

How to Export Legacy Content to SaaS

When the upgrade to Blackboard SaaS occurred in May 2018, only the last year's worth of courses were migrated to the new system. Summer 2017, Fall 2017, and Spring 2018 courses were migrated and are now available on the new Blackboard system. Student data and grades were only migrated for Spring 2018 courses. If you need to move course materials from the old, [Legacy Blackboard Learn](#) site to the new Blackboard site, you can follow the instructions on this page.

Please note: Blackboard file packages do not download correctly from the Safari browser on Mac computers. Use a different browser or a PC to download course export or archive packages. If you must use Safari, you can change its settings to allow for downloaded zip files.

For assistance with this process, contact the Help Desk at 417-839-5891 or [Aubrey Larimore Vargas](#) at 417-836-6288.

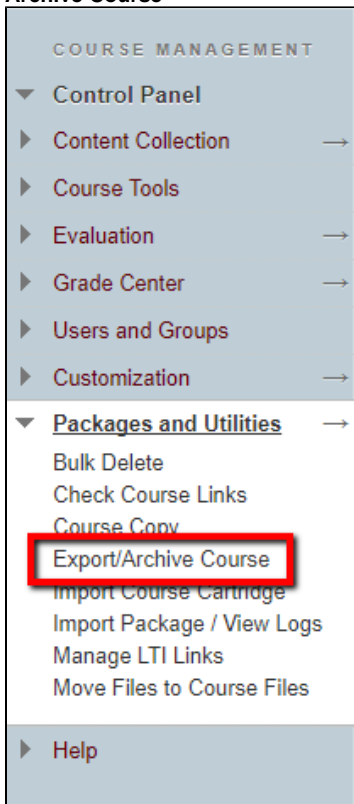
- [Step 1: Export Your Course](#)
- [Step 2: Import Your Exported Course to Blackboard SaaS](#)

Please follow the steps below exactly as they are listed.

Step 1: Export Your Course

This step is taken in the old Blackboard site at bblegacy.missouristate.edu.

1. Go to Blackboard Legacy bblegacy.missouristate.edu and enter the course you would like to export.
2. Under the **Control Panel**, navigate to **Packages and Utilities** and select **Export / Archive Course**



3. Click **Export Package**.

Related articles:

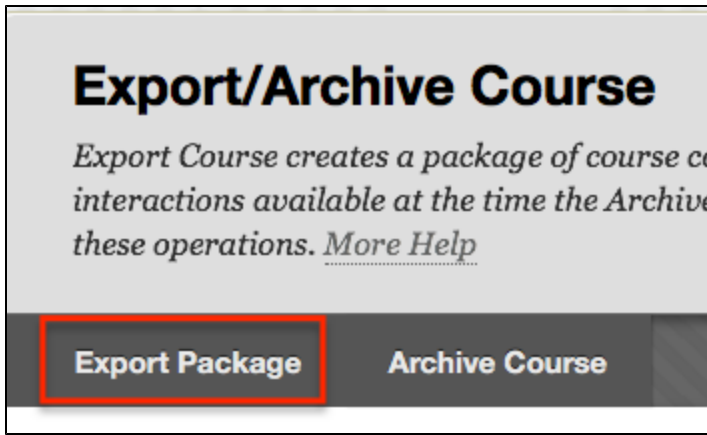
[Page:How to Export Legacy Content to SaaS](#)

[Page:Blackboard Legacy](#)

[Page:How to Install and Configure Respondus Exam Author](#)

[Page:How to Publish a Test to Blackboard with Exam Author](#)

[Page:How to Use Blackboard Messages](#)



4. Make the selections as indicated in the image below.

FILE ATTACHMENTS

*Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.*

Course Files Default Directory Copy only links to course default directory files
 Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory Copy only links to files stored outside of the course default directory
 Copy links and include copies of the files outside of the course default directory

Package Size

5. Scroll to the bottom of the page and select the course items you want included in the export package.

SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

Select All Unselect All

- Content Areas
 - Syllabus and Schedule
 - Engagement Expert
 - Content Area
 - Assignments
 - Weekly Units
 - Weekly Units1
 - Course Documents
 - Portfolios
 - Inaccessible Content
 - Fun Course Stuff
 - Home
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
 - Availability
 - Banner Image
 - Course Guest Access
 - Course Observer Access
 - Duration
 - Enrollment Options
 - Language Pack
 - Navigation Settings
- Tasks

6. Scroll back to the top of the page and make sure that your course package size is less than 1GB by clicking **Calculate Size**. Then click **Submit**.

Export Course

Export Course creates a package of course content for reuse. Exporting a course includes Content, Settings, and Tools, but does not include user records. To create a copy of a course including user records, use Archive Course. [More Help](#)

Cancel Submit

SELECT COPY OPTIONS

* Source Course ID DEV-aub18

FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.

Course Files Default Directory Copy only links to course default directory files
 Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory Copy only links to files stored outside of the course default directory
 Copy links and include copies of the files outside of the course default directory

Package Size **Calculate Size** Manage Package Contents

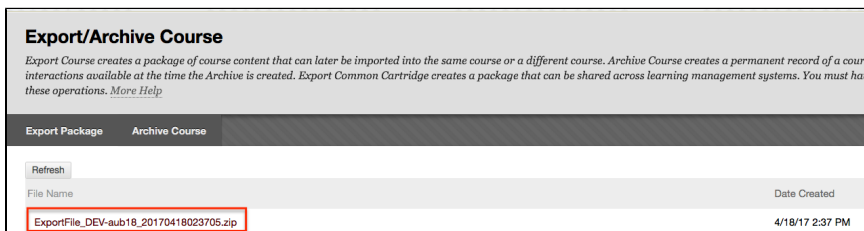
If your course package size is over 1GB you will need to clean up your course files. You can do this either by clicking **Manage Package Contents** or going to the **Content Collection** menu and browsing the course files for duplicated or unnecessary files that can be removed from the course. For more information see [How to Clean Up Course Files](#).

7. You will see a Success notice at the top of the page. It could take a few minutes for the export to complete, and then you will receive an email from the system when it's time to move on to the next step.

Success: This action has been queued. An email will be sent when the process is complete.

Do not move on until you receive the email that the export is complete. Moving to the next step before you receive the email can result in a corrupted export file, and your course will not import correctly.

- When the export is complete, you'll receive an email. Navigate back to **Export / Archive Course** in the **Control Panel**. You'll find your export package with a corresponding time and date stamp. Simply click on the file name to begin downloading your export.



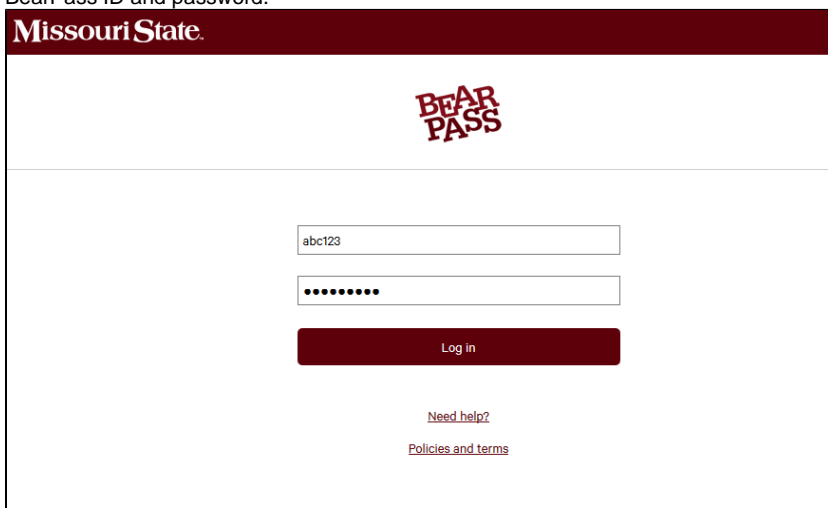
- Once you click on the file name it will download into your computer's downloaded files area.
- Move on to Step 2 - Import Your Exported Course to Blackboard Saas.

If you do not have a current course shell on Blackboard SaaS to import the content into, you can save the export file for future use or you can [request a Master Course](#) to import the content into.

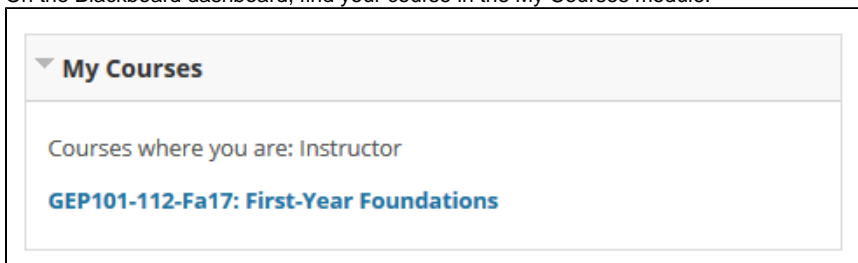
Step 2: Import Your Exported Course to Blackboard SaaS

This step will take place in the new Blackboard SaaS at <https://blackboard.missouristate.edu>.

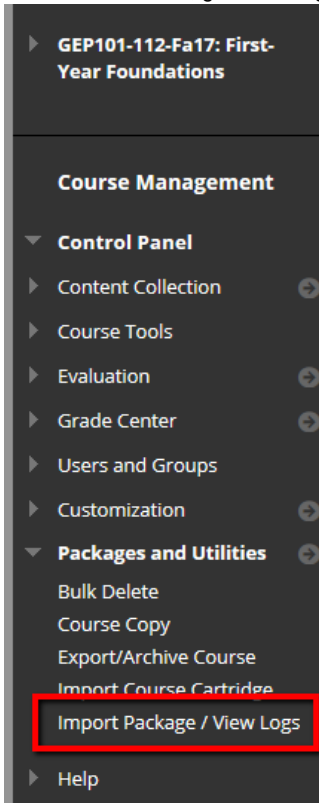
- Navigate to Blackboard <https://blackboard.missouristate.edu> and sign in with your usual BearPass ID and password.



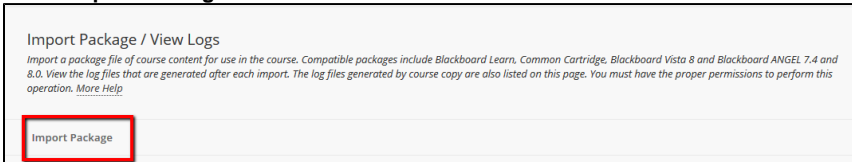
- On the Blackboard dashboard, find your course in the My Courses module.



3. In the Control Panel, go to Packages and Utilities > Import Package / View Logs.



4. Select **Import Package**.



5. On the Import Package page under the Select a Package area, click **Browse My Computer**.

Import Package

An Import package is a .ZIP file of exported Course content. Importing a package posts and assessment attempts. [More Help](#)

SELECT COPY OPTIONS

* Destination Course ID DEV-Aubrey

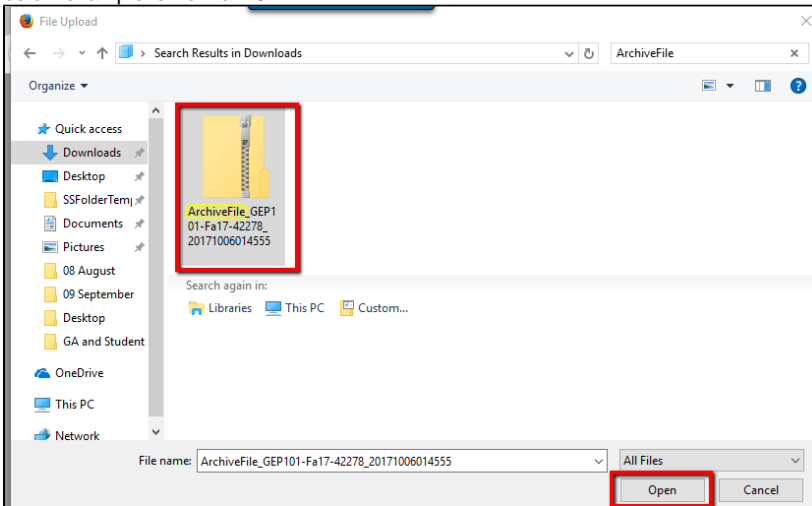
SELECT A PACKAGE

Click **Browse** to locate the course package:

Uploading large packages may take a long time.

* Select a Package

6. You can then navigate to the export package you created in Step 1 and click **Open**. The below example is from a PC.



7. You should then see your export file listed on the Select a Package area.

SELECT A PACKAGE

Click **Browse** to locate the course package:

Uploading large packages may take a long time.

* Select a Package

Selected File	File Name	ExportFile_DEV-aub18_20170418023705.zip
	<input type="button" value="Do not attach"/>	

8. In the Select Course Material area, click **Select All**, then **Submit**.

SELECT COURSE MATERIALS

Select materials to include. To recreate a course from an archive package, including user records, use restore instead of import.

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
 - Availability
 - Banner Image
 - Course Guest Access
 - Course Observer Access
 - Duration
 - Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

Click Submit to proceed.

9. When the import completes, you see a **Success** message at the top of the page.

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891