

Transferring Course Material from Previous to New Blackboard Sites

Fall 2010 courses will use **Blackboard 9.1**. The URL for Blackboard 9.1 is:

<http://bb9.courses.maine.edu> until August 25

<http://www.courses.maine.edu> after August 25 for Fall semester

If you are teaching the course in...	and transferring content from a site from...	use this procedure...
Fall 2010	Fall 2009	A Blackboard 9.1 to Blackboard 9.1 Course Copy
Fall 2010	Any other semester	B Export Course from Blackboard 8 and Import Package to Blackboard 9.1

Be sure to make your new site available after you move content to have your students added to the site.

A. Copying course materials in Blackboard 9.1

(For transferring course content from Fall 2009 course sites to Fall 2010 sites)

A. *Get your new site ready*

When you import material from your previous site to your new site, course menu links get imported along with course content. This can result in a potentially confusing duplication of menu links in your new site -- some with content and some without. As a first step, you can remove all of the menu buttons in your *new (empty)* course site by selecting **Delete** from the drop-down menu to right of each link. (If you decide not to remove these buttons now, you can do so after importing your content, but at that point you will have to distinguish between menu items with content and those without content. In Blackboard 9.1 a gray square icon to the right of the link name indicates a content area without content.)

A note about Home Pages in Blackboard 9.1

The **Blackboard Home** page is the entry point for Blackboard itself, where users can access all courses and organizations in which they are enrolled, and is selected by clicking the **Home** tab along the top of the screen. A **course Home Page** is the default entry point in a course. Both levels of **Home Page** have items that are user-editable and linked to features that you may or may not use.

If you prefer to remove a **course Home Page** and use **Announcements** as the course entry point, select **Delete** from the drop-down menu on the right of the **Home Page** link. To establish **Announcements** as the new entry point, select **Style** from the **Customization** menu in the **Control Panel**, then select **Announcements** from the **Entry Point** menu, then **Submit**.

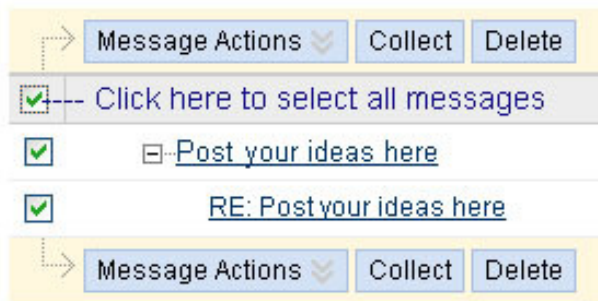
B. *Copy the content from your previous course site...*

1. Go to the course site that you want to copy material from on the Blackboard 9.1 server (<http://bb9.courses.maine.edu>), select **Packages and Utilities** from the **Control Panel** menu, and then click **Course Copy**.
2. Make sure that **Copy Course Materials to an Existing Course** is selected in the **Select Copy type** menu.
3. Click **Browse** to show a list of all of your Blackboard 9.1 courses. Click the radio button to the left of the course to which you want to copy your materials. Click **Submit**.
4. Select the content that you want to copy. Be sure to include **Settings** if you customized the course menu and other features of the course. **Do not include Enrollments**. Click **Submit**. You'll

see a confirmation. It may take some time for your content to be copied, depending on the size of your previous site.

5. Your content will appear in the new course site.

- You may have some duplicated course menu links which you can remove by selecting **Delete** from the drop-down menu to right of each link that you want to remove.
- If you removed the **Home Page** and wish to use the **Announcements** page as the default course entry point, go to the **Control Panel**, click **Style** in the **Customization** menu, then select **Announcements** in the drop-down menu for **Course Entry point** (section 4 of the screen). Click **Submit**.
- If you copy your Discussion Board forums, all postings from your previous course will also be copied. You can delete these by opening each forum, clicking the check box as indicated below, then clicking **Delete**.



B. Exporting course materials from Blackboard 8 to Blackboard 9.1

(For transferring content from Spring 2010 and Summer 2010.)

A. Get your new site ready

When you import material from your previous site to your new site, course menu links get imported along with course content. This can result in a potentially confusing duplication of menu links in your new site -- some with content and some without. As a first step, you can remove all of the menu buttons in your *new (empty)* course site by selecting **Delete** from the drop-down menu to right of each link. (If you decide not to remove these buttons now, you can do so after importing your content, but at that point you will have to distinguish between menu items with content and those without content. In Blackboard 9 a gray square icon to the right of the link name indicates a content area without content.)

A note about Home Pages in Blackboard

The **Blackboard Home** page is the entry point for Blackboard itself, where users can access all courses and organizations in which they are enrolled, and is selected by clicking the **Home** tab along the top of the screen. A **course Home Page** is the default entry point in a course. Both levels of **Home Page** have items that are user-editable and linked to features that you may or may not use.

If you prefer to remove a **course Home Page** and use **Announcements** as the course entry point, select **Delete** from the drop-down menu on the right of the **Home Page** link. To establish **Announcements** as the new entry point, select **Style** from the **Customization** menu in the **Control Panel**, then select **Announcements** from the **Entry Point** menu, then **Submit**.

B. Export the content from your previous course site...

1. Go to the course on the Blackboard 9.1 server from which you want to move your materials (<http://www.courses.maine.edu>) and click **Control Panel**.
2. Click **Export Course** (bottom of the screen) and select everything you want to export. Be sure to click **Settings** if you have customized anything in the menu, tools, etc. of the course site. **Do NOT click Enrollments**. Then click **Submit**.

NOTE: This may take a while, depending on how much material you have in your course site. If you see a message to the effect that “no packages exist for this course,” check back after waiting a while. Click **Export Course** again and you will see a link that looks something like this:

[ExportFile_W4567_A_081_20080424024157.zip](#)

3. Click the link to save the resulting file to your computer. (It's a ZIP file with a name that will look something like this: ExportFile_W4567_A_081) *Don't open this file or do anything with it.*

C. Then import the content into your new site...

1. Go to your new site on the Blackboard 9.1 server (<http://bb9.courses.maine.edu>), select **Packages and Utilities** from the **Control Panel** menu, and then click **Import Package / View Logs**.

2. Click **Import Package**, then **Browse** and find the file you exported.

3. Select the content that you want to import and click **Submit**. You'll see a confirmation. It may take some time for your content to be imported, depending on the size of your export file.

4. Your content will appear in the new course site.

- You may have some duplicated course menu links which you can remove by selecting **Delete** from the drop-down menu to right of each link that you want to remove.
- If you removed the **Home Page** and wish to use the **Announcements** page as the default course entry point, go to the **Control Panel**, click **Style** in the **Customization** menu, then select **Announcements** in the drop-down menu for **Course Entry point** (section 4 of the screen). Click **Submit**.
- If you copy your Discussion Board forums, all postings from your previous course will also be copied. You can delete these by opening each forum, clicking the check box as indicated below, then clicking **Delete**.

