

How To Copy content from Old Bb server to new Bb server

STEP #1:

First you must create the Exported zipped files from your old course content:

- Go into the old course's Control Panel
- Click on Export Course in the Course Options section, usually in the lower left area of the control panel.
- In the next screen, click on Export icon at upper left.
- In next screen, select ALL of the boxes in the list and hit Submit.
- You should get a confirmation screen saying the following:

"This action has been successfully queued. An email will be sent when the process is complete."

- It will take a few minutes for the export file to be generated, so this would be a good time to go into the other old courses and initiate Export files for those.

STEP #2:

Next, you must download the zipped course packages onto your hard drive:

- After a few minutes, go back into the Export screen of the first course to see if there is an Export link available. You may have to check back a few times, depending on how large the file is.
- Once you see the link, click on it to prompt the save window, and note the location on your hard drive where you are saving this zip file too, as well as the name of the file itself. The file will contain the name and course code of the class.
 - Note: You may want to create a folder for all of your exported courses to refer back to once the old server is gone.
- Once you have your exported course files saved onto your hard drive, you can now import them into your upcoming courses on the new Blackboard server.

STEP #3:

Last, you will Import the zipped course files into your upcoming courses:

- Log into the new Blackboard system at <http://online.sierracollege.edu>, and go into your Course's control panel.
- Click on Import Package in the Course Options section, usually in the lower left area of the control panel. (Do not select *Import Course Cartridge* as this is a prepackaged book cartridge.)
- Click on the Browse button to navigate to the saved zipped file located on your hard drive, and hit Open.

- Select whichever content boxes you wish to bring over. You do not have to select all of them this time and can do this process again if you need more later.
- Hit Submit ONCE at the bottom, and wait. It may look like it's hanging up, but it sometimes takes a few minutes to import fully, depending on how much content is there. (Do not double click or it might load everything twice.)
- You will receive a confirmation message on the next screen, indicating that the import process is in the queue and will email you when complete.