

**Faculty Tutorial:**

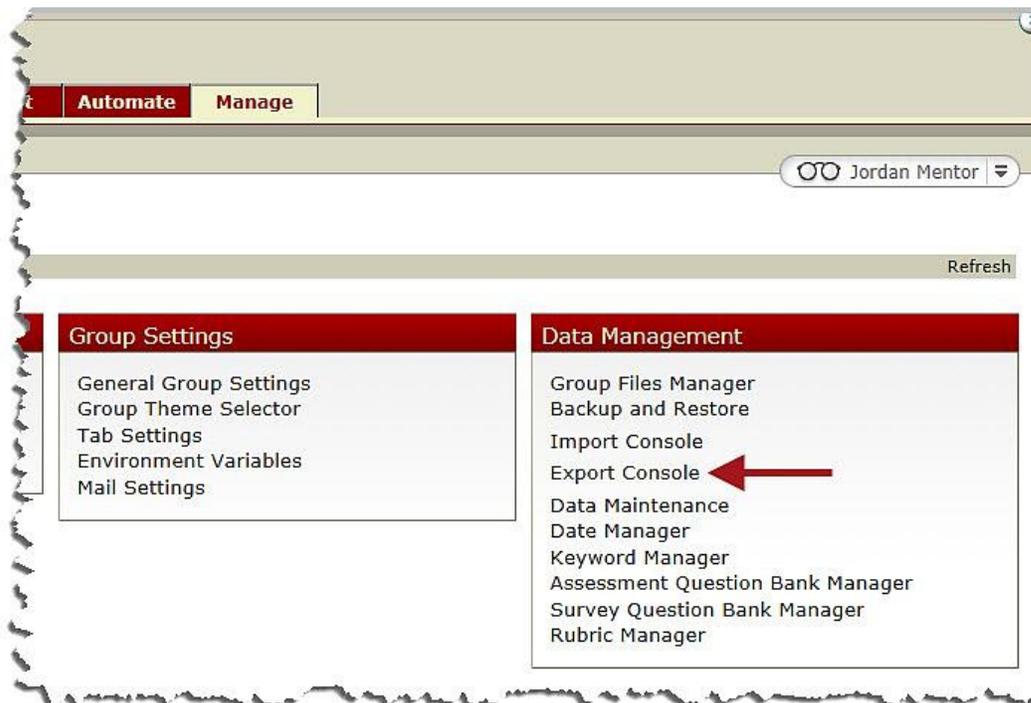
**Export/Import a Group from ANGEL to a Blackboard Organization**

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

Once in your group 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 group, “ANGEL Format” and “Common Cartridge.”



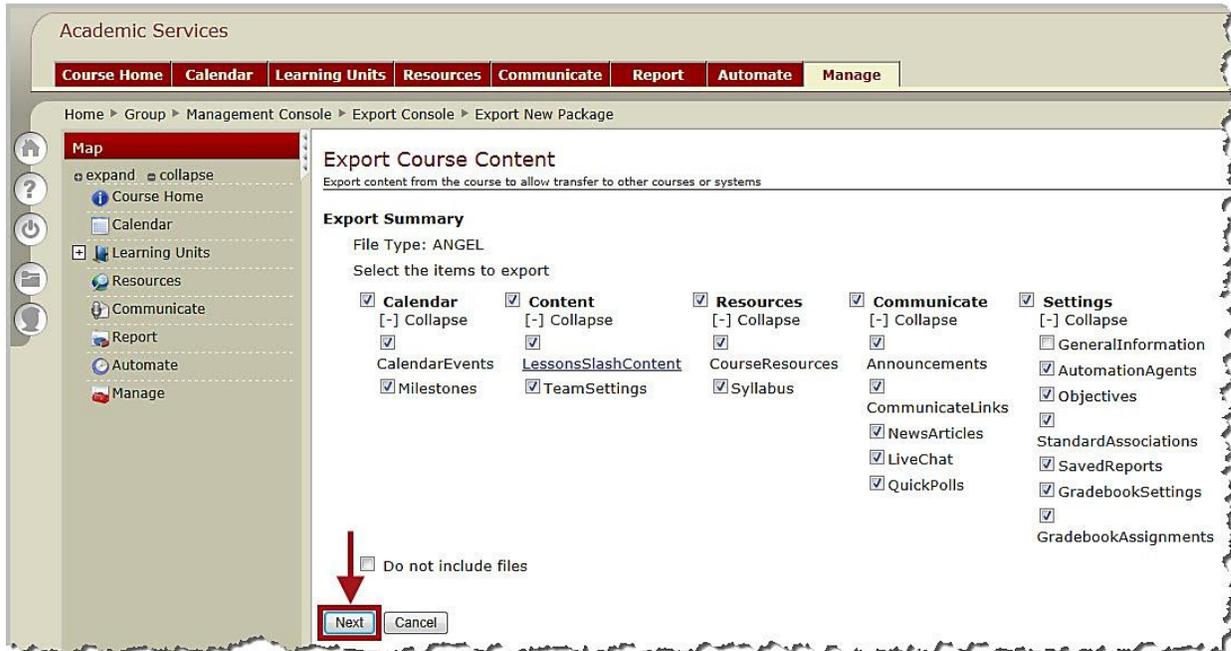
Click “ANGEL Format.”

**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.**

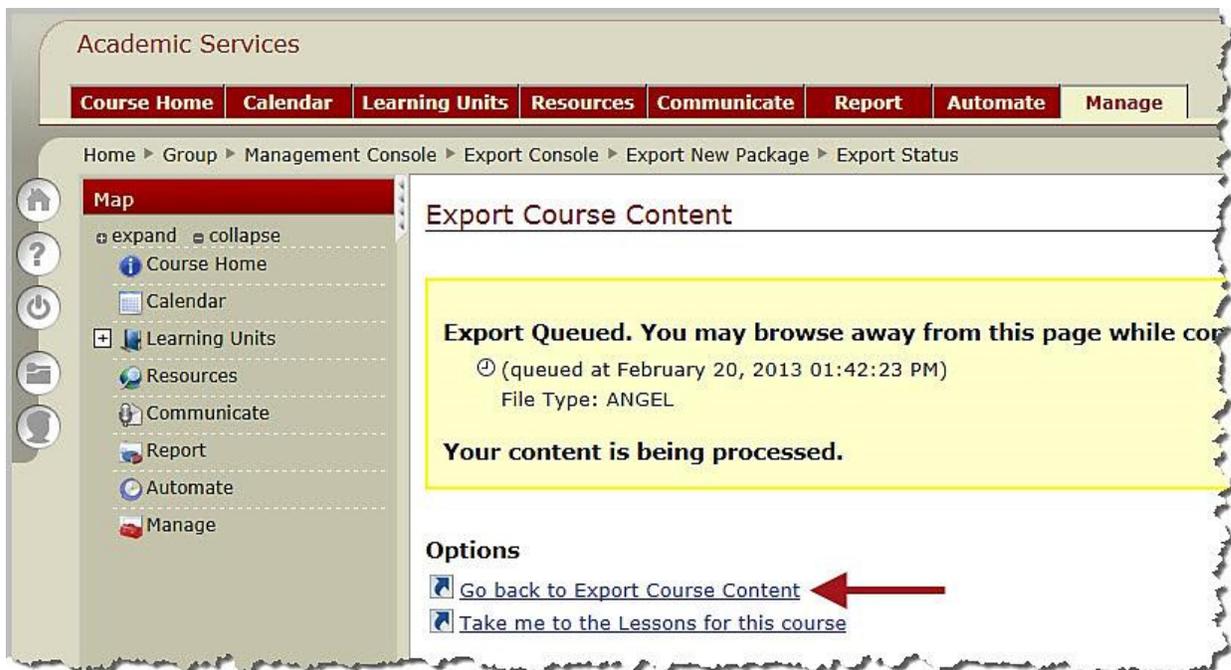
Neither option will perfectly bring over all of the content from your group. However, we have found that ANGEL Format usually works the best, so we recommend you import that version first. In either case, you will have to check your content once your group has been imported into the new MyHills and fix 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 group will say "Queued," as it is in the process of exporting.

The screenshot shows the 'Export Course Content' page in the Academic Services interface. The page title is 'Export Course Content' with a subtitle 'Export content from the course to allow transfer to other courses or systems'. Below this, there are sections for 'Select an export file type' with options for 'ANGEL Format' and 'Common Cartridge'. The 'Export History' table is visible, showing a single entry with the status 'Queued (details)'. A red arrow points to the 'Status' column of this entry. A 'Refresh' link is located to the right of the table.

File Name	Type	Exported by	Date Exported	Status
	ANGEL	Mentor, Jordan		Queued (details)

Once your group content has been successfully exported, a zip file that includes your group 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.

The screenshot shows the 'Export Course Content' page after a successful export. The 'Export History' table now contains a new entry: 'GROUP-050808-094954-RAA (1).zip' with a status of 'OK (details)'. A red box highlights this entry. A red arrow points to the 'Export History' section header, and another red arrow points to the 'Refresh' link on the right side of the table.

File Name	Type	Exported by	Date Exported	Status
GROUP-050808-094954-RAA (1).zip	ANGEL	Mentor, Jordan	2/20/2013 1:42 PM	OK (details)

Click the name of the file, under “File Name” to save the file to your computer. The file will end in “.zip.”

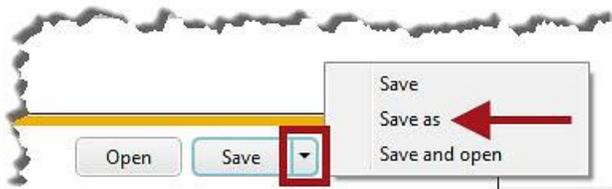


Click “Save” to save the zipped file of your group to the “Downloads” folder on your computer.

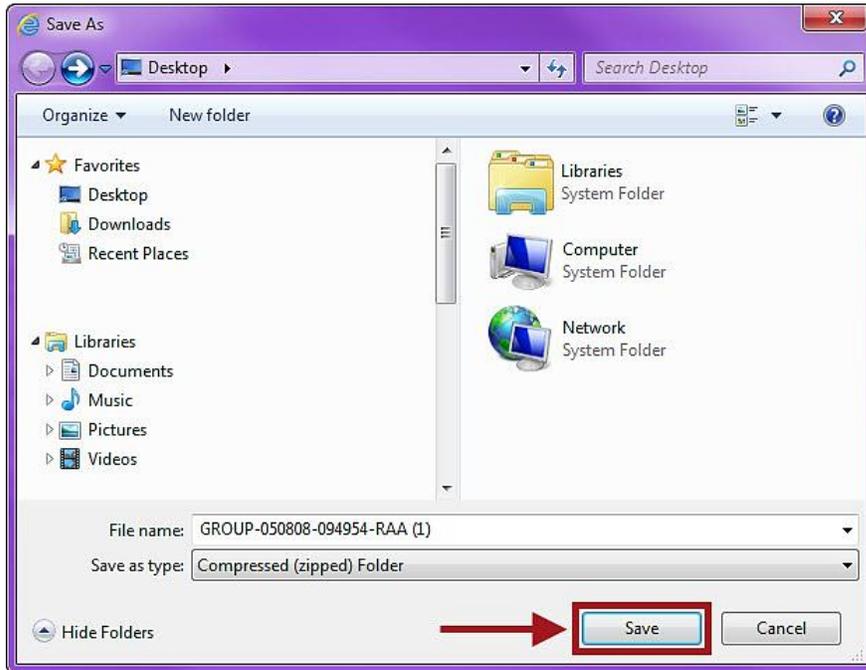
**Note:** The process described for saving the zip file to your computer, as well as the images shown, assume you are using the Windows 7 operating system and the latest version of Internet Explorer. This process may vary slightly if you are using a different operating system or browser.



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.

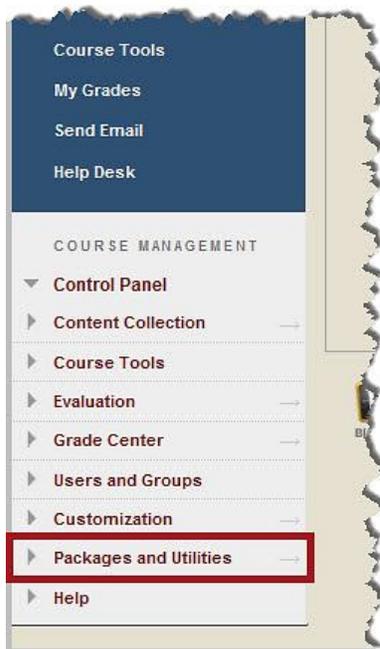


Select the location where you would like to save the file on your computer. Then, click “**Save.**”



You now have a zip file of your group to import into the new MyHills.

Now, log in to the *new* MyHills (Blackboard) and enter the organization into which you would like to import. Organizations can be found under the “Community” tab. In the “Organization Management” menu, click “**Packages and Utilities.**”



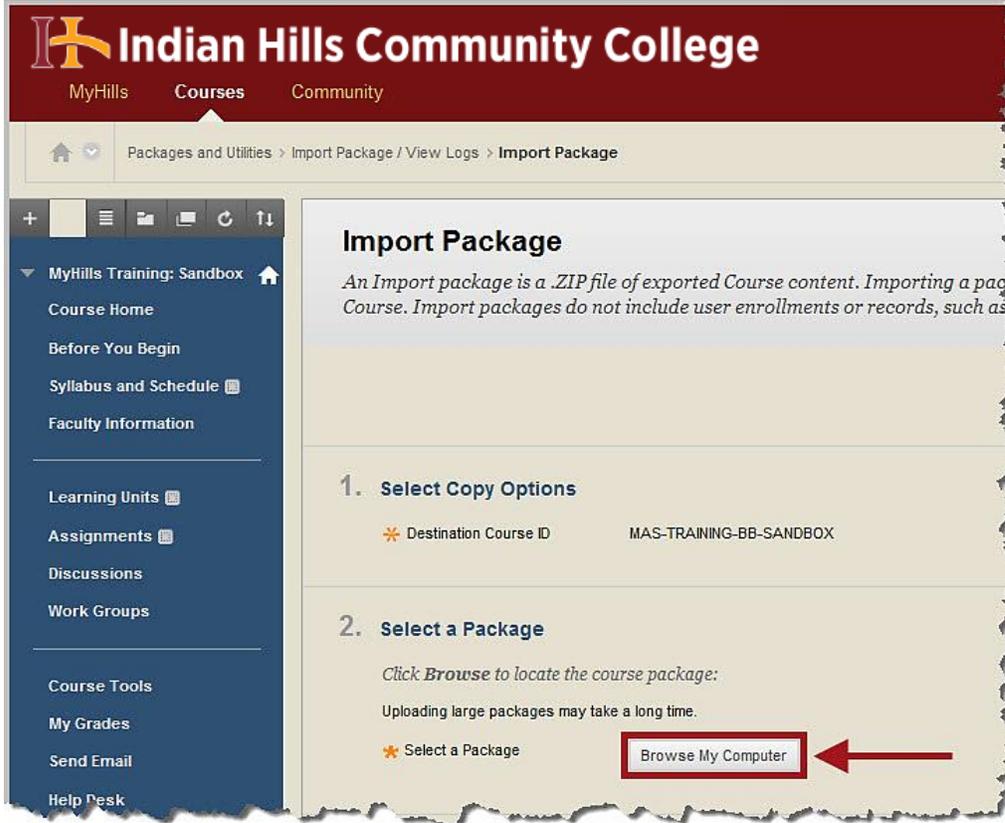
In the menu that opens, click “Import Package / View Logs.”



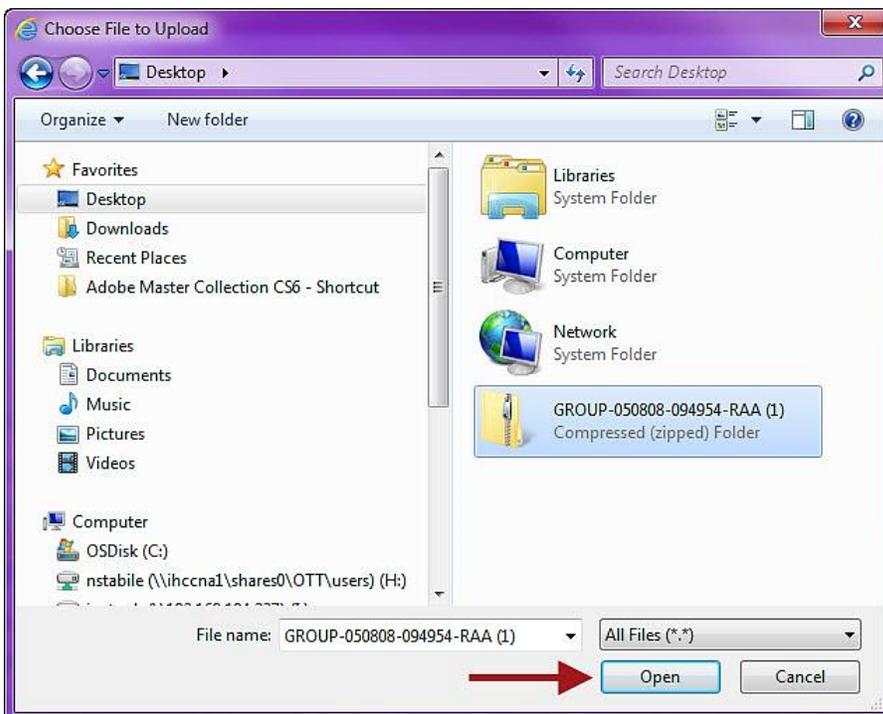
On the “Import Package / View Logs” page, click “Import Package.”



On the "Import Package" page, click "Browse My Computer."



Select the zip file on your computer. Then, click "Open."



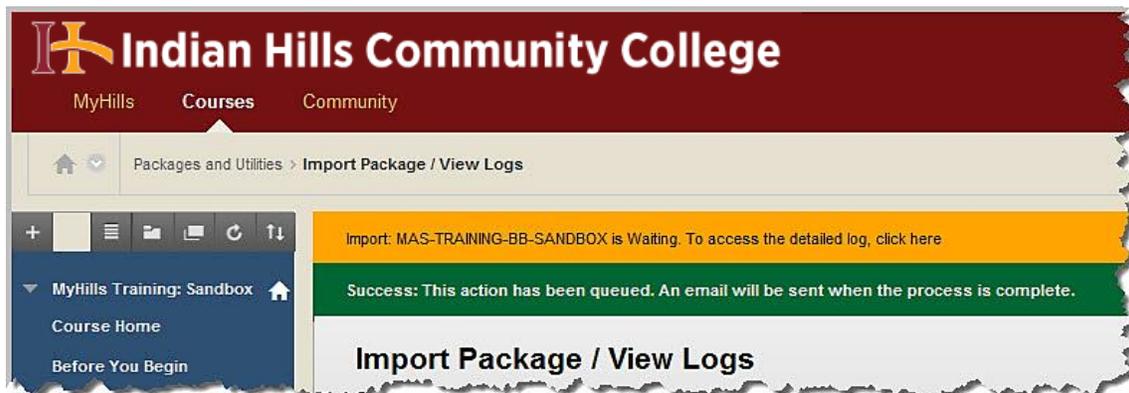
Under “Select Organization Materials,” click “**Select All.**”



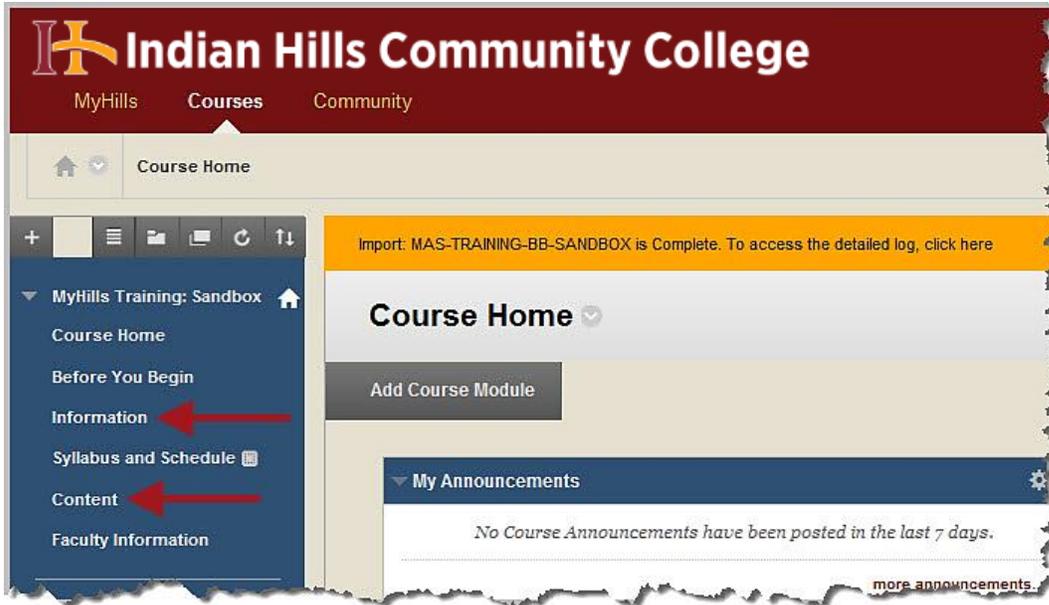
Then, click “**Submit.**”



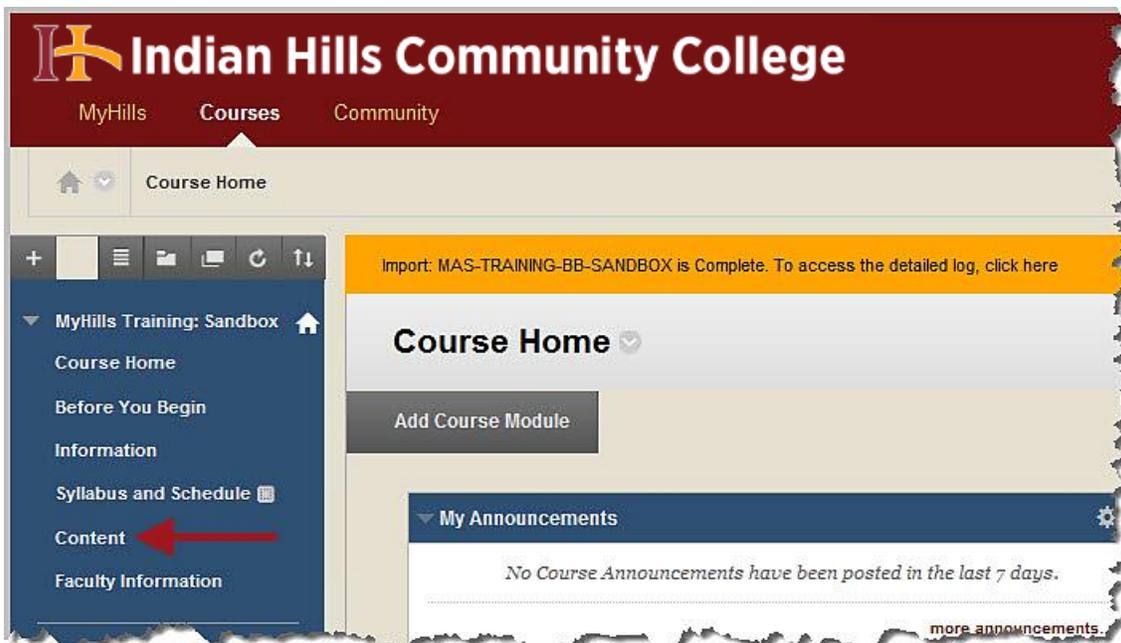
You will be taken back to the “Import Package / View Logs” page where you will see a **gold** “Import...” message and a **green** “Success...” message. You will receive an email in your Indian Hills email account once the import is complete.



Once the import process is complete, a menu item entitled “Content” will appear in your Organization Menu. This is where all or most of your Organization content will be located. In some instances, there *may* also be an “Information” area added to your Group Menu. This area will contain some group content as well.



Click “Content” to see your group content.



On the “Content” page, you will see a list of content brought over from your group in the old MyHills (ANGEL).

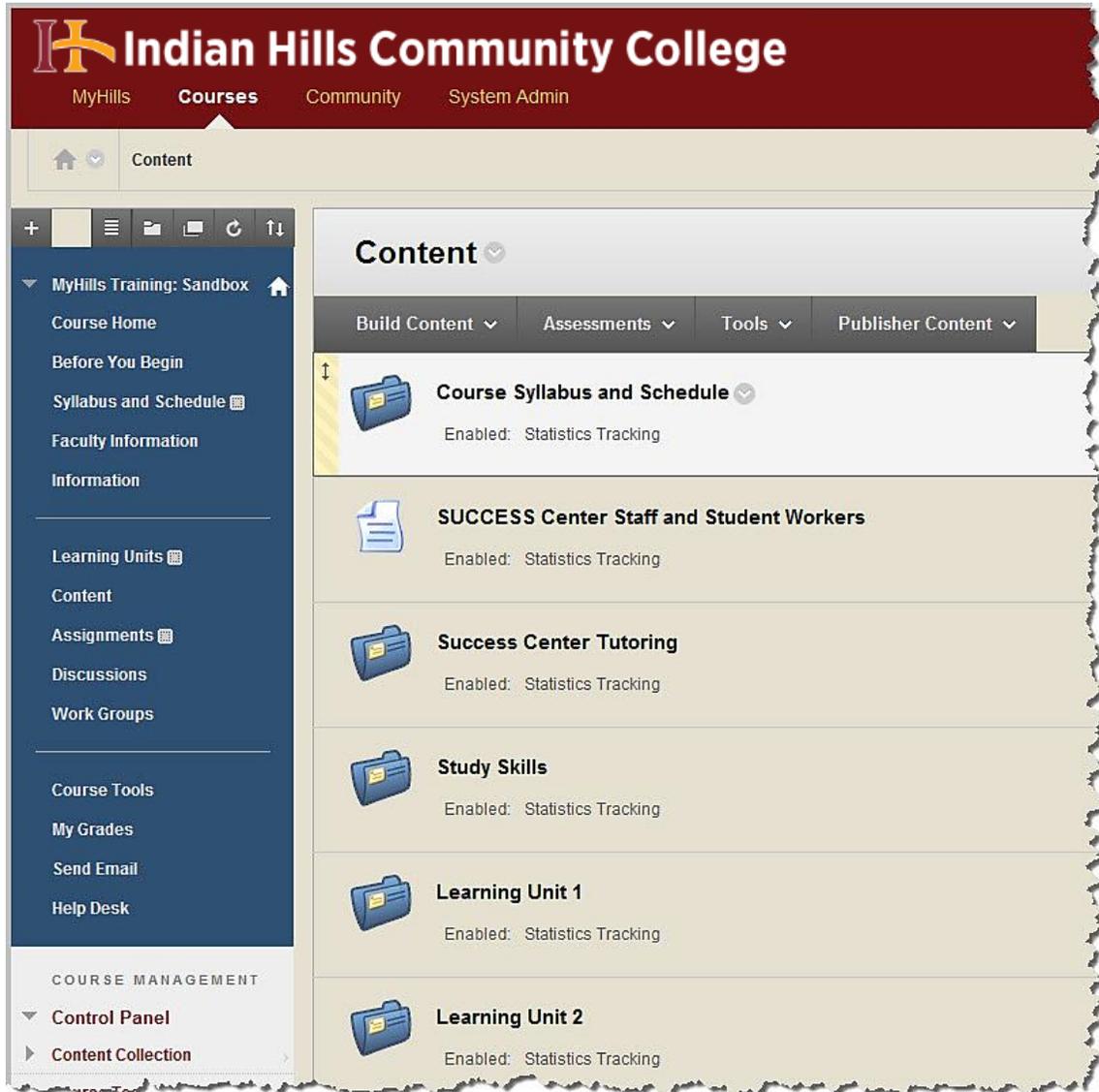
**Note: Be sure to check ALL of your group content. It is very likely that you will need to make adjustments/corrections to some content. It is especially important that you check ALL of your tests and quizzes, as questions and/or answers may need to be edited.**

The screenshot displays the MyHills interface for Indian Hills Community College. At the top, the college logo and name are visible, along with navigation tabs for MyHills, Courses, Community, and System Admin. The 'Courses' tab is active, and the 'Content' page is selected. A left-hand navigation menu lists various course management options such as 'MyHills Training: Sandbox', 'Course Home', 'Before You Begin', 'Syllabus and Schedule', 'Faculty Information', 'Information', 'Learning Units', 'Content', 'Assignments', 'Discussions', 'Work Groups', 'Course Tools', 'My Grades', 'Send Email', and 'Help Desk'. Below this menu, there are sections for 'COURSE MANAGEMENT' including 'Control Panel' and 'Content Collection'. The main content area, titled 'Content', features a sub-menu with 'Build Content', 'Assessments', 'Tools', and 'Publisher Content'. A list of content items is displayed, each with a folder icon and the text 'Enabled: Statistics Tracking':

- Course Syllabus and Schedule**
- SUCCESS Center Staff and Student Workers**
- Success Center Tutoring**
- Study Skills**
- Learning Unit 1**
- Learning Unit 2**

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 “SUCCESS Center Staff and Student Workers” item is being moved.

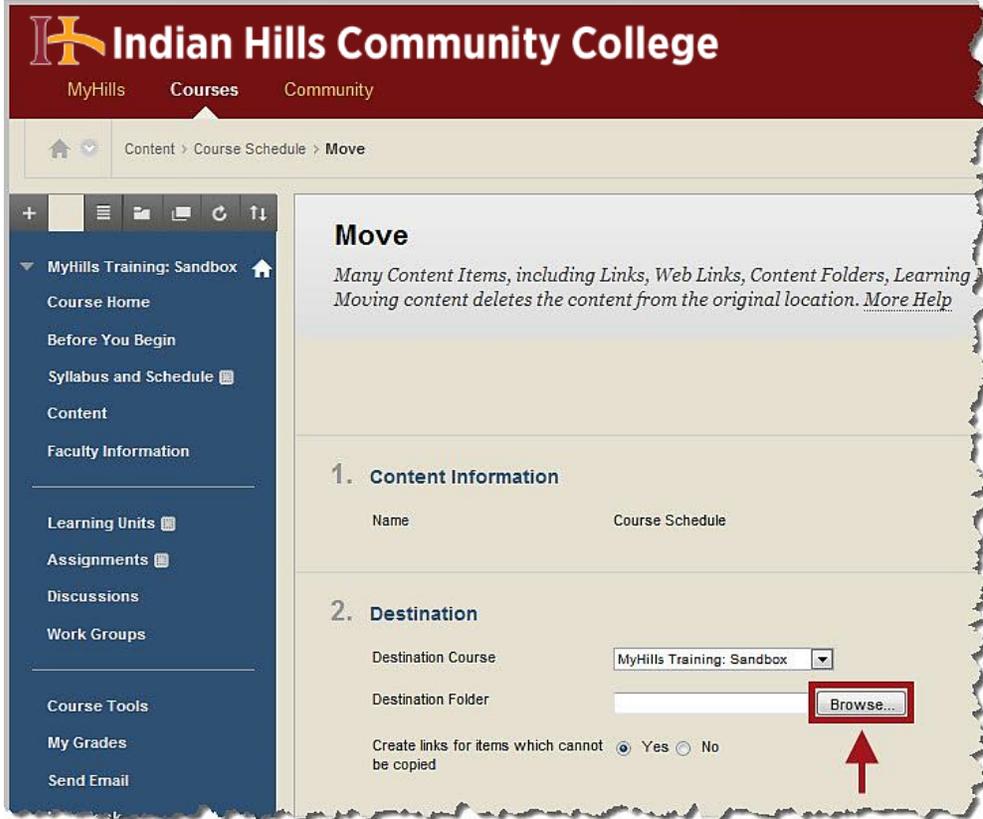


In the sub-menu that appears, select “Move.”

**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.

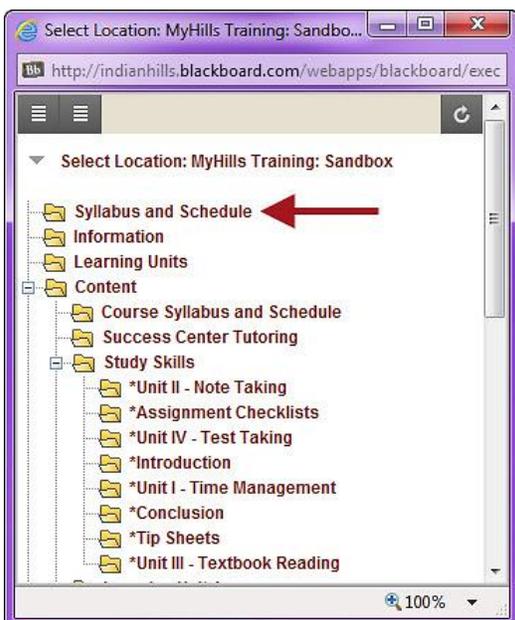


On the “Move” page, click “Browse” to find a new destination for the item.



Select the new location in the window that opens.

**Note:** Since the Group 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 group from the old MyHills and import it into the new MyHills Organization!

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