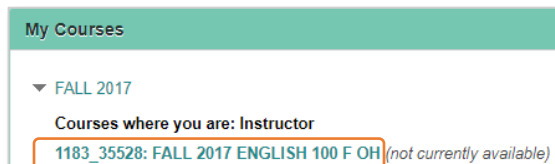


# Migrate Blackboard Course to Brightspace

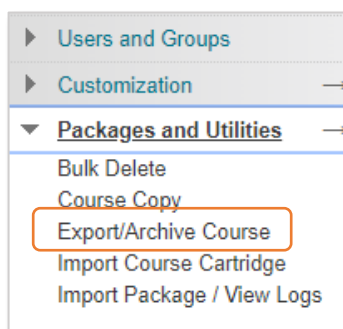
This document provides step by step instructions for migrating a course from Blackboard into Brightspace.

## Export Your Blackboard Course

1. Login to <http://ccc.blackboard.com>
2. Navigate to the course you want to export



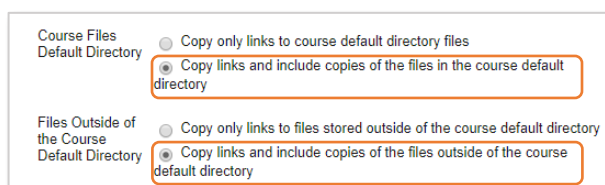
3. Once inside the course, click **Packages and Utilities** in the Control Panel, and then **"Export/Archive Course"**



4. Click **Export Package**.

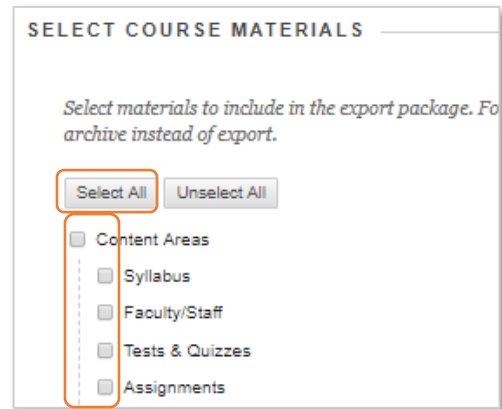


5. Under **File Attachments**, choose the following:
  - a. Copy links and include copies of the files in the course default directory"
  - b. Copy Links and include copies of the files outside of the course default directory



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

**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**”



- 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.

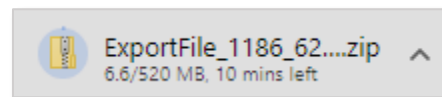
If your email contains errors, please forward the email to [acaballero@ccc.edu](mailto:acaballero@ccc.edu) to help troubleshoot the issue.



- Navigate back to the “**Export/Archive Course**” or clicked refresh to see your exported Zip file.

Refresh	
File Name	Date Created
ExportFile_1186_62017_20180409010713.zip	4/9/18 1:14 PM

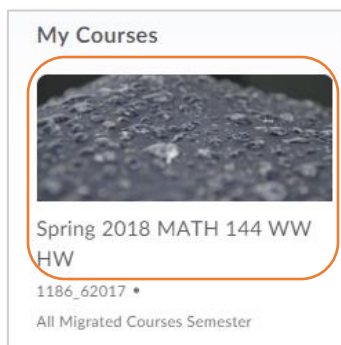
- Click on the **file name** to download it and save it to your computer.



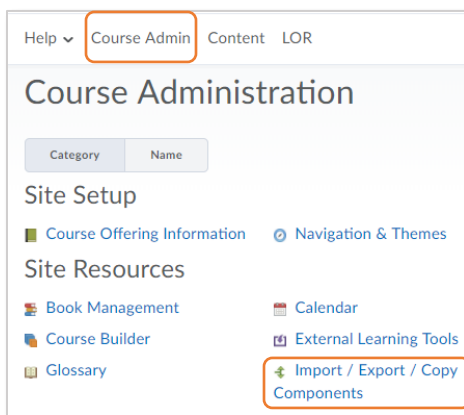
**NOTE:** Do not open the zipped file, you will import the entire zipped package into Brightspace.

## Import the Blackboard Course Package into Brightspace Shell

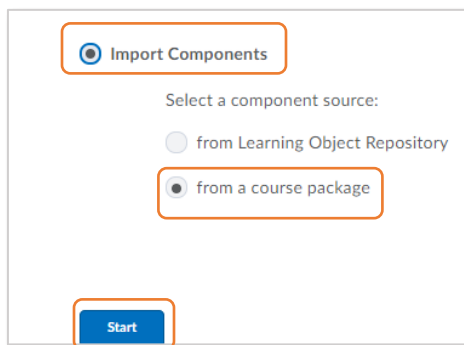
1. Login to [brightspace.ccc.edu](https://brightspace.ccc.edu).
2. Navigate to the empty course shell for that course.



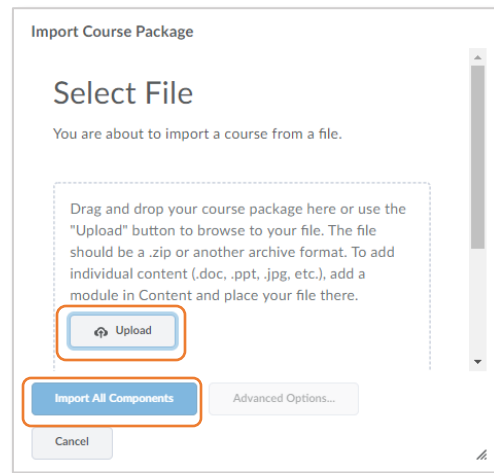
3. Click on **Course Admin**
4. Click on **Import / Export / Copy Course Components**



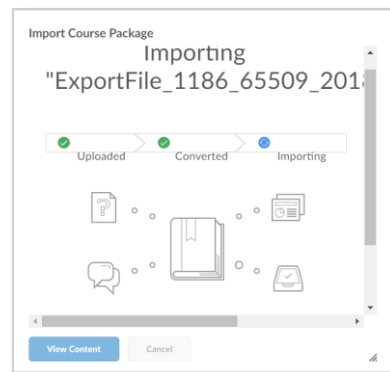
5. Under "What would you like to do?" scroll down and choose **"Import Components"**
6. Select **"from a course package"**
7. Click **Start**



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



10. 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

