

## How to Export Course from Blackboard 6 to Blackboard 9

1. Log in to Blackboard 6 at <http://blackboard.gonzaga.edu>
2. Go to the class you want to export

The screenshot shows the Blackboard 6 Control Panel for a course titled "TRAINING: Blackboard Training - Erik Blackerby (Instructor)". The interface is divided into several sections:

- Content Areas:** A list of course components such as Course Documents, Assignments, Documents, Tests & Quizzes, External Links, Course Tools, Course Options, and Recycle Course.
- User Management:** Options for List/Modify Users, Remove Users from Course, and Enroll User.
- Assessment:** Options for Test Manager, Survey Manager, Pool Manager, and Course Statistics.
- Help:** Support, Manual, and Contact System Administrator.
- Manage Course Menu:** Course Design, Manage Tools, Settings, and Recycle Course.
- Course Copy:** Import Course Cartridge, Import Package, **Export Course** (highlighted with a red box), and Archive Course.

3. Go to the control panel and “export course”.
4. Select **content areas** that you want to export and choose **submit** at the bottom of page.

The screenshot shows the "Select Course Materials" dialog box in Blackboard 6. The dialog is titled "Select Course Materials" and includes the instruction: "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." The content area selection options are listed as follows:

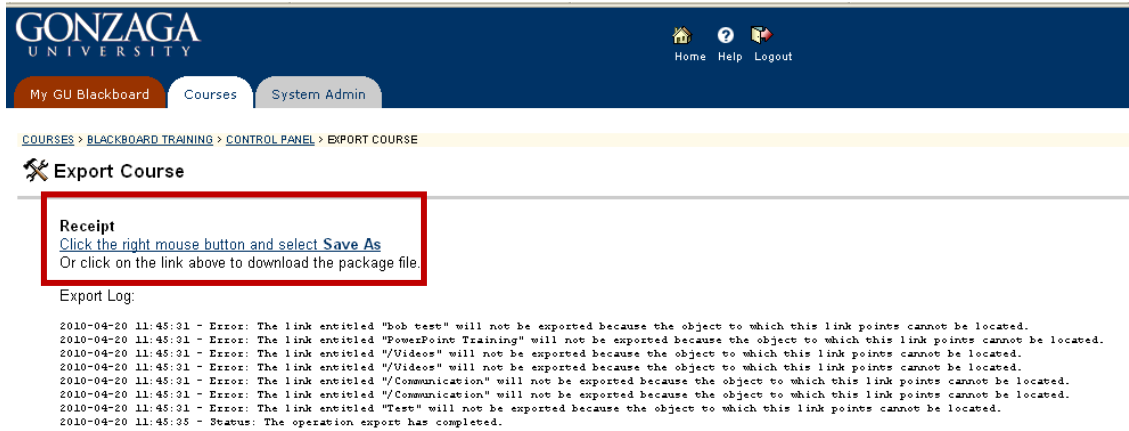
- Content
  - Course Documents
  - Assignments
  - Documents
  - Tests & Quizzes
  - External Links
  - Communication
  - Tools
  - Lectures
  - Projects
  - Digital Drop Box
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks

At the bottom of the dialog, there are "Cancel" and "Submit" buttons.

**Exporting Discussion Board only exports the forums and topics only.**

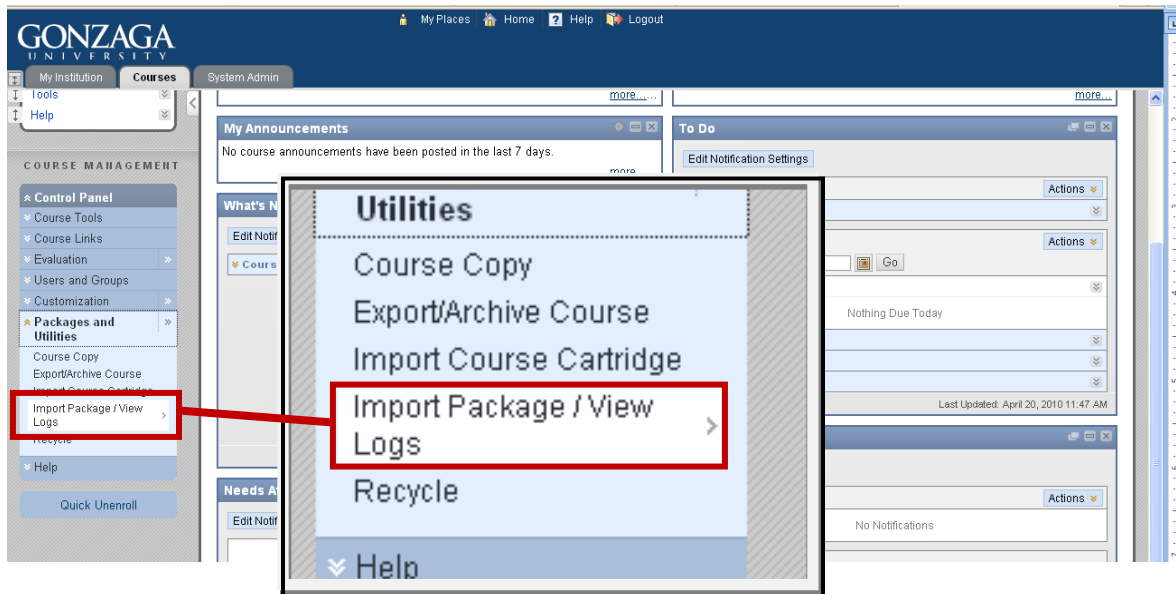
**Group Settings exports only the groups with names**

- Right click mouse and choose **“Save as”** or **“Save Target As”**. Save to your desktop or my documents folder. This will create a packaged Zip file of your course contents.

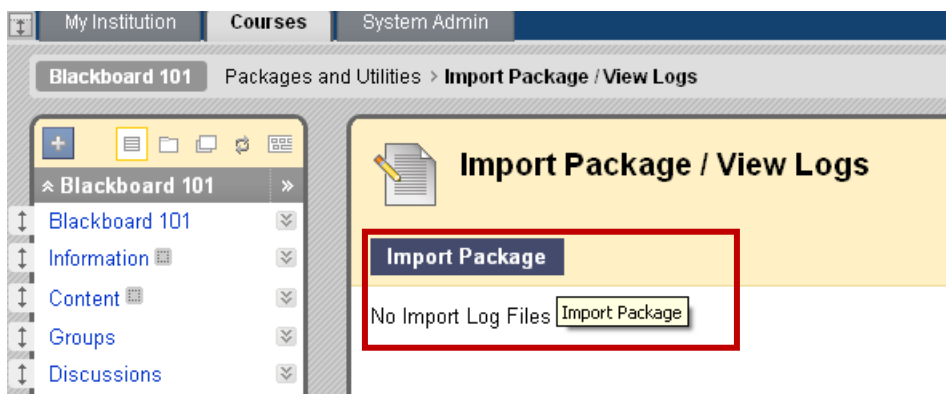


## PART 2

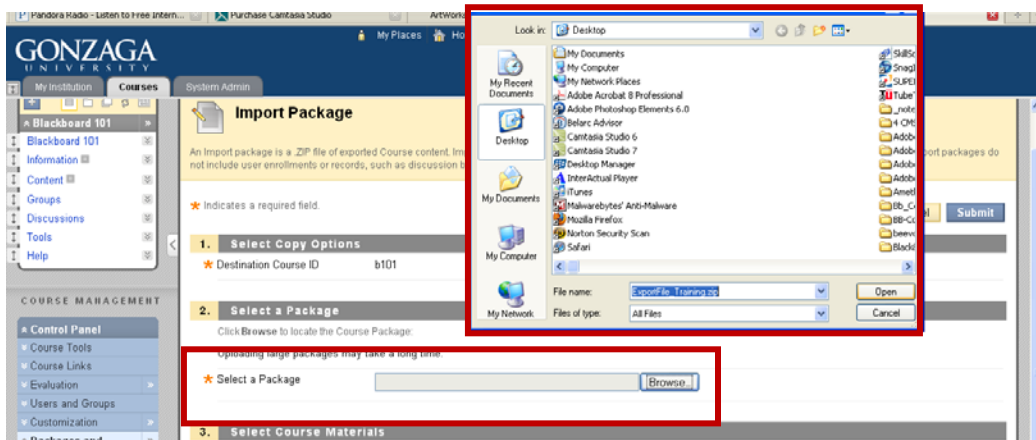
- Log in to Blackboard 9 at <http://learn.gonzaga.edu>
- Go to the class you want to import into.
- Go to the Control Panel and to **“Packages and Utilities”**
- Choose **“Import Package/View Logs”**



- Click **“Import Package”** button.

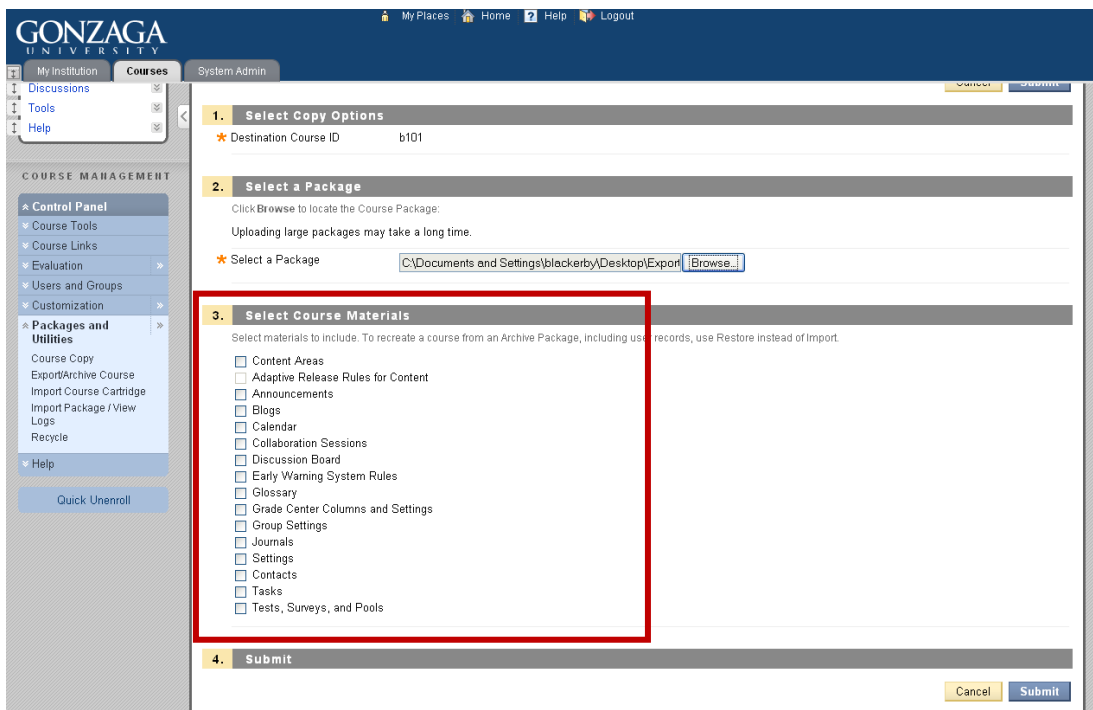


11. Click “Select a Package” and hit the “Browse” button to select the file you exported.



12. Choose the previously exported Zip file (exported from your Blackboard 6 course).

13. Select Checkboxes for contents from your export Zip file that you want to import into your Blackboard 9 course. (Important - Make sure to select all categories/areas you want to import).



12. Chose **Submit**.

**NOTE:**

Your files should be imported. Please note that if you import a content area from Blackboard 6 that currently does not exist in Blackboard 9 such as “Course Documents” then it will automatically create that content area for you.

Import Course will import the course materials only. It excludes the records such as student roster, students' activities, and their grades.