Faculty Tutorial:

Export/Import a Course from ANGEL to Blackboard

Purpose: To demonstrate to faculty how to export courses from the *old* MyHills (ANGEL) and import them into the *new* MyHills (Blackboard).

IMPORTANT: This tutorial assumes that you have completed the three **required** faculty classes:

- MyHills Essentials
- MyHills: Communication Tools
- MyHills: Assessments and Grade Center

Warning: If the course has already been developed by the Office of Online Learning and contains multimedia learning objects, such as audio or mini-lectures – DO NOT attempt to Export or Import it into the new MyHills. The Office of Online Learning is converting those courses and rebuilding them as new master courses. When finished, you will be able to request that the IT Help Desk copy these into your corresponding Sandbox Courses.

IF YOU ATTEMPT TO EXPORT/IMPORT THESE COURSES OR THEIR CONTENT FROM ANGEL TO BLACKBOARD, THEY WILL BREAK, AS ALL THE OLD LINKED CONTENT WILL BE REMOVED DURING THE SUMMER 2013 TERM. EVEN IF THEY APPEAR TO WORK NOW – THEY WILL BREAK.
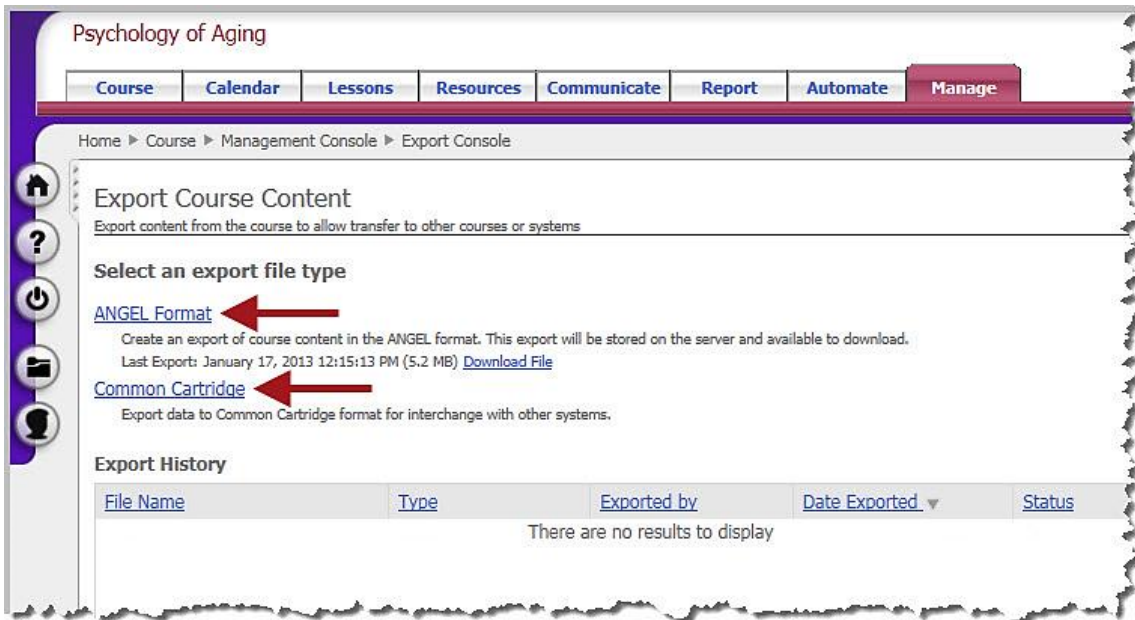
Once in your course in the old MyHills, select the "**Manage**" tab.

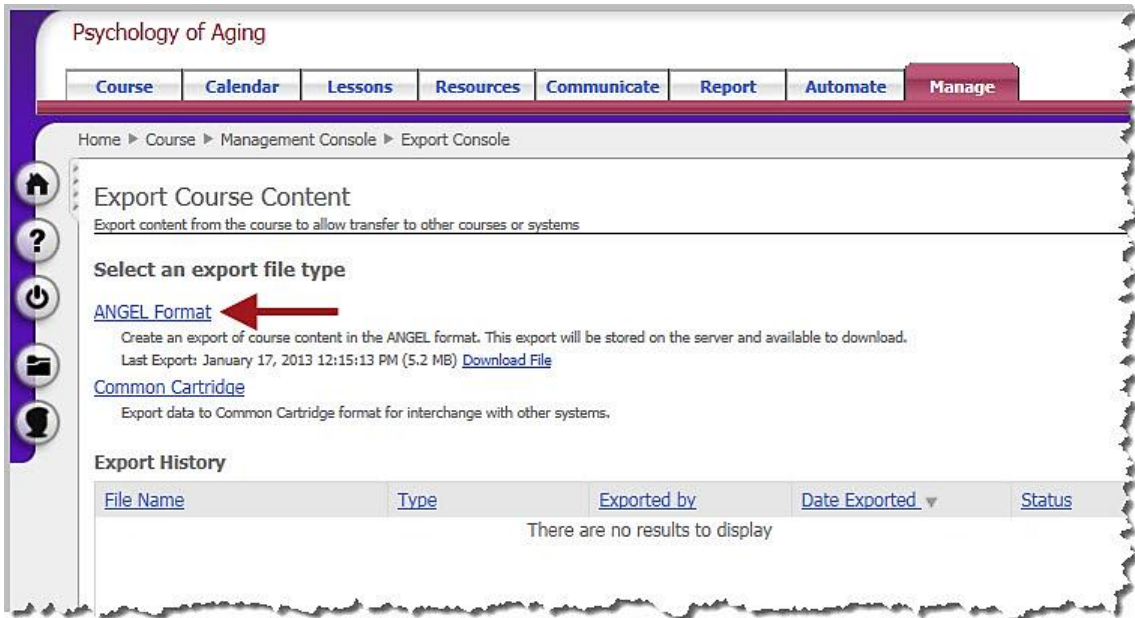Then, click "**Export Console**," which is located in the "Data Management" module.
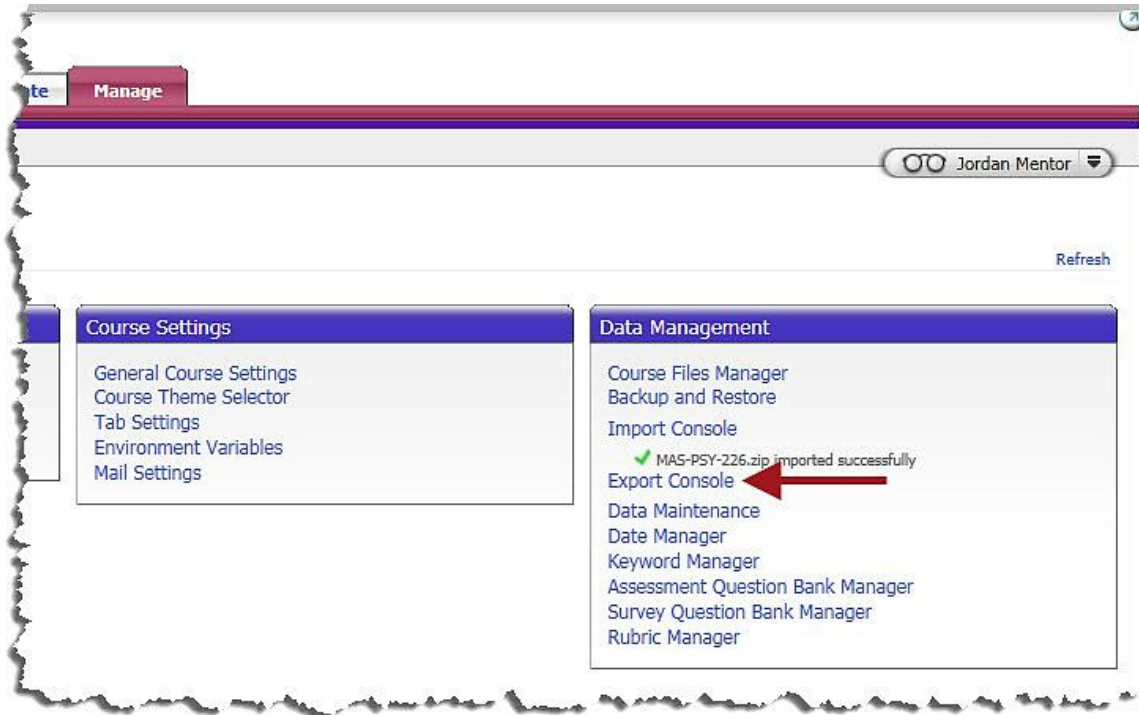
There are two options for exporting your course, "ANGEL Format" and "Common Cartridge."

Click "**ANGEL Format**."

Note: We recommend that you export to both ANGEL Format and Common Cartridge Format, as each format is handled differently by Blackboard, and having it in both formats may allow you to sidestep some conversion issues, if necessary. This means you should export twice and will have two zip files.

Neither option will perfectly bring over all of the content from your course. However, we have found that ANGEL Format usually works the best, so we recommend you import that version first. In either case, you will have to check your content once your course has been imported into the new MyHills and fix all items that do not work.

Then, click "**Next**."

You will see a message stating that "Your content is being processed." Click "**Go back to Export Course Content**" to view your export history.

The "Status" of your course will say "Queued," as it is in the process of exporting.

Once your course content has been successfully exported, a zip file that includes your course ID will appear under "Export History." You may need to click the "Refresh" link, on the right, after a few minutes to see the file.

Click the name of the file, under "File Name" to save the file to your computer. The file will end in ".zip."
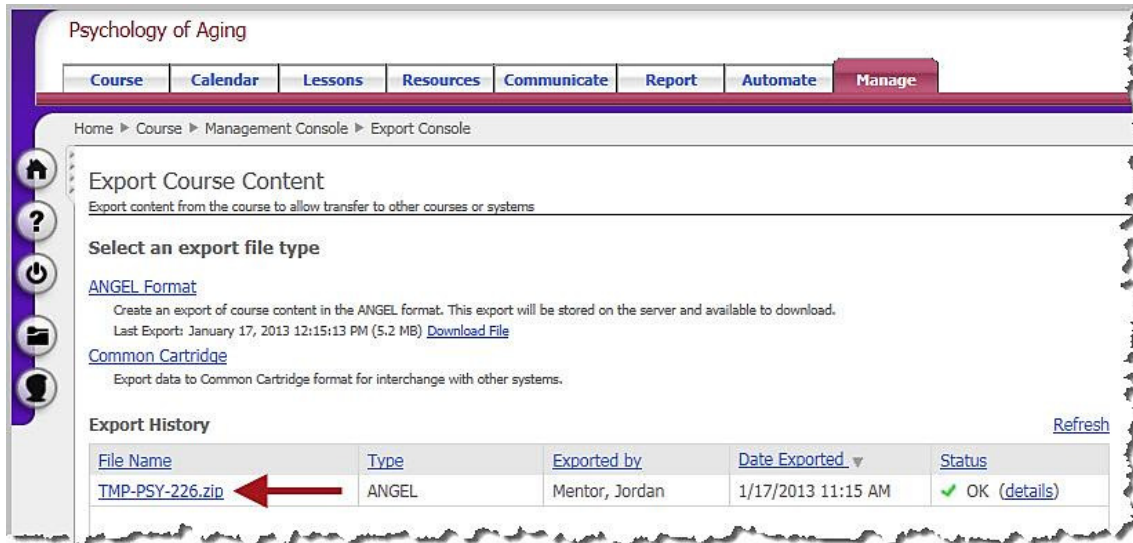
Click "**Save**" to save the zipped file of your course to the "Downloads" folder on your computer.

Note: The process described for saving the zip file to your computer, as well as the images shown, assume you are using the Windows 7 operating system and the latest version of Internet Explorer. This process may vary slightly if you are using a different operating system or browser.

If you would like to save the file to an area other than your "Downloads" folder, click the drop-down arrow next to "Save," then, click "**Save As**." We recommend saving to your Desktop for easy access. However, we also suggest that you save the file to your personal USB Flash Drive for backup purposes.
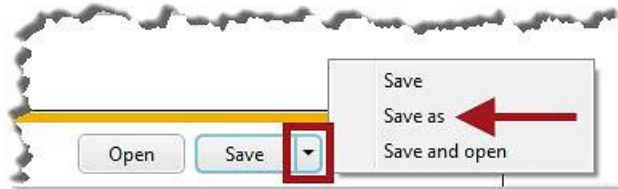
Select the location where you would like to save the file on your computer. Then, click "**Save**."
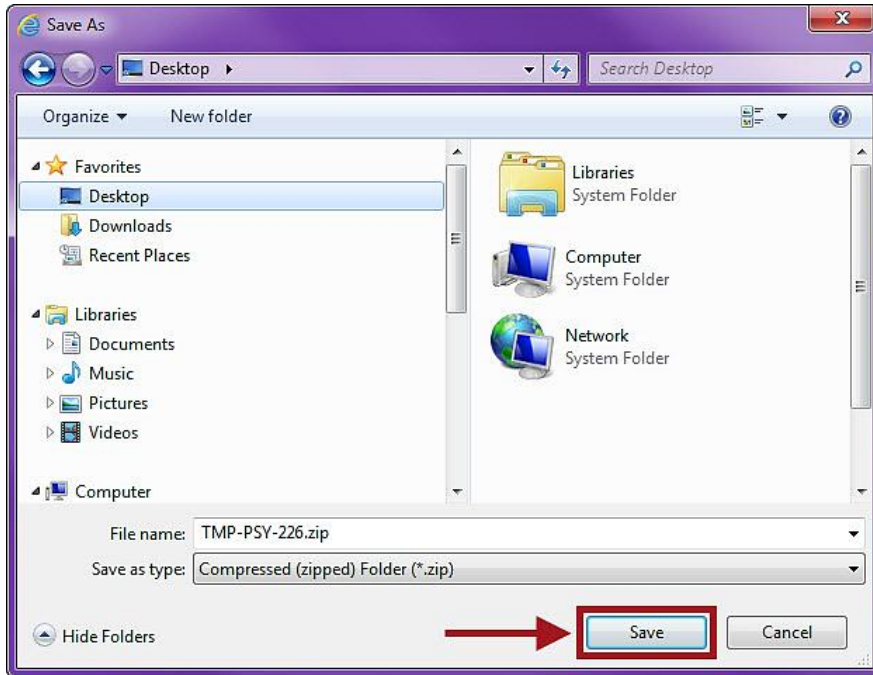
You now have a zip file of your course to import into the new MyHills.

Now, log in to the *new* MyHills (Blackboard) and enter the sandbox into which you would like to import. In the "Course Management" menu, click "**Packages and Utilities**."

Note: Always import into a Sandbox – <u>not</u> into a live, term course with students, as considerable work may need to be done to your content before it is ready for students.
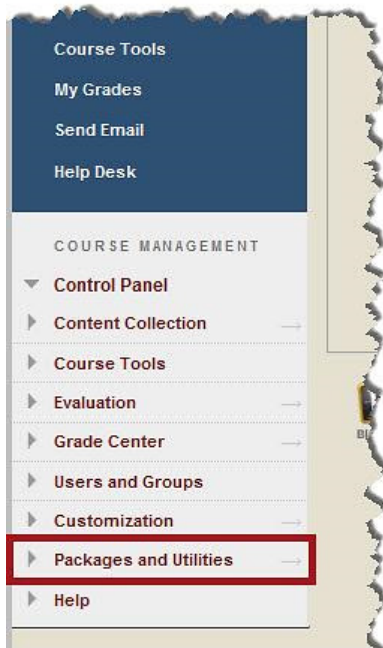
In the menu that opens, click "**Import Package / View Logs**."
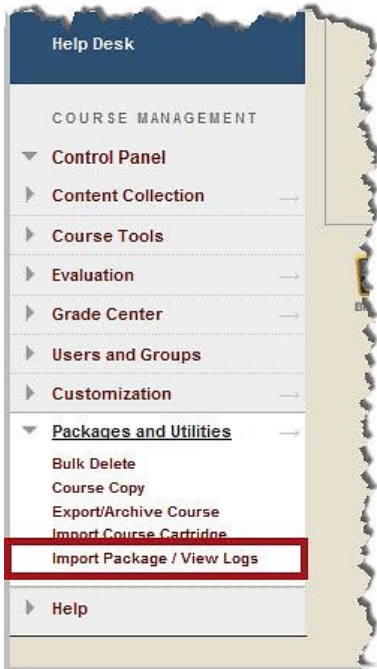
On the "Import Package / View Logs" page, click "**Import Package**."
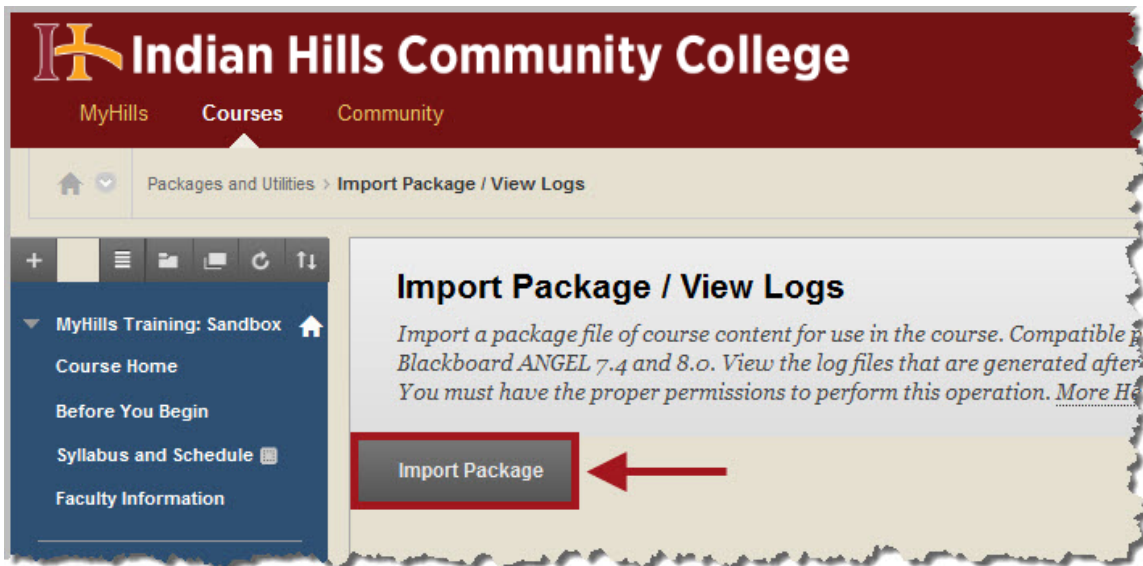
On the "Import Package" page, click "**Browse My Computer**."
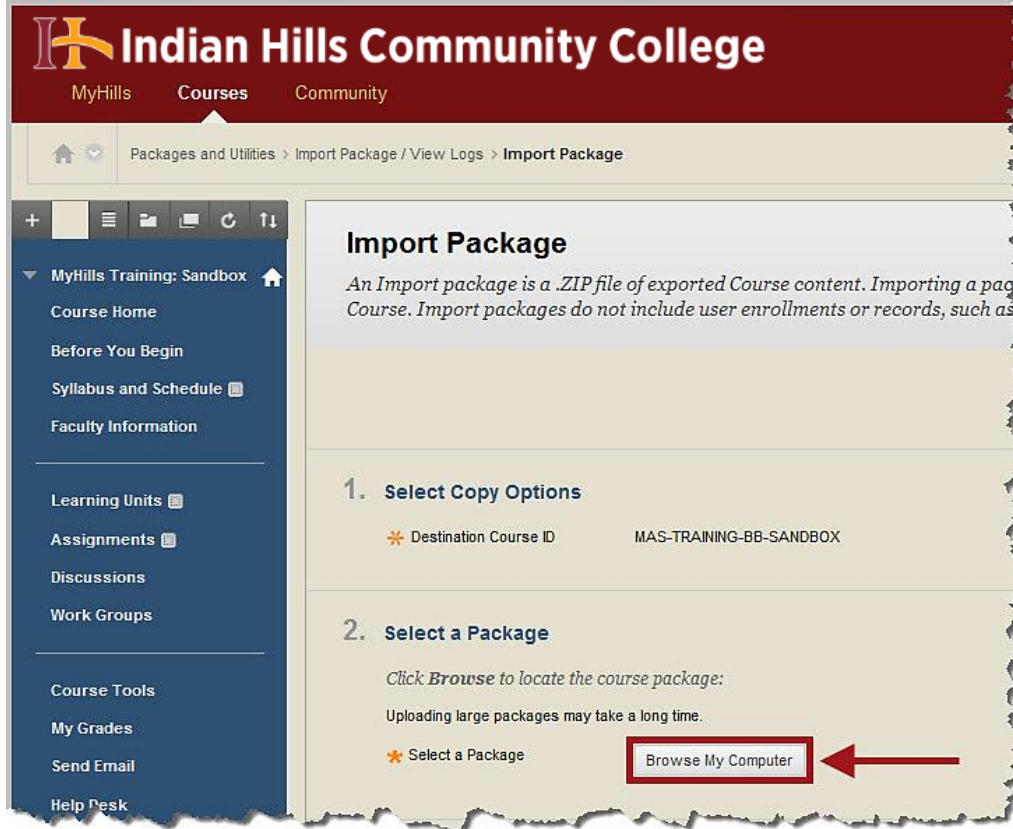
Select the zip file on your computer. Then, click "**Open**."
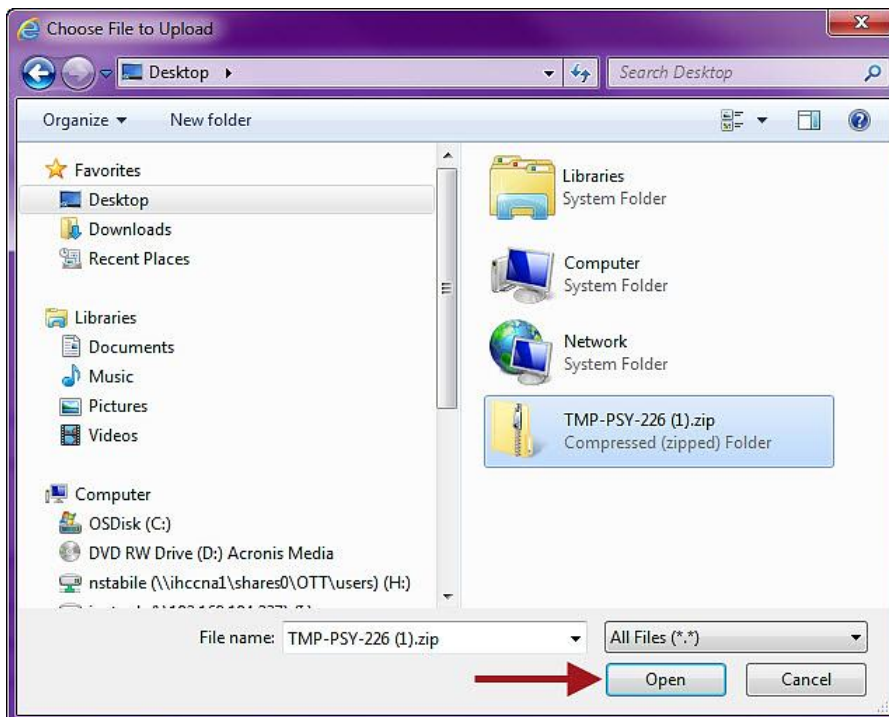
Under "Select Course Materials," click "**Select All**."

Then, click "**Submit**."

You will be taken back to the "Import Package / View Logs" page where you will see a **gold** "Import…" message and a **green** "Success…" message. You will receive an email in your Indian Hills email account once the import is complete.
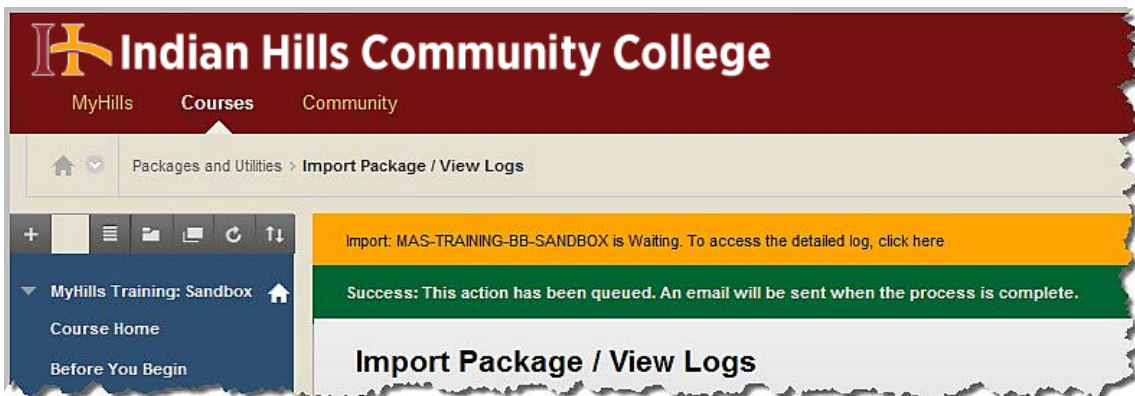
Once the import process is complete, a menu item entitled "Content" will appear in your Course Menu. This is where all or most of your course content will be located. In some instances, there *may* also be an "Information" area added to your Course Menu. This area will contain some course content as well.
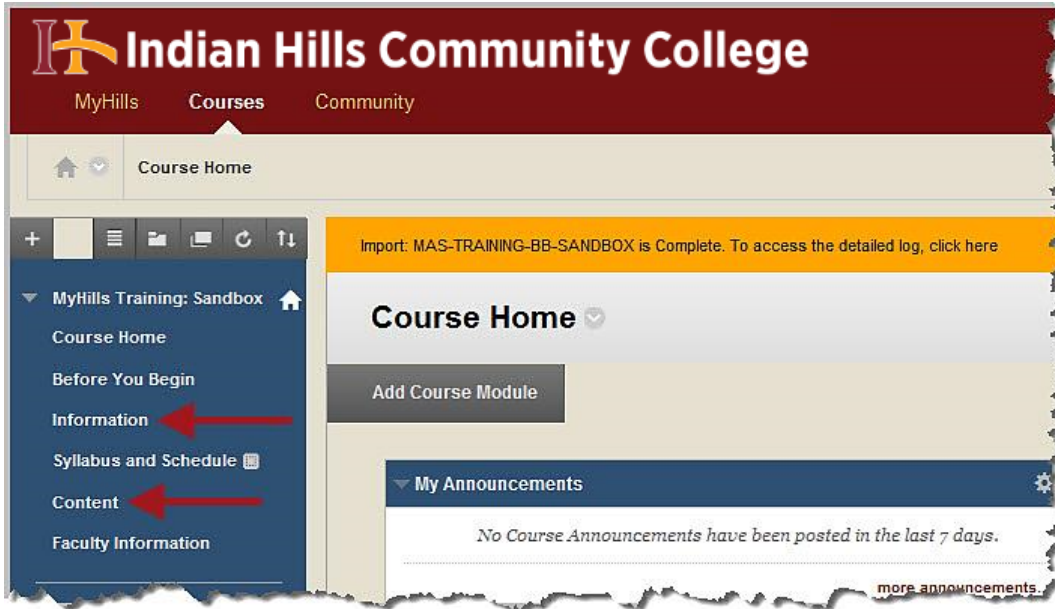
Click "**Content**" to see your course content.
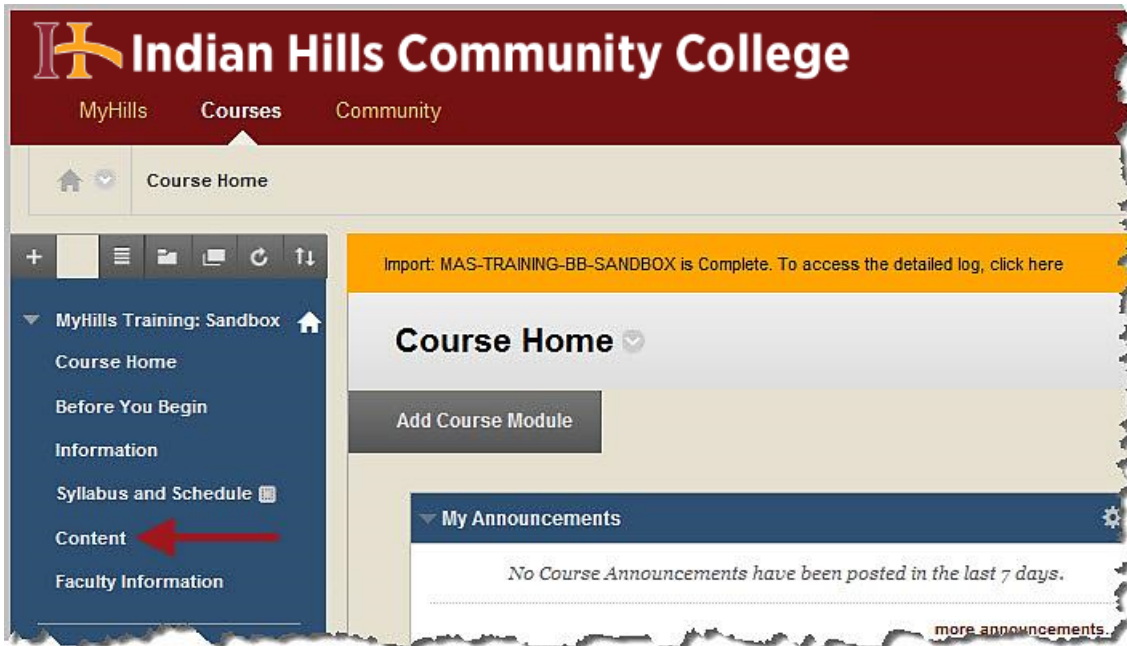
On the "Content" page, you will see a list of content brought over from your course in the old MyHills (ANGEL).

Note: Be sure to check ALL of your course content. It is very likely that you will need to make adjustments/corrections to some content. It is especially important that you check ALL of your tests and quizzes, as questions and/or answers may need to be edited.
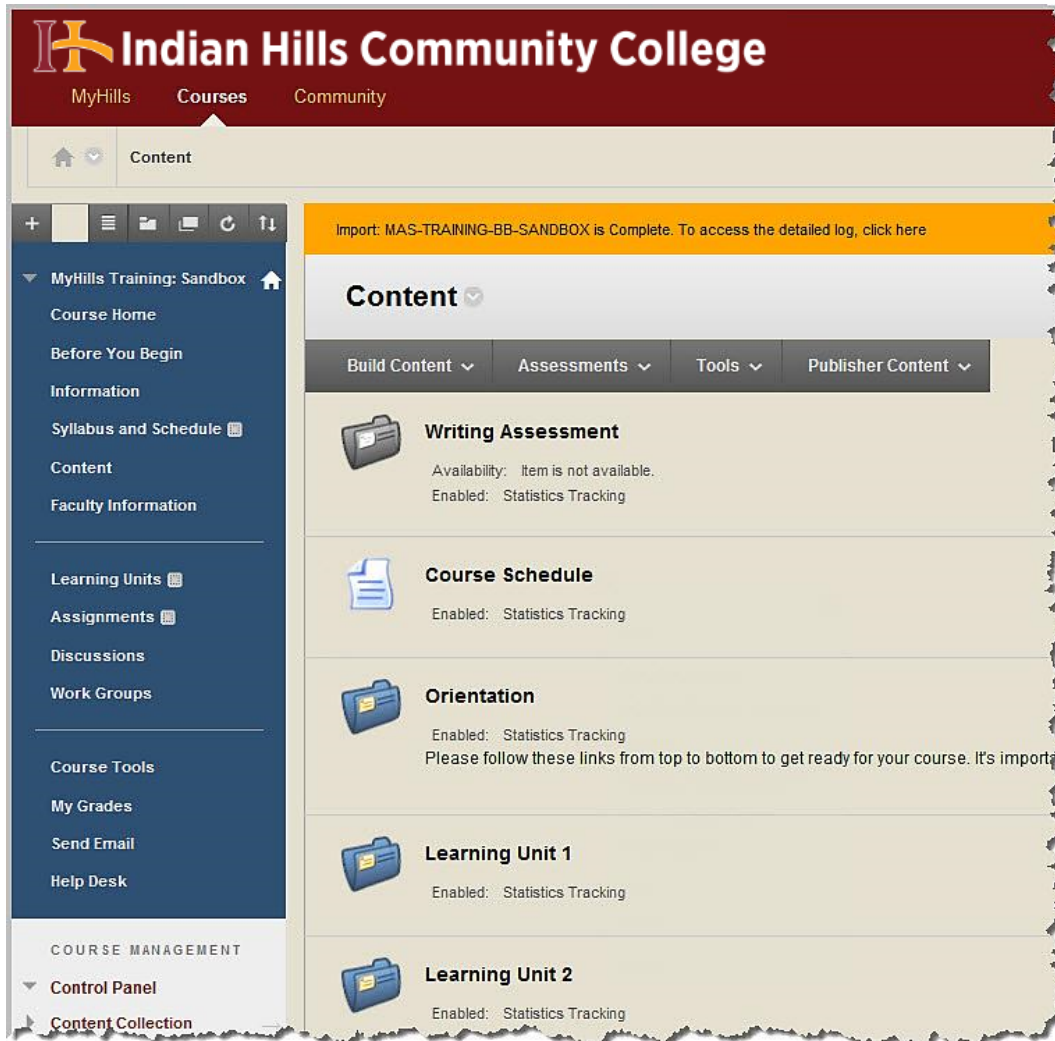
Next, you need to move each content item out of the "Content" folder and into the appropriate new area in the new MyHills menu. Hover over the item you would like to move and click the arrow that appears.

Note: In this example, the "Course Schedule" is the item being moved.
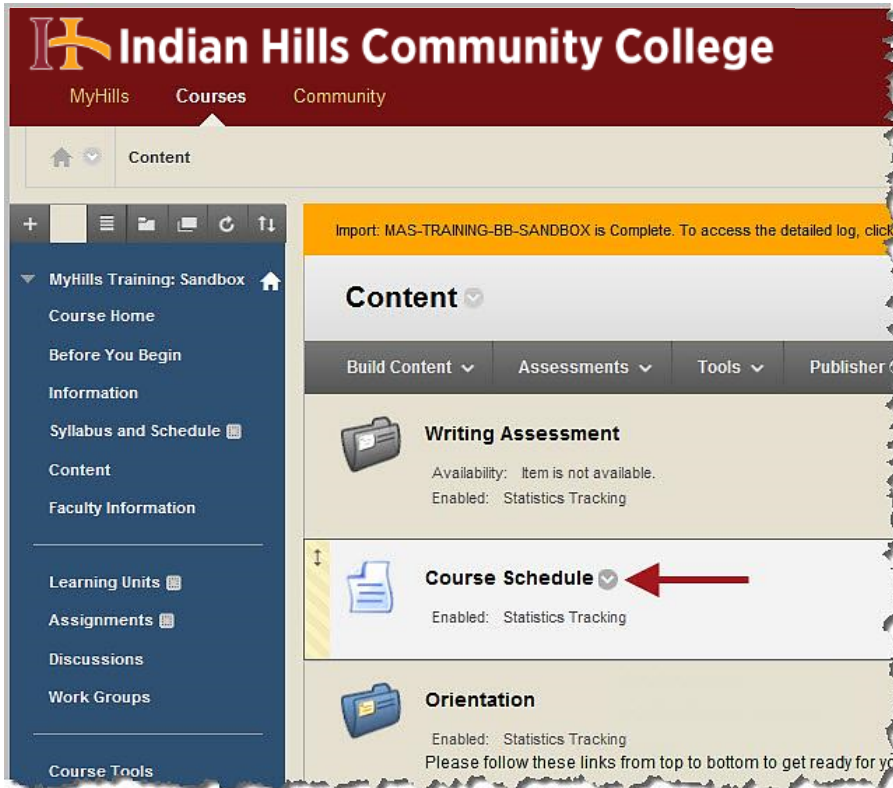
In the sub-menu that appears, select "**Move**."

**Note: If you move a folder to a new location, all of the content contained within the folder will move as well. For example, if you move the "Learning Unit 1" folder to the "Learning Units" area, all of the content contained in the Learning Unit 1 folder will move to the new location and still be contained within the folder. However, you should still work through the content to ensure it is working properly.**
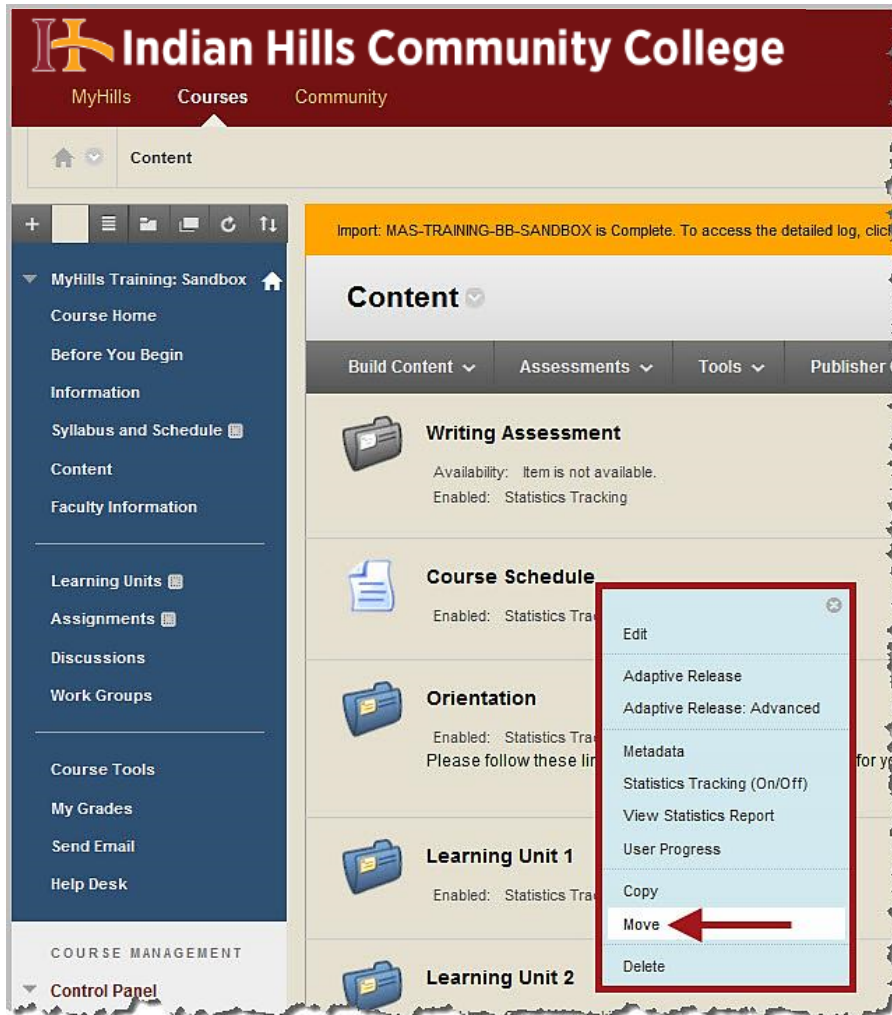
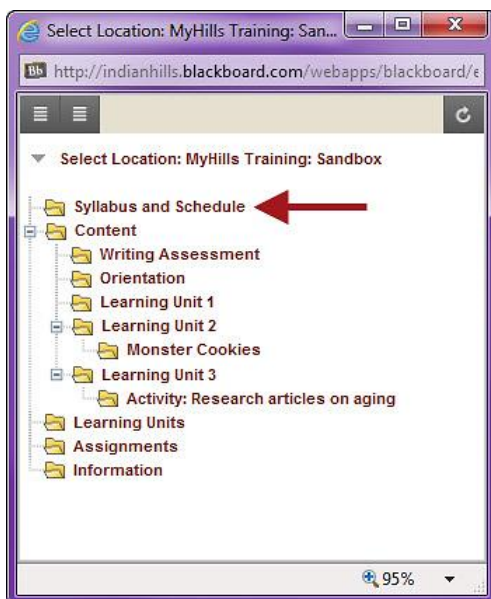On the "Move" page, click "**Browse**" to find a new destination for the item.
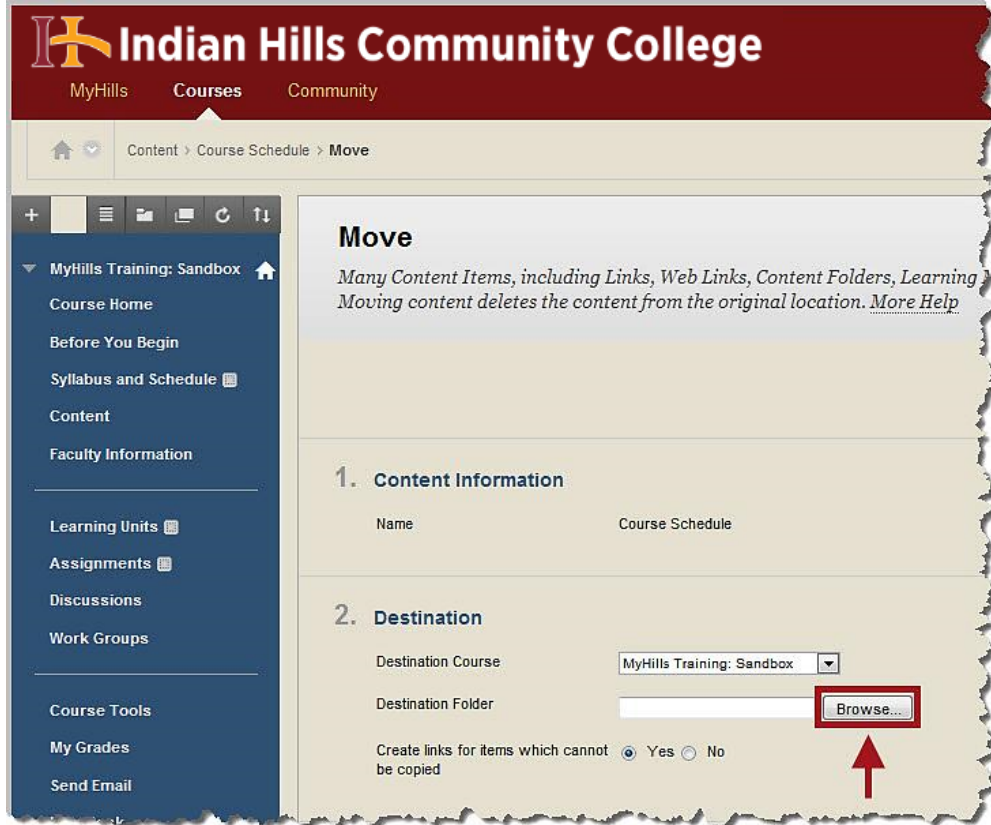
Select the new location in the window that opens.

Note: Since the Course Schedule is the item being moved in this example, the "Syllabus and Schedule" folder is selected.

Once you have selected your destination, click "**Submit**."

The message "Success: Item moved" will appear in **green** at the top of the "Content" page.

Once you have moved ALL of your content to the appropriate areas, you need to delete the "Content" menu item. Click the arrow that appears when you hover over "**Content**."

Then, in the sub-menu that appears, click "**Delete**."

Note: When cleaning up your content from the import, be sure to delete items that have been revised in the new MyHills. For example, the "Writing Assessment," "Orientation," and "Before You Begin" folders no longer apply in the new MyHills, as they have been replaced by new procedures.

Congratulations! You now know how to export a course from the old MyHills and import it into the new MyHills!

_____ **Office of Online Learning** _____

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*For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*