Migrate Course Content to Managed Hosting

Courses from Bb-Local are being migrated to Bb Managed Hosting (BbMH)

Faculty can migrate content manually from the old locally-hosted Blackboard system to the new BbMH.

The migration process is a one-time action.

After course material is imported to BbMH, use the standard Course Copy process within BbMH.

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**Begin in the Bb Local course - Control Panel**

Click **Packages and Utilities**
Click **Export/Archive Course**
Click **Export Package**

**Manage Contents (if total is greater than 750 MB)**

1. **File Attachments**

   - **Package Size**  
   - **Calculate Size**  
   - **Manage Package Contents**

   *This step is needed only when the course size exceeds 750 MB.*

To remove content not wanted in the downloaded zipped package, click **Manage Package Contents**

A pop-up window displays all the files in the course.

Place a check in the box of items to remove from the package.

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Repeat as needed to create multiple export packages.

You may need to divide content area menus into separate items with less content.
This step is necessary only if course content exceeds 750 MB.
Place checks in boxes of items to REMOVE from the package.
The current size of the Course Package is displayed above the list.
Track the items in each export if multiple exports are needed.
Click **Select All** to include all course content.

Alternately, check selected items to export for import to the new course.

**IMPORTANT:** To export **Tests, Surveys, and Pools** for import and deployment in the new course,
- select all three of these items: the Content Area where tests are deployed, Grade Center Columns and Settings, and Tests, Surveys, and Pools.
-- Otherwise tests, links, or Grade Center items will not be included.

Submit

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 Local.

Return to the Export/Archive page

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

Log

- Status: The operation export has completed.
  8:56:06 PM PDT

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

### Mac 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.)*

*We recommend using Firefox for this and all Blackboard activity.*
Right (Control)-Click on the Export File 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 displays the same menu as Chrome. Safari downloads to the file location as set in your Preferences. Chrome and Firefox 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. Saving to or moving the file to your computer Desktop will make it easier to find for the Import/Upload process.
Log in to BbMH and enter the course to import the content

In the Control Panel, click Packages and Utilities, then click Import Package / View Logs

Import the Package

Click the Import Package button.
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.
Select Course Materials to Import

1. Click the Select All button - some boxes remain unchecked, then
2. 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 click the Refresh icon to display new menu items. Click the Navigation Menu links to view the content.

NOTE: Some Menu Item names may be different in the new course. Your items may appear at the bottom of the menu list.
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.

Check the Content Collection Files (optional)

Click the -> icon on the right side of Content Collection in the Control Panel.
Verify the content items.
Open folders as needed to verify content.
If content is missing, download only the necessary files and upload them to the course on BbMH.
OR return to the original course and use Remove Files from Package to create a download with only the files needed to complete the process.

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 Local to BbMH, use the standard Course Copy tool to copy content to other BbMH courses.