

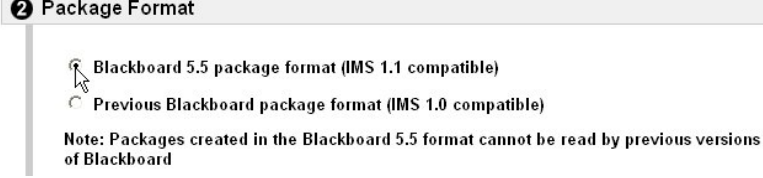



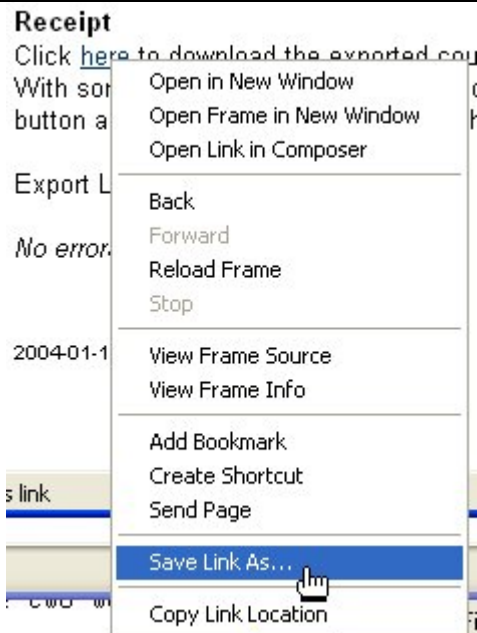
# Archiving a Course in Bb 5.5 and Importing it into Bb 6.0

This handout covers the steps that need to be taken to archive a Bb 5.5 course and export it so that it can be imported into an empty Bb 6.0 course area.

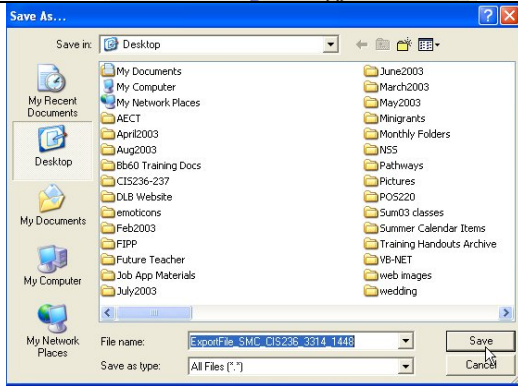
<b>Exporting a course from Bb 5.5</b>	
<p>Go into the Control Panel of the course you want to export from Bb 5.5 to Bb 6.0.</p> <p>In the control panel click on the Course Utilities link in the Course Options area (lower left hand corner).</p>	
<p>From Course Utilities page, click the Archive Course link.</p>	<p>▶ <a href="#">Archive Course</a>          This utility allows you to archive specific sections or all of this course. Please note: only a system administrator may import a course from such an archive.</p>
<p>The first step to archiving the course is to select the areas you want to export from Bb 5.5 and move into Bb 6.0. To export an area click the box to the left of the item.</p> <p>Remember, in Bb 6.0 students will be automatically enrolled in the course based on SIS.</p>	
<p>In step two, you will be asked to select the package format. The default is Blackboard 5.5 package format. Leave this format selected.</p>	
<p>When you have archived the course, the message to the right will pop up. <b>DO NOT</b> follow these directions. Instead follow the directions in the next section.</p> <p><b>**Note:</b> This is also the place where any warnings or errors will be reported. A warning you may see is one regarding the inability to export the name of the person who generated an announcement. This is not a critical issue.</p>	<p><b>Receipt</b>          Click <a href="#">here</a> to download the exported course site. With some browsers, you may need to click the right mouse button and select "Save Link As" from the context menu.</p> <p>Export Log:</p> <p><i>No errors reported</i></p> <p>2004-01-14 12:12:52 PM</p> <p style="text-align: right;"></p>

When the archive is done, right-click on the link that says “here.” A pop up menu, like the one shown to the right will come up. From this menu, select Save Link As...

This will allow you to save the archived file to your desktop. (You can save it elsewhere, but you must remember where you save it and what it is named so that you can import the file in Bb 6.0.)



In this case, the file name generated by Bb 5.5 was kept and the file was saved on the desktop.



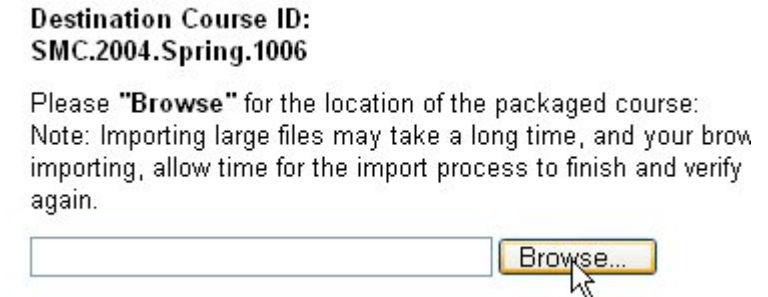
**Importing the Bb 5.5 course archive file into Bb 6.0**

Log in to Bb 6.0 and go into the Control Panel.

Find the Course Options area (lower left hand corner) and select the Import Package link.

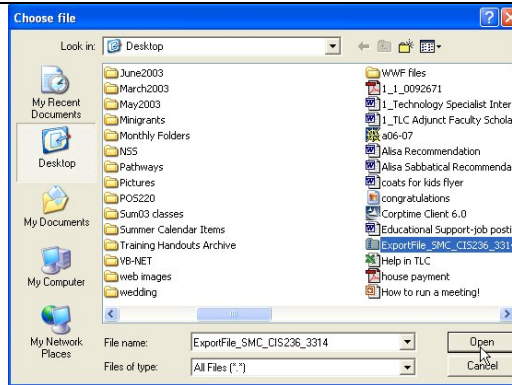


Browse your computer to find the Bb 5.5 file you archived in the previous steps.



In this case, the file name generated by Bb 5.5 was kept and the file was saved on the desktop.

Click on the file name and click the Open button.



Just as when you archive the course for exporting, you must select the content areas you want to import. In this case all of the areas have been selected. If you select an area and there was no content in that area in Bb 5.5, then no content will be added. As this does not damage the Bb 6.0 course in any way, it is recommended to select all of the content areas.

[If you have part of your Bb 6.0 class already completed, you may not want to select the completed area from this list of areas.]

## 2 Content Areas

- Content
- Course Settings
- Discussion Board
- Gradebook Items
- Groups
- Tests, Surveys, and Pools

When you have selected the areas that you want Bb 6.0 to import the matching items into from the Bb 5.5 archive file, click the submit button.

## 3 Submit

Click "**Submit**" to finish. Click "**Cancel**" to abort this process.



When you have imported the course, the message to the right will pop up.

This is also the place where any warnings or errors will be reported. A warning you may see is one regarding the inability to export the name of the person who generated an announcement. This is not a critical issue.

## Import Package

### Receipt

Course Import completed for SMC.2004.Spring.1006. Output for the process is shown below

2004-01-14 12:41:16 - STATUS: The import operation has completed.

[Click here to view the detailed log file.](#)

2004-01-14 12:41:16 PM



After the Bb 5.5 course is imported, you may have several new buttons in your navigation bar. This is due to the different names areas can have. For instance, in the Bb 5.5 course, the area that contained the syllabus was found under the Syllabus button. In the Bb 6.0 course this area was under the Course Information button. Therefore, both of these navigation buttons are present. As a matter of note, in this case the actual syllabus document is found under the Syllabus button – the file stayed in the area it had been in while the material was in Bb 5.5. The next course of action is to verify that all of the content came over in good condition (in this case it did). Then the instructor can go into the Control Panel and remove any duplicate areas.

