

Import guide from Bb to Angel

1. Click Control Panel from the left navigation bar.

The screenshot shows the WashingtonOnline Blackboard interface. At the top, there is a navigation bar with "Home", "Help", and "Logout" links. Below this is a secondary navigation bar with "My Homepage", "Course Id's", "Organizations", "Communication", and "Help Desk" buttons. The main content area displays a breadcrumb trail: "COURSE ID'S > W09 TEACHING ONLINE - PLANNING FOR SUCCESS... > ANNOUNCEMENTS". There are tabs for "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". The date "May 20, 2009 - May 27, 2009" is shown. A message from Boyoung Chae states: "This Blackboard course is no longer in service. For Angel training, please go to angel.waol.org. If you have a question, please email bchae@sbctc.edu. Thank you." Below the message is the Blackboard logo and copyright information. On the left side, there is a "Tools" section with a list of options: "Communication", "Course Tools", "Control Panel" (highlighted with a red circle), "Refresh", and "Detail View".

2. Click Export Course under the Course Options.

The screenshot shows the WashingtonOnline Blackboard interface. At the top, there is a navigation bar with "Home", "Help", and "Logout" links. Below this is a secondary navigation bar with "My Homepage", "Course Id's", "Organizations", "Communication", and "Help Desk" buttons. The main content area displays a breadcrumb trail: "COURSE ID'S > W09 TEACHING ONLINE - PLANNING FOR SUCCESS... > CONTROL PANEL". Below this is a header for "WAOL_W09F020SEC1: W09 Teaching Online - Planning for Success 1 Section 1 Chae (Instructor)". The interface is divided into several sections: "Content Areas" with links for "Course Information", "Course Documents", "Assignments", and "External Links"; "Course Tools" with links for "Announcements", "Course Calendar", "Staff Information", "Tasks", "Send Email", "Discussion Board", "Collaboration", "Digital Dropbox", "Glossary Manager", "Messages", "Discussion Grader", and "Voice Announcement"; "Course Options" with links for "Manage Course Menu", "Course Design", "Manage Tools", "Settings", "Recycle Course", "Course Copy", "Import Course Cartridge", "Import Package", "Export Course" (highlighted with a red circle), and "Archive Course"; and a "User Management" section with links for "List / Mod", "Create Us", "Batch Cre", "Assesse", "Test Man", "Survey M", "Pool Man", "Course S", "Help", "Support", "Manual", and "Contact S".

3. Select materials to include in the export package. Then click submit to finish.

WashingtonOnline Home Help Logout

My Homepage Course Id's Organizations Communication Help Desk

CONTROL PANEL > EXPORT COURSE

Export Course

1 Select a Course

* Source Course ID: WAOL_W09F020sec1

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
 - Course Documents
 - Assignments
 - External Links
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel Submit

4. Click the right mouse button and select Save as. Or click on the link to download the package file.

Make sure to save the file where you can easily remember, such as your desktop.

WashingtonOnline Home Help Logout

My Homepage Course Id's Organizations Communication Help Desk

COURSE ID'S > W09 TEACHING ONLINE - PLANNING FOR SUCCESS 1 SECTION 1 > CONTROL PANEL > EXPORT C

Export Course

Receipt

[Click the right mouse button and select Save As](#)

Or click on the link above to download the package file.

Export Log:

2009-05-27 11:52:35 - Status: The operation export has completed.

[View Details](#)

Wednesday, May 27, 2009 11:52:35 AM PDT

5. Once you save the file, log in your Angel page. Then select Manage tab.

The screenshot shows the 'Manage' tab selected in the top navigation bar. The main content area is titled 'Manage' and contains several sections: 'Course Management' with sub-items 'Gradebook', 'Roster', 'Teams', and 'Attendance'; 'Course Theme Selector' with a 'Theme' dropdown set to '(Use Default)' and buttons for 'Preview', 'Cancel', 'Use this theme', and 'Theme Manager'; and 'Course Settings' with sub-items 'General Course Settings', 'Course Theme Selector', 'Tab Settings', and 'Environment Variables'. A red circle highlights the 'Manage' tab in the top navigation bar.

6. Click Import Wizard from Data Management.

The screenshot shows the 'Management Console' interface. The top navigation bar has 'Manage' selected. The main content area is titled 'Management Console' and contains three columns of options: 'Course Management' (Gradebook, Roster, Teams, Attendance), 'Course Settings' (General Course Settings, Course Theme Selector, Tab Settings, Environment Variables, Mail Settings), and 'Data Management' (Course Files Manager, Backup/Restore, Import Wizard, Export Wizard, Data Maintenance, Date Manager, Keyword Manager, Question Bank Manager). A red circle highlights the 'Import Wizard' option in the 'Data Management' column.

7. Select Content Package

Gradebook Tutorial

Course Calendar Lessons Report Automate Manage

Home > Course > Management Console > Content Import Wizard

Content Import Wizard

What do you want to import?

Directions: Select the source from which you want to import data.

Content Package

Import content from an ANGEL archive, WebCT™ export, Blackboard™ cartridge, ExamView® cartridge, IMS Common Cartridge™, or zip file.

Calendar and Announcements

Import calendar entries from a text file (compatible with WebCT™ calendar export files).

Master Course

Initialize the course based on a master course template.

Copy Course

Initialize the course based on another course or group in which you are an editor.

Exit Import Wizard

8. Click the browse button to locate the archive file on your computer. Click the Upload File button ONCE to send the file to the server. Allow up to 30 minutes for the file to be uploaded.

Gradebook Tutorial

Course Calendar Lessons Report Automate Manage

Home > Course > Management Console > Content Import Wizard > Content Package

Content Package Import Wizard

Upload a Content Package

Directions: Click the browse button to locate the archive file on your computer. Click the Upload File button ONCE to send the file to the server. Allow up to 30 minutes for the file to be uploaded.

Archive File

C:\Users\bchae\Desktop\ExportFile_WAOL_W09F00 Browse...

overwrite existing files

Upload File Cancel

Exit IMS Import Wizard

9. Once the file is uploaded, there will be "Upload Successful" message. **[Important]** Importing does not end here. Click OK and move on to the next step.

Gradebook Tutorial

Course Calendar Lessons Report Automate Manage

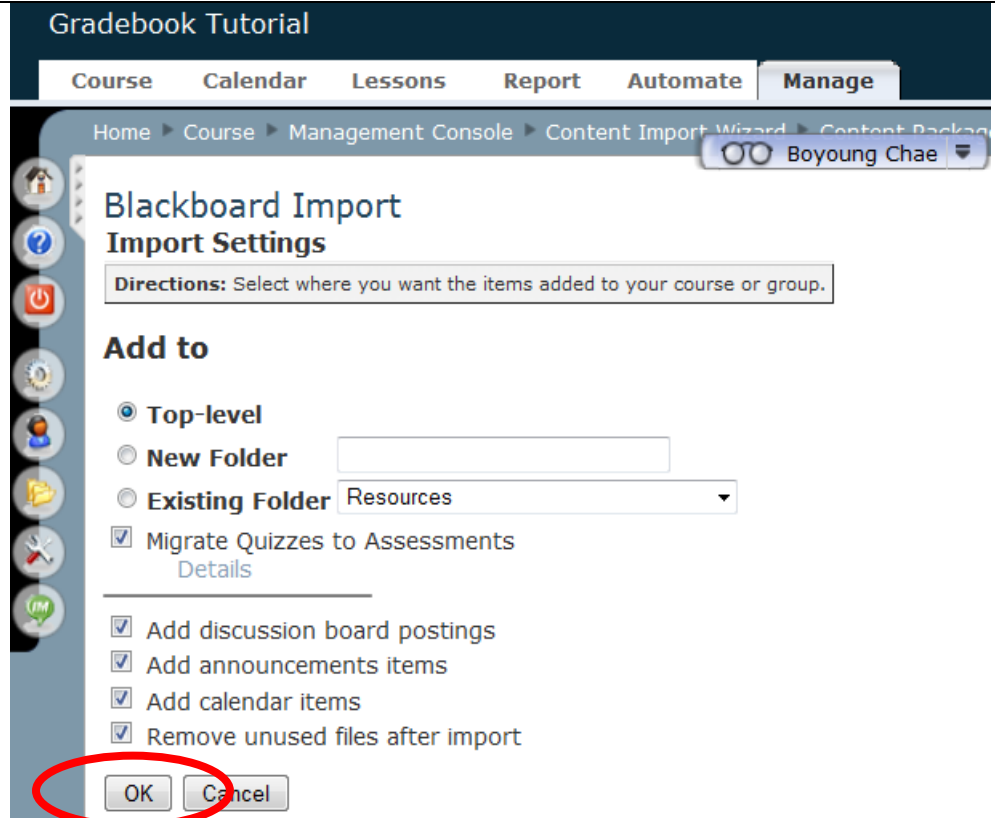
Home > Course > Management Console > Content Import Wizard > Content Package

Upload Successful

Your file was successfully uploaded. Click OK to continue.

OK Cancel

9. Once you click OK, you will be taken to the Blackboard Import page. Select where you want the items added to your course or group.



Gradebook Tutorial

Course Calendar Lessons Report Automate Manage

Home Course Management Console Content Import Wizard Content Package

Boyoung Chae

Blackboard Import

Import Settings

Directions: Select where you want the items added to your course or group.

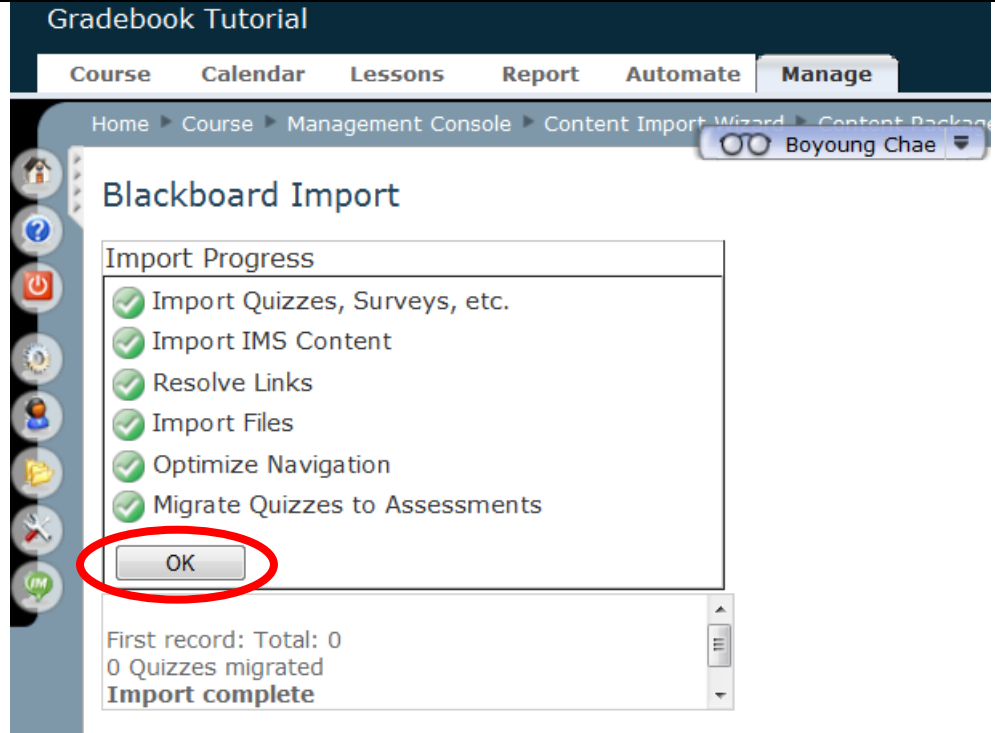
Add to

- Top-level
- New Folder
- Existing Folder Resources

Migrate Quizzes to Assessments
Details

- Add discussion board postings
- Add announcements items
- Add calendar items
- Remove unused files after import

10. You will see the Import Progress. Once it is done, click OK button.



Gradebook Tutorial

Course Calendar Lessons Report Automate Manage

Home Course Management Console Content Import Wizard Content Package

Boyoung Chae

Blackboard Import

Import Progress

- Import Quizzes, Surveys, etc.
- Import IMS Content
- Resolve Links
- Import Files
- Optimize Navigation
- Migrate Quizzes to Assessments

First record: Total: 0
0 Quizzes migrated
Import complete