


MOVING CONTENT INTO THE NEW BLACKBOARD SYSTEM

OVERVIEW

Blackboard courses until Fall 2010 are on our old Blackboard system, which is at version 8. Courses starting with Spring 2011 are on our new Blackboard system, which is at version 9.1. Since this is a new Blackboard system, faculty will not be able to see the new courses when logged into the old system, nor will they be able to directly copy material from an old system course into a new system course. Instead faculty will need to export their course material from the old system and then import it into the new.

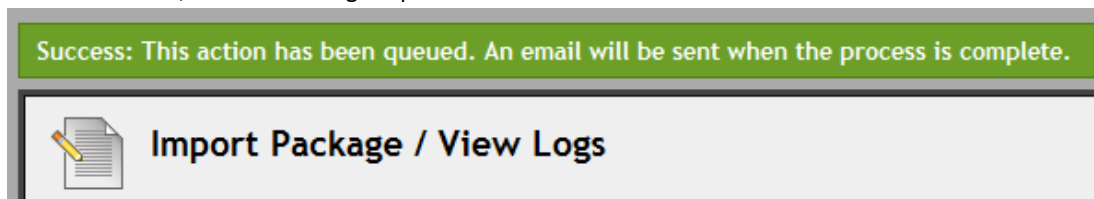
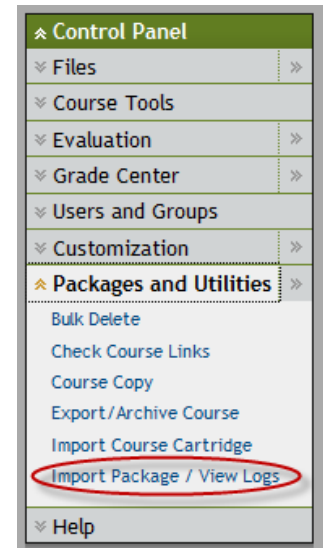
EXPORT CONTENT FROM OLD BLACKBOARD

1. Log into the old Blackboard system by browsing to <http://blackboard.palomar.edu/>.
 2. Click the link in the My Courses module in the upper right corner of the screen to enter your course.
 3. Click the link to your Control Panel, on the sidebar to the left of your screen.
 4. In the Course Options box (in the lower left corner of the Control Panel screen), click the link to Export Course.
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5. Now that you are on the Export/Archive Manager screen, click the Export button located in the upper left corner of the screen.
 6. This Export Course screen has a number of check boxes; check the sections of your course you wish to have included in the course export. If you are unsure, check everything.
 7. Click the Submit button in the lower right corner of the Export Course screen.
 8. You should see a receipt page now, telling you that your “action has been successfully queued”. You will get an email, likely within a few minutes. If you do not receive an email by the time an hour has passed, or if you receive an email indicating that there was an error, see the Getting Help section of this document.
 9. If you get the email and it does not indicate an error, go back into the Export/Archive Manager (either by following steps 1-4 above, or by clicking the OK button on that receipt page if you still have it up on the screen).
 10. There should now be an Export File listed in the Export/Archive Manager. If you have more than one, check the Date Created column to find the newest entry.
 11. Click the name of the Export File, and save the file onto your computer. (If you don’t already have some place to save files, just use the Desktop.) Do NOT open up this file, or allow your computer to extract the contents!
 12. Click the Logout button in the upper left corner of the screen, and close your web browser.
 13. Make sure you can find the Export File you just saved; you will need it in the next segment of this process.

IMPORT CONTENT INTO NEW BLACKBOARD

14. Log into the new Blackboard system by browsing to <http://www.palomar.edu/blackboard/>
15. Click the link in the My Courses module in the upper right corner of the screen to enter your new course.

16. In the Control Panel menu at the left of the screen, click to open the Packages and Utilities section, then click on the menu entry for Import Package/View Logs.
17. Click the green Import Package button in the upper left corner of the screen.
18. On the Import Package screen, in section 2, click the Browse... button and then find and double-click on the Export File you saved earlier.
19. On the Import Package screen, in section 3, check the check boxes of any components you wish to import from your old course. If you are unsure, check everything.
20. Click the green Submit button, located at both the top and bottom right corners of the Import Package screen.
21. In this new Blackboard version the messages are no longer full screens, but take note that you have received a green success message indicating that you will receive an email when your material has been imported. If you do not receive an email by the time an hour has passed, or if you receive an email indicating that there was an error, see the Getting Help section of this document.



22. If you receive the email containing a success message, you have successfully imported material from your course on the old version of Blackboard to your course on the new version. You should go into your course on the new Blackboard system (as per step 14), and take a look at the content of your course site to confirm that everything transferred over correctly.

GETTING HELP

Most of the time, this process will work flawlessly. Sometimes written instructions aren't sufficient, so you may want to watch screen videos of both the Export process from our old system and the Import process on the new version of Blackboard:

- Export Course (6 minutes) - <http://www.palomar.edu/atrc/Training/How-to/Blackboard/MakeAnExport/default.htm>
- Import Package(2 minutes) - http://ondemand.blackboard.com/r91/movies/bb91_utilities_importing_a_course_package.htm

However, technology doesn't always work perfectly, so if you have problems you should get in touch with the Blackboard Support Team at Palomar.

Send an email to onlineclasses@palomar.edu if you have not received the emails from either the Export or Import processes after an hour has gone by. Typically those processes take far less than an hour, but it is possible they will take longer during a period of heavy use.

Phone the Blackboard Support Team at **760-744-1150 X2862** if you are having trouble following these instructions, or if you wish to make an appointment to work with one of our support team instead of going it alone.