

Blackboard Migration - Choice 3

STEP 1: WebCT Backup

- In WebCT, under the Designer Tools, click on Manage Course
- On the Manage Course page, click on Backup
- On the Course Backups page, click on Backup a Course
- Clicking on Back Up Course may take you to a page that says: "The following have reached or extended the quota of online backups set by the administrator."
- Click on the Delete oldest backup radio button and hit the Proceed button
- Your backup may take a few minutes; refresh the page that says "Status: In the queue" until it says "Completed"
- Click on the ActionLink next to your backup and select Save as File. A popup window will open. Make sure you have the My Files tab selected and click OK to save your backup
- Return to 'File Manager' and click on the 'My Files' icon. The backup (.bak) should be the last item on that page. Click on the Action Menu for the backup and select 'Download'. The backup will download to your desktop.
- You are now done in WebCT

STEP 2: Import the WebCT backup to an empty Blackboard Course Shell

- Request an empty Blackboard Course Shell from Open School BC (online@openschoolbc.ca)
- In your Blackboard Course Shell, under Class Management, click on Packages and Utilities
- Click on Import Package / View Logs
- Click on the Import Package button
- Under the Select a Package section, click the Browse... button and search for the WebCT backup file you created in STEP 2
- Under the Select Class Materials section, check all of the empty boxes

- Click Submit at the bottom of the page. An automated email will be sent to you when the import process is complete

STEP 3: Email Open School BC

Once the import is complete, email Open School BC (online@openschoolbc.ca) the Class ID and say the course is ready for conversion.

STEP 4: Open School Migration Update

Open School BC support will take your migration and run a custom script that reviews content and corrects known migration issues. You will receive an email when this step is complete.

STEP 5: Inspect Your New Course

Once you have received notification that your new course is ready in Blackboard, you should click through it to make sure everything is where it should be.

If possible, it would be best if you had WebCT open in one browser and Blackboard open in another so you can click through both at the same time and compare the two versions.

Please Note: Your first course will likely take longer as you will be learning the process. Once you have completed your first one, you will understand the process and get a lot faster.

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