



Migrate Blackboard Course to Brightspace

This document provides step by step instructions for migrating a course from Blackboard into Brightspace.

| Export Your Blackboard Course | |
|---|---|
| Login to <u>http://ccc.blackboard.com</u> Navigate to the course you want to export | My Courses FALL 2017 Courses where you are: Instructor 1183_35528: FALL 2017 ENGLISH 100 F OH (not currently available) |
| Once inside the course, click Packages and Utilities in the Control Panel, and then "Export/Archive Course" | ▶ Users and Groups ▶ Customization → ▼ Packages and Utilities → Bulk Delete Course Copy Export/Archive Course Import Course Cartridge Import Package / View Logs |
| 4. Click Export Package. | Export Package |
| Under File Attachments, choose the following: a. Copy links and include copies of the files in the course default directory" | Course Files Default Directory Copy only links to course default directory files Copy links and include copies of the files in the course default directory |

b. Copy Links and include copies of the files outside of the course default directory





 Under Select Course Materials, check the boxes for each course area and tool you want to export – or choose Select All

brightspace

NOTE: If your course has graded activities such as tests or assignments or discussions, make sure you also add the grade center columns and settings. For tests, make sure you also select "tests, surveys, and pools", and for Discussion Board, make sure you also select "Include only the forums, with no start posts"

7. Click Submit

NOTE: Depending on amount of content it can take 5 minutes to several hours. You will receive an email once it is available.

If your email contains errors, please forward the email to acaballero@ccc.edu to help troubleshoot the issue.

- 8. Navigate back to the "Export/Archive Course" or clicked refresh to see your exported Zip file.
- 9. Click on the **file name** to download it and save it to your computer.

NOTE: Do not open the zipped file, you will import the entire zipped package into Brightspace.

| SELECT COURSE MATERIALS |
|--|
| Select materials to include in the export package. Fo archive instead of export. |
| Select All Unselect All |
| Content Areas |
| Syllabus |
| Faculty/Staff |
| Tests & Quizzes |
| Assignments |
| |

Submit

Cancel



ExportFile_1186_62....zip 6.6/520 MB, 10 mins left





Import the Blackboard Course Package into Brightspace Shell

- 1. Login to brightspace.ccc.edu.
- 2. Navigate to the empty course shell for that course.



- 3. Click on Course Admin
- 4. Click on Import / Export / Copy Course Components

| Help 🗸 Course Admin Conten | t LOR | | | |
|---|--------------------------------------|--|--|--|
| Course Administration | | | | |
| Category Name | | | | |
| Site Setup | | | | |
| Course Offering Information O Navigation & Themes | | | | |
| Site Resources | | | | |
| Book Management | 😁 Calendar | | | |
| Course Builder | External Learning Tools | | | |
| Glossary | Import / Export / Copy Components | | | |

- Under "What would you like to do?" scroll down and choose "Import Components"
- 6. Select "from a course package"
- 7. Click Start

| Import Components | |
|---------------------------------|--|
| Select a component source: | |
| from Learning Object Repository | |
| • from a course package | |
| Start | |



- Click Upload to navigate to the zipped exported course package that you saved from Blackboard.
- 9. Then click Import All Components



| Import Course Package | | |
|---|----|--|
| Select File You are about to import a course from a file. | Î | |
| Drag and drop your course package here or use the "Upload" button to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there. | | |
| Advanced Options Cancel | h. | |

 Depending on how much content was in the Blackboard course, the process can take anywhere from a **few seconds** to a **few hours**.



- 11. When the import is finished, you will see a message stating **Your course package was successfully imported!**
- 12. Click **View Content** to view your imported course.

NOTE:

- Blogs, Wikis and Journals do not migrate to Brightspace.
- **Turnitin assignments** do not migrate to Brightspace and will need to be recreated.
- Calendar items do not migrate to Brightspace

