Migrate Course Content to New Bb

How to migrate content from the old Blackboard system (Bb2012) to the new Blackboard system (Bb2013).
This is a one-time migration process. After course material is imported to Bb 2013, use the standard Course Copy process within Bb 2013.

Begin in the Bb 2012 course - go to the Control Panel

Click Packages and Utilities
Click Export/Archive Course

Select the Export button

Click Export
This step is optional.
To remove any content not wanted in the downloaded zipped package, click Manage Package Contents
A pop-up window displays all the files in the course.

This step is optional.
Place checks in boxes of items to REMOVE from the package.
The current size of the Course Package is displayed above the list.
Select Course Materials

Check the items to export that will be imported to the new course.
To export Tests, Surveys, and Pools for import and deployment in the new course, select all of these items: the Content Area where tests are now deployed, Grade Center Columns and Settings, and Tests, Surveys, and Pools.
Otherwise the tests may import but not be deployed or not listed in the Grade Center.
Avoid checking Settings.
Click a **Submit** button at either the top or bottom of the page.

### Wait for email

The email message indicates the export process has completed. When the email arrives, return to Bb 2012.

### Return to the Export/Archive page

Click the chevron and select **View Basic Log**
Verify

When the Status reads *The operation export has completed*, the file is ready to download. Click the **OK** button or close the Log window.

**Safari Users Only - before downloading**

Open Safari Preferences and remove the check mark from the box labeled *Open "safe" files after downloading*

After downloading, you may reset the preferences as needed.

*(If you are not using Safari, continue to the next step.)*

**Download**

Right (Control)-Click on the ExportFile name to open the menu. Select the *Save Link As* or *Download Linked File* or similar wording, as appropriate for your computer and browser.
Chrome and Safari browser menus are displayed in the images. Firefox uses the same terms as Chrome.
Safari downloads to the file location as set in your Preferences
Chrome and other browsers may provide a navigation window to save the file in a location you select.

**Do Not Open the Zipped File**

Keep the zipped file in the original file format. Do not open it.
You may want to move it to another location for ease in completing the next steps. Moving the file to your computer Desktop will make it easier to find for the Import/Upload process.

**Log in to Bb 2013 and enter the course to import the content**

In the Control Panel, click Packages and Utilities, then click Import Package / View Logs
Click the **Import Package** button.

**Select the Package**

**Import Package**

* An Import package is a .ZIP file of exported Course content. Importing a package into an existing Course will overwrite the existing Course. Import packages do not include user enrollments or records.

* Indicates a required field.

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1. **Select Copy Options**
   - Destination Course ID

   2013-SP-BbWS0024-001

2. **Select a Package**

   * Click **Browse** to locate the Course Package:
   
   Uploading large packages may take a long time.

   * Select a Package

   Choose File

   No file selected

In item 2, **Select a Package**, click the **Choose File** button.
Navigate to the downloaded zip file, click to highlight the file, and click Choose or Open or similarly named button.
1. Click the Select All button, then
2. Remove check marks for all Settings items and any other areas you are not importing.
3. Click a Submit button at the top or bottom of the page
Success, Email, Complete

The Import process begins.
You receive an email when the process is completed

Refresh the Course Menu

When the email arrives, you may need to use the Refresh icon to display new menu items.
Click the Navigation Menu items to view the content.

NOTE: Some Default Menu Item names are different in the new system. Adjust the menu order by dragging the arrow icon to the left of the menu item name.
Menu items with names different than default names are added at the bottom of the navigation menu.
Click the -> icon on the right side of Files in the Control Panel
Verify the content items.
Open folders as needed to verify content.
If content is missing, return to the original course and use Remove Files from Package to create a download with only the files needed to complete the process.
Or download only the necessary files and upload them to the course on Bb 2013.

Also verify all necessary assessment items are in the Content Areas on the Navigation menu, in the Tests, Surveys, and Pools area, and in the Grade Center.

After course content is migrated from Bb 2012 to Bb 2013, use the standard Course Copy tool to copy content to other Bb 2013 courses.