

How to transfer a class from Blackboard (WebCT 8) to Blackboard 9.1

1. Go into Your old Blackboard (WebCT CE8) course,
2. While in Build Tab,
3. Click manage course,
4. Click backup,
5. Backup your course,
6. When it is done and the status is completed,
7. Click the drop down arrow next the name of the backup file(.bak) and save as file,
8. Accept all defaults,
9. Now go to the File Manager,
10. Click MyFiles (above file list),
11. Locate the file you saved, use the drop down arrow to download and **save** to your computer.
12. Now go into your new Blackboard 9 course,
13. On the left side menus click Packages and Utilities,
14. Click Import Package/View Logs,
15. Click import package,
16. Browse for the file you saved from Old WebCT 8,
17. Select all check boxes for course materials and submit.
18. Wait for the email that says it is done and it will be.