

How to Move your Blackboard 8 Course to Blackboard 9.1

SPRING 2011 COURSES ONLY



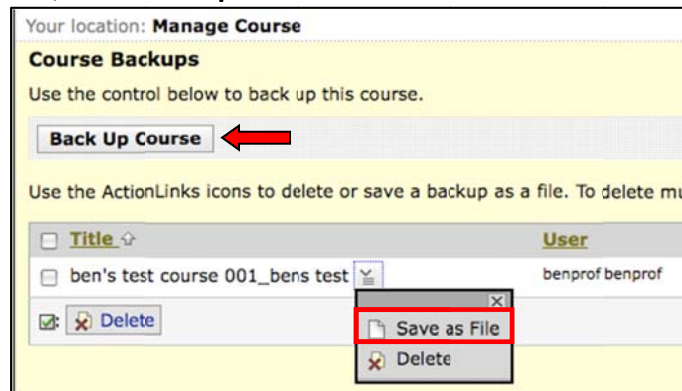
In Blackboard 8

Step 1: Clean up your 8 course

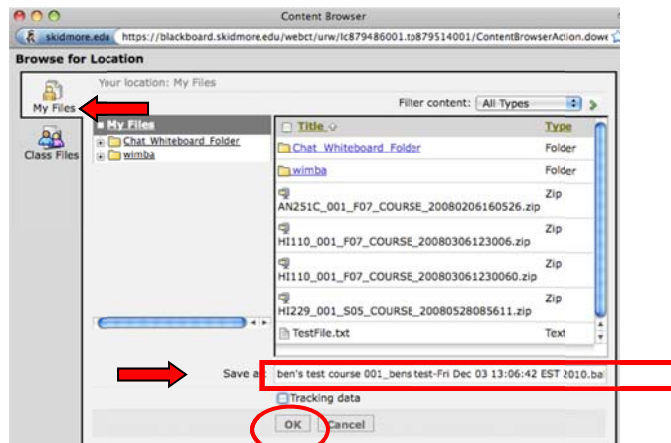
- Login into your 8 course: <http://blackboard.skidmore.edu>
- Delete any old files you don't want to move into the new version. Go to **File manager** > Select the files you want to delete and click delete.
- Next go to **Build -> Manage Course -> Backup**
- Delete any backups that show up for your course

Step 2: Create a fresh backup of your course

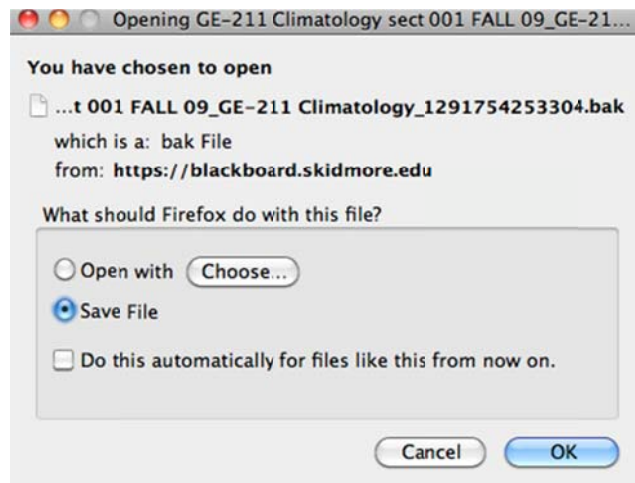
- Click on the **"Backup Course"** button
- The System will let you know that the back up is in the process queue. Click **OK**, wait a few minutes, soon you will see the status marked "completed." Be patient – the length of the time depends on the size of your course.
- When the file is available, use the **drop-down menu** and select **"Save as File"**



- Click on the **My Files** tab. Click **OK** to Save



- Go back to the My Blackboard Courses page. Click on the **Content Manager** tab, then **My Files**.
- Select your course backup file.
- Click the **Drop Down** button then choose **Download > Save File > OK**.



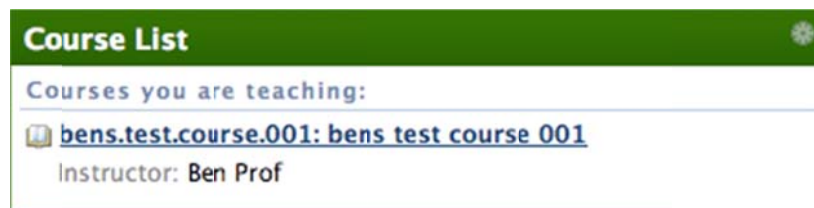
The file will be saved in your **downloads folder** OR your **desktop**. You are now ready to migrate to Blackboard 9.1!



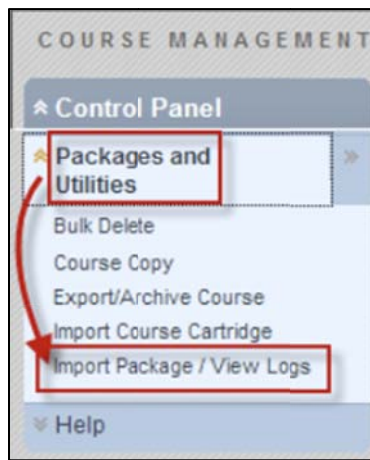
In Blackboard 9.1

Step 1: Log in

- Log into Blackboard 9.1: <http://learn.skidmore.edu>
- Click on **Courses Tab**. Your courses should already be listed in the system
- Click on the appropriate Course Title from your course list



- From the **Control Panel** click on **Packages and Utilities > Import Package/View Logs**



- Click on the **Import Package** button

 **Import Package / View Logs**

Import a package file of course content for use in a course. You can also view the log files that are generated after each import. You must have the proper permissions to perform this operation. [More Help](#)

Import Package

- Click on the “**Browse...**” button to search for the backup file you saved on your desktop.

2. Select a Package

Click Browse to locate the Course Package:

Uploading large packages may take a long time.

★ Select a Package

Browse...

- Check **all the Course Materials** you want to import (recommended: check all options)
- Click **Submit**. The system will begin to import the file into Blackboard 9.1. Please be patient. Depending on the file size, it could take up to 15 minutes. **Note:** Do not attempt to re-import the content as you will end up with duplicate content!

What happens if I get an Error message? Contact the Academic Technologies staff. Welcome to Bb 9.1! Your course will look quite different and may need editing. Please sign up for a workshop to learn how to customize it.