

# **Migration of Blackboard 6 Files to Blackboard 8**

## **Before You Start:**

- Contact the CLT and request that new shells be set up for you in Blackboard 8
- If it is important to you to have a record of last semester's course, you will want to complete the "Archive" protocol before any migration (**See the bottom of this sheet for directions**)
- Make sure that all materials in the BB6 course that you plan to migrate are "available"
- Be sure to empty out any submitted materials, for example, discussion boards with their postings, or all the work submitted to the Digital Drop Box (Alternatively, you can simply choose not to migrate your discussion boards or Digital Drop Box, and then re-create new ones in your BB8 course.)
- **Course cartridges from publishers will not migrate from Blackboard 6 to 8.**  
Contact your publisher's representative for Bb 8 compatible course cartridge.

## **Exporting the Blackboard 6 Course:**

- Sign into Blackboard (Bb) 6 and go to your course
- Go to Control Panel, to Course Options, to Export Course
- Select the course materials you want to export to Bb8
- Click Submit
- Click the Download Link and save the course file to your **Desktop** (creating a Zip file)
- Log out of Bb6

## **Importing the Course Files to Blackboard 8**

- Sign into Blackboard 8 and click on an empty shell
- Click on Control Panel, go to Course Options, to Import Package
- Under Select Package, click on "**Choose File**" and select the Bb6 file previously saved to your desktop
- Under Select Course Materials – check the materials to be imported
- Click Submit
- On completion of this process, an email confirming the successful transfer of file to Blackboard 8 is sent to your mailbox

**Congratulations! You have just successfully completed the migration of your Bb6 files to Bb8!**

## Archiving Your Old Course

- Login to Blackboard 6, select your course
- Go to Control Panel, select Archive Course (under Course Options)
- Submit (This may take some time)
- On the Receipt window, click on Click Here to Download, and Save, and save it to your desktop with a name that you will recognize
- Let it transfer the file (Again, this may take time)
- Close, and OK – Your archived course is now on your desktop