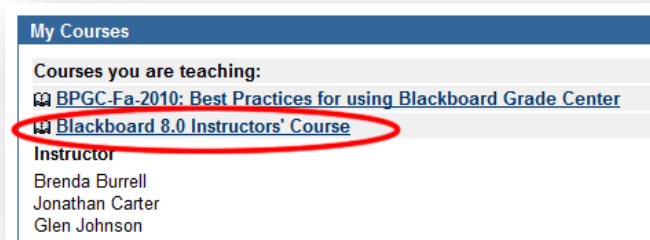


## To migrate a course from Blackboard 8.0 to Blackboard Learn 9.1:

1. Log in to Blackboard 8.0 and navigate to the course you wish to migrate.



2. Go to the **Control Panel** and choose **Export Course**, located under Course Options.



3. Click **Export**.



4. Select the portions of the course you wish to migrate and click **Submit**.

**1 Course Selection**  
\* Source Course ID CS\_BB8\_Sp10\_09

**2 Select Course Materials**  
Select materials to include in the export package. For a package to serve as an exact record, including user records, use Archive instead of Export.

- Content
  - Course Information
  - Exams
  - Assignments
  - External Links
  - Group Project
  - Course Documents
  - Extra Credit
- Adaptive Release rules for content
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

**3 Submit**  
Click **Submit** to finish. Click **Cancel** to quit.  
\* Required Field

5. The export will queue on the server; you will receive an email when the export is complete. This may take as long as thirty minutes, depending on the size of your course. Click **OK**.
6. Once you receive the email, navigate back to **Control Panel** -> **Export Course**. You'll now see a zip file; click it to download it to your computer.

BLACKBOARD 8.0 INSTRUCTORS' COURSE [CS\_BB8\_SP10\_09] > CONTROL PANEL > EXPORT/ARCHIVE

**Export/Archive Manager**

Export Archive

File Name	Date Created	Log	Detailed Log	Remove
ExportFile_CS_BB8_Sp10_09_20101214040935.zip	12/14/10 4:11 PM	<a href="#">Log</a>	<a href="#">Detailed Log</a>	<a href="#">Remove</a>
ExportFile_CS_BB8_Sp10_09_20110225034655.zip	2/25/11 3:47 PM	<a href="#">Log</a>	<a href="#">Detailed Log</a>	<a href="#">Remove</a>

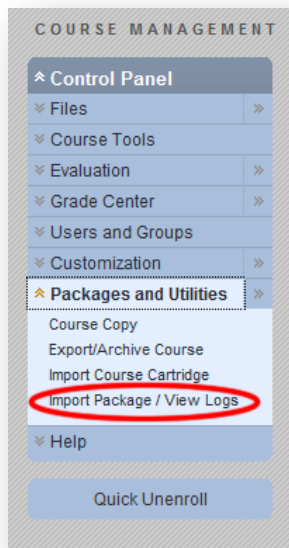
OK

7. Log out of Blackboard 8.0, if you will not be using it for anything else.
8. Now, log in to Blackboard Learn 9.1 and navigate to the course in Blackboard 9.1 where you want to import the content.

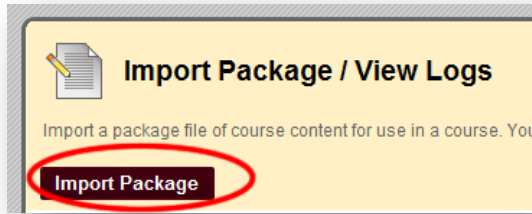


We recommend you copy this into your development course, but you can choose the live course if you wish.

9. In the lower left corner of the screen, you will see the **Control Panel**. Click **Packages and Utilities** and then **Import Package / View Logs**.



10. Click the **Import Package** button.



11. Select **Browse** to find the file on your computer.

12. Check the boxes next to the sections you wish to import. Note that this list will not necessarily match the list of checkboxes in step 4.

A screenshot of the 'Import Package' form. The form has a yellow header with a document icon and the text 'Import Package'. Below the header, there is a line of text: 'An Import package is a .ZIP file of exported Course content. Importing a package into an existing Course copies the content of the package records, such as discussion board posts and assessment attempts. [More Help](#)'. Below this, there is a line of text: '\* Indicates a required field.' The form is divided into four sections: 1. Select Copy Options: A form field for 'Destination Course ID' with the value 'DEV-B.Burrell'. 2. Select a Package: A text box for 'Select a Package' with the value 'C:\Users\bjd656\Desktop\ExportFile\_CS\_BB8\_Sp' and a 'Browse...' button. 3. Select Course Materials: A list of checkboxes for various course materials. 4. Submit: A button at the bottom of the form. The list of materials includes: Content Areas (checked), Adaptive Release Rules for Content (unchecked), Announcements (checked), Blogs (checked), Calendar (checked), Collaboration Sessions (checked), Contacts (checked), Discussion Board (checked), Early Warning System Rules (checked), Glossary (checked), Grade Center Columns and Settings (checked), Group Settings (checked), Journals (unchecked), Rubrics (unchecked), Settings (checked), Tasks (checked), Tests, Surveys, and Pools (checked), Wikis (checked).

13. Click **Submit** to queue the import on the server. This may take up to thirty minutes, and you will receive an email when the import is complete.
14. Be sure to check that your content copied correctly, and make any necessary adjustments to display dates and so on.