

# Comparing Blackboard to Canvas Tools (updated 7/19/2018)

This document summarizes Blackboard tools and comparable tools in Canvas. Tools are grouped by usage: course navigation, content, communications, assignments and assessments, and miscellaneous. For each tool, links to relevant how-to documentation is provided to help you use the tool.

<i>Course Navigation</i>			
Blackboard Tool	Description	Canvas Tool To Use	Canvas Resource(s)
<b>Action Bar</b>	The menu that appears at the top of the course page. Contains tools for both students and instructors. Contains the Bread Crumbs and Student View icon.	<b>Contained in Multiple Navigation bars in Canvas.</b>	
<b>Course Menu</b>	The navigation bar on the left side of the Bb course page which the students can see as decided by the instructor.	<p><b>Course Navigation Menu</b></p> <p><b>Different:</b> Canvas allows modification of the course navigation menu, but course navigation menu links cannot be added to it. Instead, you create links in components, such as pages, throughout your course.</p> <p>You cannot rename your menu links.</p>	<p><a href="#">How do I use the Course Navigation Menu as an Instructor?</a></p> <p><a href="#">How Do I Manage Course Navigation Links?</a></p>

## Course Navigation

Blackboard Tool	Description	Canvas Tool To Use	Canvas Resource(s)
<b>Control Panel</b>	The navigation bar immediately below the course menu with controls for the instructor. The students can never see this menu.	<p><b>Settings</b></p> <p>The Settings link is at the bottom of the Course Navigation bar and is not available to students.</p>	<p><a href="#">How do I use course settings?</a></p> <p><a href="#">How do I set details for a course?</a></p>
<b>Make Course Available to Students</b>	Allow students access to the Blackboard course.	<b>Publish</b>	<a href="#">What are the different states of a Canvas Course?</a>
<b>My Blackboard Page</b>	The entry page for Blackboard. It contains the list of all of the courses; past, present and future up to the deletion date set by the Blackboard Administrator.	<p><b>Dashboard</b></p> <p><b>Different:</b></p> <p>The Dashboard will show up to 10 Course Cards. The other past, present and future courses can be seen by clicking on the Courses link on the Global Navigation bar.</p> <p>Courses can be added and removed to the Dashboard by going to the Courses page and making the courses you want to see “favorites” by clicking the star to the left of the course name.</p>	<p><a href="#">How do I use the Dashboard as an instructor?</a></p> <p><a href="#">How do I set my Canvas notification preferences as an instructor?</a></p>

## Course Navigation

Blackboard Tool	Description	Canvas Tool To Use	Canvas Resource(s)
<b>Student View</b>	<p>An actual look at how students view the course, as the instructor is enrolled in the course as a student.</p> <p>In student view, the Instructor Test Student can do all of the things an actual student can do.</p>	<p><b>Student View</b></p> <p><b>Different:</b> A Test Student is added to the course and can do <b>most</b> of the things a student can do.</p>	<p><a href="#">How do I view a course using a test student?</a></p>

## Content

Blackboard Tool	Description	Canvas Tool To Use	Canvas Resource(s)
<b>Blank Page</b>	<p>HTML Page Created in Blackboard Content Editor. It cannot be downloaded out of Bb.</p>	<p><b>Pages</b></p> <p>Uses the Rich Text Editor which is a WYSIWYG HTML Editor.</p>	<p><a href="#">What are Pages?</a></p> <p><a href="#">How do I create a new page in a course?</a></p> <p><a href="#">How do I use the Pages Index Page?</a></p>
<b>Content Areas and Folders</b>	<p>Empty pages you attach and arrange content on.</p>	<p><b>Modules</b></p> <p><b>Different:</b> Items in modules cannot be nested, although they can be indented.</p>	<p><a href="#">What are Modules?</a></p> <p><a href="#">How do I add a module?</a></p> <p><a href="#">How do I add a text header as a module item?</a></p>

<i>Content</i>			
Blackboard Tool	Description	Canvas Tool To Use	Canvas Resource(s)
			<a href="#">How do I add assignment types, pages, and files as module items?</a>  <a href="#">How do I edit module items?</a>
<b>Content Editor</b>	Used in many tools in Bb. Basically a simple HTML editor.	<b>Rich Content Editor</b> A WYSIWYG HTML Editor.	<a href="#">What is the Rich Content Editor?</a>  <a href="#">How do I create a hyperlink in the Rich Content Editor?</a>  <a href="#">How do I disable inline previews for files using the Rich Content Editor?</a>
<b>Content Item</b>	The item can be a simple text box or it can have files attached to it to download.	<b>Pages</b> Pages are listed on the Pages page, but can be linked to from many different areas of Canvas.	<a href="#">How do I create a new page in course?</a>  <a href="#">How do I set a Front Page in a course?</a>
<b>Course Link</b>	An internal link to course content.	<b>Rich Content Editor and the Content Selector, Links tab or Files tab</b> Internal links are grouped according to whether they are built-in components (Links tab) or files you've uploaded (Files tab).	<a href="#">How do I insert links to course content into the Rich Content Editor using the Content Selector?</a>  <a href="#">How do I insert course files into the Rich Content Editor using the Content Selector?</a>
<b>Files</b>	Files are stored in the Files area and can be uploaded directly or when a file is added to a Blackboard folder or	<b>Files</b>  <b>New:</b> Files uploaded to a Canvas <b>are available to students by default</b> . Instructors can lock folders and files so	<a href="#">What are Files?</a>  <a href="#">How do I upload a file to a course?</a>

## Content

Blackboard Tool	Description	Canvas Tool To Use	Canvas Resource(s)
	content area. Students do not have access to the Files area.	students cannot access them in the Files area. Instructors may also remove the Files item from course navigation to hide it from students.  There is an area for personal files, public files and group files.	<a href="#">How do I create a folder in Files as an instructor?</a>
<b>Learning Module</b>	A template for a content module in outline format.	<b>No Equivalent in Canvas</b> although Modules in Canvas can direct a student through a Module from beginning to ending.	<a href="#">What are Modules?</a>
<b>Mash Ups</b>	A “mash up” tool allowing you to import photos from Flickr, Videos from YouTube and slide shows from SlideShare Presentations directly into Bb.	<b>Rich Content Editor</b> Although there is no direct equivalent in Canvas, all of these types of media can be added to the Rich Content Editor in all of the tools that use it.	<a href="#">How do I embed images from Canvas into the Rich Content Editor?</a>  <a href="#">How do I embed images from the web in the Rich Content Editor?</a>  <a href="#">How do I embed images from Flickr Creative Commons in the Rich Content Editor?</a>  <a href="#">How do I link to a YouTube video in the Rich Content Editor?</a>  <a href="#">How do I embed iFrame videos using the Rich Content Editor?</a>
<b>Syllabus</b>	A template tool for a syllabus. A syllabus can also be a document that is uploaded as a file to Bb.	<b>Syllabus</b>  <b>New:</b> The <b>Syllabus</b> tool is not a template. You can create it in the Rich Content Editor or upload it as a file.	<a href="#">How do I use the Syllabus as an instructor?</a>

## Content

Blackboard Tool	Description	Canvas Tool To Use	Canvas Resource(s)
		<p>The Syllabus has a <b>Course Summary</b> at the end of it. It automatically adds all of the assignments, quizzes, or events you create in Canvas. Students can always check this area to know what work is coming up.</p> <p>On side bar to the Syllabus will be a calendar and, if you choose to do so, a list of weighted assignment groups.</p>	
<b>Wikis</b>	Web based collaborative work space.	<p><b>Collaborations</b></p> <p><b>Different:</b> Canvas does not have a Wiki tool. Instead they have a <b>Collaboration</b> tool that allows students or groups to work on a document together outside of Canvas.</p> <p><b>Requires the use of Google Docs or Office 365</b></p>	<a href="#">What are Collaborations?</a>

## Communications

Blackboard Tool	Description	Canvas Tool To Use	Canvas Resource(s)
<b>Announcements</b>	<p>Tool that allows announcements to appear in Bb on the Announcements page.</p> <p>The instructor can set up the tool so that a copy of the announcement is sent by University email to the student as well.</p>	<p><b>Announcements</b></p> <p><b>New:</b></p> <ul style="list-style-type: none"><li>• Announcements can show at the top of the Home page.</li><li>• You can attach files to a message without using the Text Editor.</li><li>• You can allow students to reply to Announcements.</li></ul> <p><b>Different:</b></p> <p>You cannot choose to send an Announcement to a student's external email. The student must set their <b>notifications</b> to receive an email with the Announcement. <b>The default notification setting is to receive the email.</b></p> <p>You can link to internal areas of the course using the Rich Content Editor.</p> <p>You can set the date for an Announcement to appear, but not an expiration date. You will have to delete Announcements you no longer want posted.</p>	<p><a href="#">What are Announcements?</a></p>

## Communications

Blackboard Tool	Description	Canvas Tool To Use	Canvas Resource(s)
<b>Blogs</b>	A public non-threaded conversation that may or may not allow replies to owner's post.	<p><b>No Equivalent in Canvas</b></p> <p><b>Different:</b> Canvas does not have a Blog tool. Instead you can use a <b>Focused Discussion</b>. Create a Discussion and uncheck setting "Allow Threaded Replies"</p>	<a href="#">How do I create a Focused Discussion?</a>
<b>Calendar</b>	Has information about course due dates as well as a personal calendar for students to use.	<p><b>Calendar</b></p> <p><b>Different:</b> The Calendar tool in Canvas now resides on the Global Navigation bar rather than in each course.</p> <p>Assignments can be created and deleted directly from the calendar in any course.</p>	<a href="#">What is the Calendar?</a>



## Communications

Blackboard Tool	Description	Canvas Tool To Use	Canvas Resource(s)
<b>Course Messages</b> (internal email)	A mail system that works only inside of Bb.	<p><b>Conversations (Inbox)</b></p> <p><b>Different:</b> Conversations take place entirely inside Canvas, although notifications are sent to students @wustl.edu email by default that messages have been received.</p> <p>Canvas does not have a Course Message tool in each individual course. Instead it has Inbox tool on the Global Navigation bar that works globally in all courses and groups. In the global tool, you can choose to see conversations from specific courses or groups.</p> <p>The Conversation tool does not have an HTML (Rich Text Editor.)</p>	<p><a href="#">What is Conversations?</a></p> <p><a href="#">How do I send a message to a user in a course in Conversations as an Instructor?</a></p>
<b>Discussion Boards</b>	Threaded conversations	<p><b>Discussions</b></p> <p><b>New:</b> Graded discussions are listed on the Assignments page.</p>	<a href="#">How do I create a discussion as an instructor?</a>
<b>Send Email</b>	Email is sent to students' external University mail account.	<p><b>No Direct Equivalent in Canvas.</b> See Conversations (Inbox).</p>	
<b>Journals</b>	The same as blogs but private between the instructor and the student.	<p><b>No Direct Equivalent in Canvas.</b> Although Canvas does not have a Journal tool, you can use a Canvas Assignment and set "Submission Type" to "Text Entry." An Assignment will need to be created for each Journal entry.</p>	<p><a href="#">How do I add or edit details in an assignment?</a></p> <p>See Assignments</p>

## Assignments and Assessments

Blackboard Tool	Description	Canvas Tool To Use	Canvas Resource(s)
<b>Assignments</b>	A tool for setting up assignments in Bb.	<b>Assignments</b>  <b>Different:</b> When an assignment is created it is added to the Syllabus Summary, the Assignments page and the Calendar.	<a href="#">What are Assignments?</a>  <a href="#">How do I create an assignment?</a>  <a href="#">How do I add or edit details in an assignment?</a>
<b>Grade Center</b>	Gradebook in Bb	<b>Gradebook</b>  <b>Different:</b> <ul style="list-style-type: none"> <li>• There are no calculated columns in Canvas.</li> <li>• You can group assignments together so they can be weighted for the final grade.</li> <li>• You cannot create columns directly in the Gradebook. Columns are created when graded material is created in the Canvas course.</li> </ul>	<a href="#">How do I use the Gradebook?</a>  <a href="#">What are Grades and the Gradebook?</a>  <a href="#">How do I view assignment details in the Gradebook?</a>  <a href="#">How do I create assignment columns for non-submission assignments in the Gradebook?</a>
<b>Inline Grading</b>	Allows assignments to be graded online with markup tools. Assignments do not have to be downloaded for grading.	<b>SpeedGrader</b>	<a href="#">How do I use SpeedGrader?</a>
<b>Rubrics</b>	A scoring guide used to evaluate the quality of students' constructed responses.	<b>Rubrics</b>	<a href="#">How do I create a rubric in course?</a>  <a href="#">How do I add a rubric to an assignment?</a>

## Assignments and Assessments

Blackboard Tool	Description	Canvas Tool To Use	Canvas Resource(s)
<b>Test</b>	A tool for creating Tests in Bb.	<b>Quizzes</b>	<a href="#">What are Quizzes?</a>  <a href="#">How do I create a quiz with individual questions?</a>
<b>Survey</b>	A non-graded Anonymous Test.	<b>Survey</b>	<a href="#">How do I create a survey in my course?</a>

## Miscellaneous Tools

Blackboard Tool	Description	Canvas Tool To Use	Canvas Resource(s)
<b>Contacts</b>	A place the instructor places information about themselves and other staff or resources for the class.	<b>No Equivalent in Canvas</b> Create one or more pages to present the information.	<a href="#">How do I create a new page in course?</a>
<b>Glossary</b>	A list of instructor built terms and definitions.	<b>No Equivalent in Canvas</b> Create one or more pages to present the information.	<a href="#">How do I create a new page in course?</a>
<b>Groups</b>	Groups of students can be created by the instructor and applied to the tool or content they wish.	<b>Groups</b>  <b>Different:</b> Groups are created on the People page.	<a href="#">What are Groups?</a>
<b>Roster</b>	A searchable page of users in the Bb course.	<b>People</b>	<a href="#">How do I use the People page in a course as an instructor?</a>

## Miscellaneous Tools

Blackboard Tool	Description	Canvas Tool To Use	Canvas Resource(s)
Tasks	A tool used by the instructor to create a list of tasks for the students. After it is created, the student takes over management of the tasks by self-reporting their progress.	<b>To Do List</b> There is no equivalent to the Tasks tool in Canvas. However, upcoming assignments and other dated items are automatically added to the student To Do list.	<a href="#">How do I use the To Do list and sidebar in the Dashboard as an instructor?</a>  <a href="#">How do I use the To Do list and sidebar in the Dashboard as a student?</a>