

Academic Technologies: Blackboard 7.3

Export Blackboard 6 Content to Import into Blackboard 7

Transfer Overview

Use these instructions to copy the content from your Blackboard 6 course into a compressed (zipped) file that will reside on your desktop computer. If necessary, reactive the desired Blackboard 6 course at least 24 hours ahead of time. Note that no actual student grades are exported. Later, using the Import process, you will import course content from the file on your desktop computer into a Blackboard 7 course. Remember, if you are using a Mac, you must use Firefox and not Safari for these processes.

Blackboard Terminology

Temp course - is a place for developing your course in Blackboard 6; it's temporary

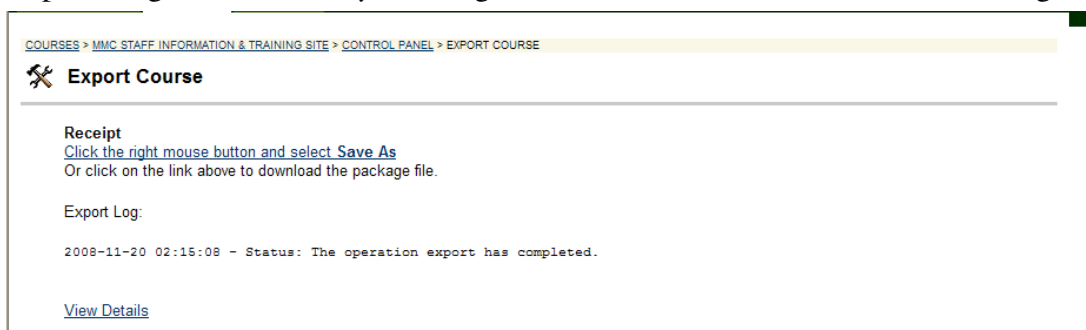
Test course - is a place for developing your course in Blackboard 7; it's not temporary

Unavailable course – it is available to the instructor but not to the students

Available course – it is available to the instructor and to the students

Exporting your course from Blackboard 6

1. To log in to Blackboard 6.3 go to www.ohio.edu/blackboard/. Click **Login** under the Blackboard 6 graphic. Enter your username and password.
2. **Open** the course to export.
3. Click on the **Control Panel** link.
4. Under the Course Options section, select the **Export Course** link.
5. **Check the boxes** to select course materials that you would like to export.
6. Click **Submit**. Note, this export process may take a few minutes or several hours depending on the size of the course.
7. Blackboard will display an **Export Course Receipt**. Check the information in the Export Log. This is usually warnings or errors that are not fatal and can be ignored.



8. Note the “Click the right mouse button and select **Save As**” link. Because of variations among browsers and operating system, clicking this will produce various results. See the Table below.

Platform	Browser	Options Presented	Action to Take
PC	Internet Explorer	If you Right-click: Save Target As	Click Save Target As and select a location.
		If you Click: Save or Open	Click Save and select a location
PC	Firefox	If you Right-click: Save Link As	Click Save Link As and select a location.
		If you Click: Open With or Save to Disk	Click Save to Disk and select a location.
MAC	Safari	NOT Compatible	Do NOT Use Safari
MAC	Firefox	If you Right-Click: Save Link As	Click Save Link As . Do NOT Change File Name. Select a location. Click Save .
		If you click : Open with or Safe File	Click Save File . Do NOT Change File Name. Select a location. Click Save .

- Click on the link and choose **Save** or any appropriate response to save your exported course.

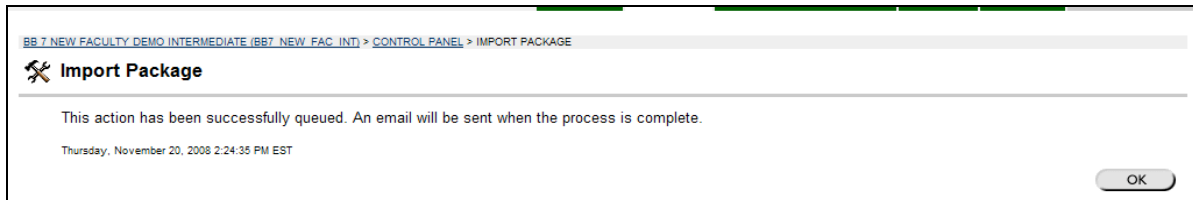
NOTE: For importing purposes, make note of the file name and location in which you saved your exported course.

- Click **Close**.

NOTE: The exported course file is in a zipped format. Please DO NOT click this file because it must remain in the zipped format for importing purposes. This is the zipped file that you will later import into Blackboard 7.

Importing your course into Blackboard 7

- Log in** to Blackboard 7.3 (<http://Blackboard7pilot.ohio.edu/>). Click **Login** under the Blackboard 6 graphic. Enter your username and password.
- Open** the course into which you wish to import the materials.
- Click on the **Control Panel** link.
- Under the Course Options section, select the **Import Package** link.
- Under **Select a Package**, click the **Browse** button to locate the Blackboard 6 course you exported.
- Use the checkboxes to select the data you wish to import, and then click **Submit**.
- You will receive a **message** indicating the action has been successfully queued. **An email** will be sent when the process is complete. Depending on your course size, it may take a while for your 6.3 course materials to import into Blackboard 7.



NOTE: The email may contain a list of errors. Many of the errors that Blackboard lists are minor and can be ignored. These will not affect your course. Check the course content in your Blackboard 7.3 course to verify that course materials have been properly imported.

Import: Blackboard7_new_course

The operation has completed. The imported course is now ready for access.

The results of the process are shown below.

Nov 20, 2008 - Warning: The user who submitted the announcement entitled "Please DO NOT use this OLD Blackboard site!" could not be located within the package. Therefore the announcement will appear to

have been submitted by the System Administrator.

Nov 20, 2008 - Warning: The user who submitted the announcement entitled "New MMC Fall Finals Week Schedule" could not be located within the package. Therefore the announcement will appear to have been submitted by the System Administrator.

Nov 20, 2008 - Status: The operation import has completed.

7. Once you receive the email confirmation, you may begin **modifying** your course. Do not modify the course before you receive this confirmation.