2637): text entry, file upload, media recordings, or URLs. * Can set up [peer review assignments](https://community.canvaslms.com/docs/DOC-2663). * Includes all graded items (graded discussions, quizzes, submitted items, etc.) on this page. * Combine assignments to include % of total grade (e.g., Quizzes, Other, Assignments). "[Assignment Groups](https://community.canvaslms.com/docs/DOC-2625)" are similar to Blackboard's Grade Center "Categories." * Grade Center setup/[weighting](https://community.canvaslms.com/docs/DOC-2625) happens here. * Ungraded Assignments create a deadline in the Calendar and Syllabus, but do not create a column in the Gradebook. |
| Crocodoc | [Crocodoc](https://community.canvaslms.com/docs/DOC-2959) - accessed via Speedgrader | * Add annotated comments to student's assignments (Word, PDF, Excel, & PowerPoint files) just like in Blackboard assignments. * Speedgrader app available for iPad and Android devices. |
| Full Grade Center & Inline Grading | [Grades](https://community.canvaslms.com/docs/DOC-1912) & [Speedgrader](https://community.canvaslms.com/docs/DOC-2583) | * Faculty can enter grades and [comments](https://community.canvaslms.com/docs/DOC-2805) directly in Grades or Speedgrader. * Gradebook is automatically populated with columns corresponding to items in the Assignments list. * [Muting an assignment](https://community.canvaslms.com/docs/DOC-2823) allows you to hide grades from students until you are done grading. * Students can figure out hypothetical ["what-if" grades](https://community.canvaslms.com/docs/DOC-2858). * Sort columns easily by due date or assignment category. * Late student submissions are highlighted in red. * Speedgrader displays submitted assignment, grading rubric, and media comment options all on one page. * Speedgrader allows you to add audio or video comments directly to assignments from within Canvas via a microphone or webcam. * Speedgrader app available for iPad and Android devices. |
| Question Pools | [Questions Banks](https://community.canvaslms.com/docs/DOC-2947) | * No single repository for all questions. * Question banks are tied to the course and not to your account, just like in Blackboard. You will need to [add your question banks](https://community.canvaslms.com/docs/DOC-2964) to each course that needs them. * If you change a question in your question bank it does not change in the quizzes that the question is being used in. You must manually update the question everywhere. |
| Question Sets | [Question Groups](https://community.canvaslms.com/docs/DOC-2900) | * Can pick a certain number of [questions from a Question Bank](https://community.canvaslms.com/docs/DOC-2903). * Must use Question Groups to randomize the order of questions. |
| Rubrics | [Rubrics](https://community.canvaslms.com/docs/DOC-2867) | * Can be used both for grading or feedback only. * Easy setup – just click to add columns. |
| **ADDITIONAL FSU CUSTOM TOOLS AND PROCESSES** | | |
| **Blackboard** | **Canvas** | **Canvas Quick Facts** |
| Cohorting | Cross Listing | Canvas has a built-in Cross Listing feature that improves upon the custom cohorting process we developed for Blackboard. You can easily merge or unmerge any sections you are teaching on a whim from the course settings page. Just make sure to do so before student work is entered in the Gradebook so that all students' work is saved properly. |
| Enrollments | Enrollments | Just as in Blackboard, Canvas enrollments will automatically run throughout the day, syncing up with myFSU enrollments. If you are in charge of an organization website that currently uses automated enrollments, these can be set up in Canvas for you [by request](https://support.campus.fsu.edu/new). |
| FSU Bb Course Request Module | Development Site Request Tool | We plan to create everyone's course websites for them in Canvas since instructors can merge/unmerge sections on their own (see Cohorting above). We hope this will save everyone time and headaches! If your department is having trouble assigning you as the instructor of the course, we will be happy to add you - with their consent, of course! We will create a Development Site Request Tool similar to what is currently available in Blackboard so that you can prepare your courses well in advance, or test out the course features with no one looking. |
| FSU Class Schedule | N/A | We will not be redeveloping the FSU Class Schedule since this information is provided in myFSU. The FSU Class Schedule was developed when Blackboard was FSU's portal for class registration information, but that time has passed! |
| FSU First Day Attendance | Quizzes or Attendance Tool | Since student information (including EMPLIDs) appears in the Canvas Gradebook and is downloadable in Excel, we have decided to deprecate the First Day Attendance tool in lieu of Canvas's Quizzes feature. Or, in-class instructors may prefer to use Canvas's powerful Attendance tool for first day attendance. |
| FSU Organization Request Module | Organization Site Request Tool | The creation of new organization sites will work the same way as it did in Blackboard: You request the organization site via the same organization site request tool that you are used to, and then we will create the organization site for you. |
| Grade Upload Tool | Grade Upload Tool | We will be developing the our current Bb Grade Upload Tool for use in Canvas so that you can easily and quickly transfer final grades over to the Faculty Center in myFSU. |
| Libraries Integration | Libraries Integration | We will be developing an FSU Libraries integration for Canvas that we expect will function much like the current Libraries integration that is available in Blackboard. |
| Organizations | Courses | We plan to use Canvas's course feature similarly to the way we use Organizations in Blackboard. While Canvas does not officially have an "Organizations" feature like Blackboard, all of the same functionality exists within Courses. We plan to clearly distinguish organization sites in Canvas from course sites so that they will be easy to locate. All features described in this crosswalk are included with Canvas Organization sites. |

The following third party integrations will be included in our Canvas system:

* Bb Collaborate
* Cengage
* i>Clicker
* Kaltura
* Pearson
* SafeAssign
* Tegrity
* Turnitin
* WebAssign

To find out more about Canvas features, see their [feature list](https://www.canvaslms.com/higher-education/features).

*Our Crosswalk chart is based on the* [*UNF Crosswalk*](http://www.unf.edu/cirt/LMS_Support/Canvas/Bb_to_Canvas_Crosswalk.aspx)*, and has been adapted for and expanded to address FSU's specific concerns.*

## Collapsible section heading (H2): Getting started in Canvas

Don’t yet have the content for this section, but would like to develop an FSU-specific Canvas guide like the [Getting Started with Blackboard](https://support.campus.fsu.edu/kb/article/583-getting-started-with-blackboard) article we currently have in HF Knowledge Base.

Include:

* How to log in to FSU Canvas instance
* Brief overview of how to navigate Canvas
* Brief overview of how enrollments will work in Canvas
* How to get quick help with Canvas
* Instructor-specific concerns:
  + How to build new Canvas course sites
  + Keep track of student enrollments
  + Brief overview of default menu items and content management recommendations, how to upload content
  + Brief overview of Canvas quizzes and Assignments
  + Canvas communication tools
  + Canvas Gradebook and Speedgrader