

# **How to documents to make a smooth transition to the new Blackboard**

## **How to documents:**

1. Download (export) your tests/pools and upload (import) tests/pools again – page 2
2. Download your content collection – page 6
3. Download your Blackboard Collaborate recordings – page 8

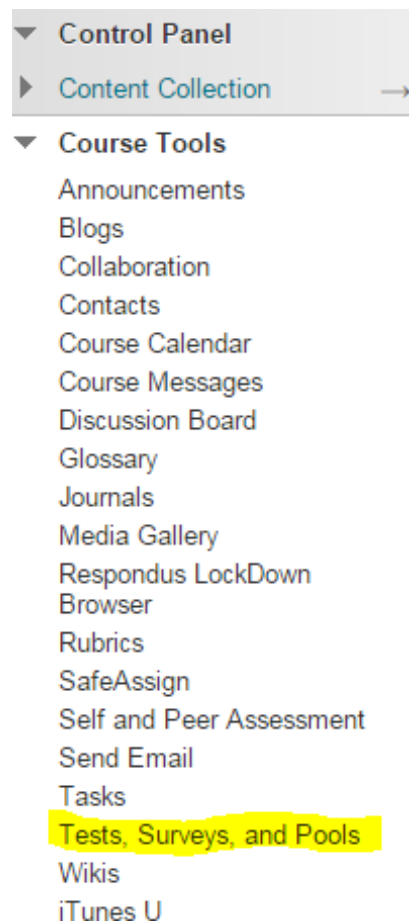
## **1. HOW TO EXPORT (DOWNLOAD) TESTS AND POOLS AND UPLOAD (IMPORT) TESTS/POOLS AGAIN**

Exporting a test is beneficial for copying a test to another course, creating a back-up of the test, and for sharing the test.

The exported test is saved as a Blackboard specific ZIP file, which can only be used for importing into another Blackboard course. The exported ZIP file does not contain a viewable copy of the test in an environment outside of Blackboard.

The ability to export/import tests is pedagogically useful because it helps users reuse and refine tests that they develop when teaching over different semesters or with several sections.

**Step 1 - From the course's control panel, click Course Tools, then click Tests, Surveys, and Pools**



**Step 2 - Click the Tests link (or Pools) if you also made use of Pools**

## Tests, Surveys, and Pools

### Tests

*Tests are sets of questions that are graded to measure student performance. Once a test results are reviewed in the Grade Center. Note that some question types are not a*

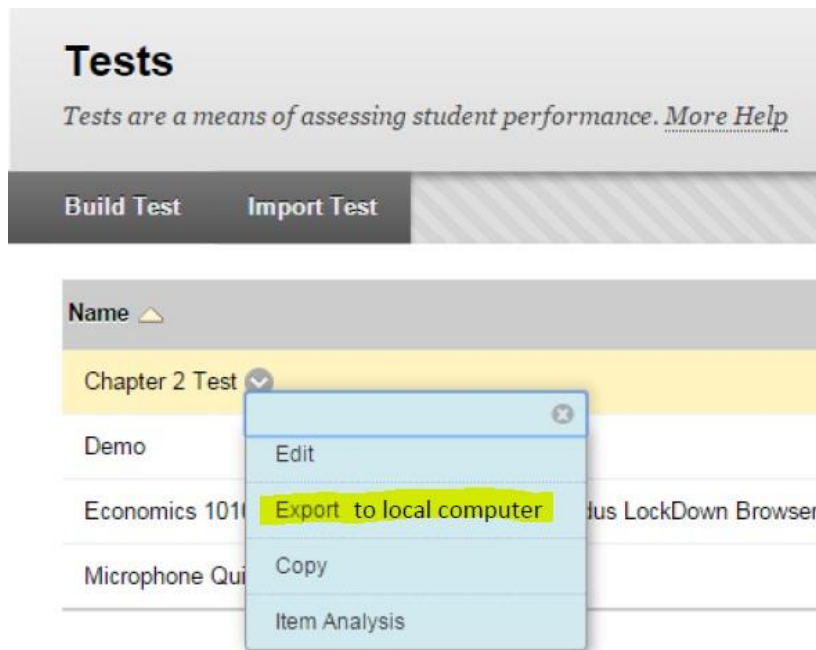
### Surveys

*Surveys are not graded, and student responses are anonymous. They are useful for ga be deployed in a content folder for students to respond to the survey.*

### Pools

*Pools are sets of questions that can be added to any Test or Survey. Pools are useful fo*

**Step 3 – Locate the test/pool desired for exporting, click the drop-down arrow next to its name, click Export (or Export to local computer)**



**Please read below:**

It will download to your computer and usually be under 'Downloads' as a ZIP file.

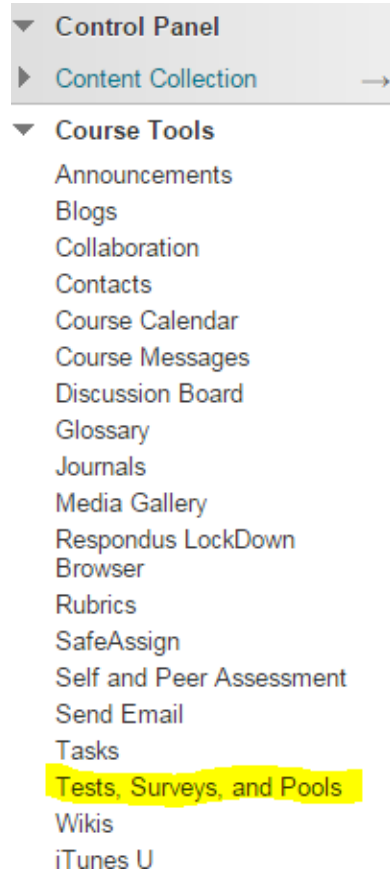
You can move it to another location, but do not extract the Zip file or change the name. When you import, you will have to fetch this ZIP file from your computer again.

**Thus, store the Zipped folder in a safe place until you have access to the new module on Blackboard where you want to use it again (also called importing the test/pool).**

**When ready, you can import this extracted (downloaded) file by following the steps below.**

- **HOW TO IMPORT (UPLOAD) A TEST/POOL TO THE NEW MODULE**

**Step 1 - From the course's control panel, click Course Tools, then click Tests, Surveys, and Pools**



**Step 2 – Click either the test or pool link (depending if you previously exported (downloaded) a test/pool)**

## Tests, Surveys, and Pools

### Tests

*Tests are sets of questions that are graded to measure student performance. Once a test results are reviewed in the Grade Center. Note that some question types are not a*

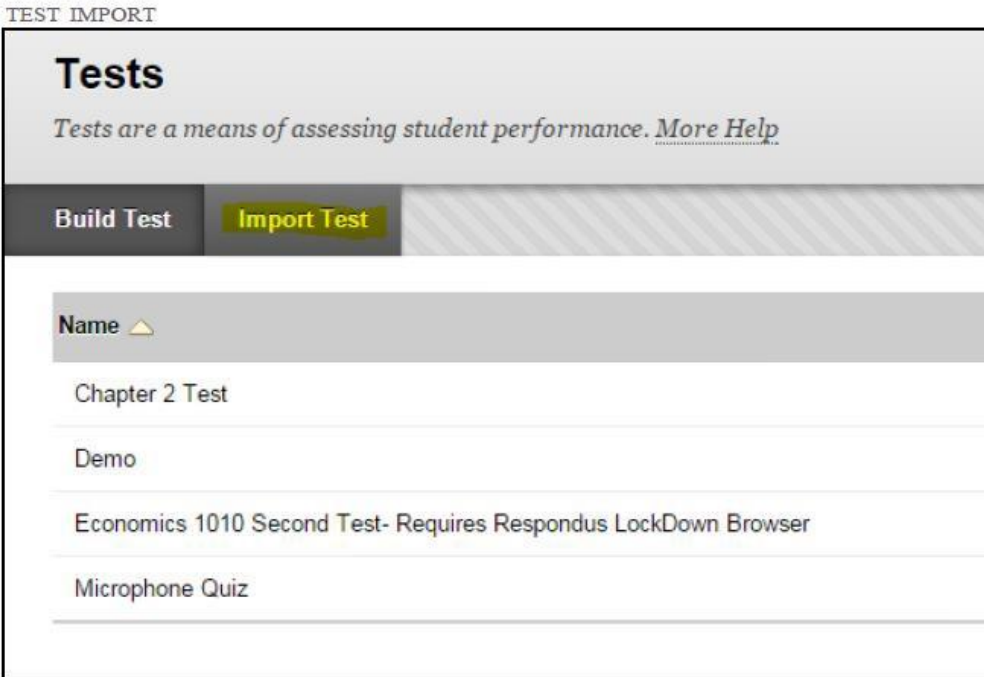
### Surveys

*Surveys are not graded, and student responses are anonymous. They are useful for g be deployed in a content folder for students to respond to the survey.*

### Pools

*Pools are sets of questions that can be added to any Test or Survey. Pools are useful fo*

### Step 3 – Click the Import Test/Pool button



### Step 4 – Click on 'Browse My Computer'



**Step 5 - A new window will open. Locate and select the exported test file on your computer, click Open.**

### Step 6 – Click Submit

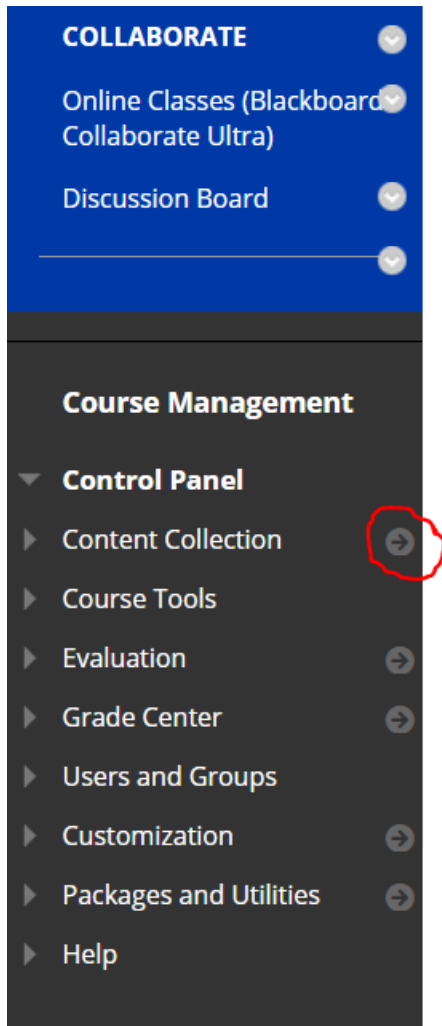
To make sure the test has imported properly: again, go to course tools > tests, surveys, and pools, then click Tests/Pools. Your imported test/pool should now be listed.

**Please note: You will still have to deploy the test again in the new module.**

## **2. DOWNLOAD YOUR CONTENT COLLECTION**

**Step 1 – Go into the module where you want to download your content collection**

**Step 2 – Move to the ‘Course Management’ area to the bottom-left and click on the arrow (circled in red below) next to ‘Content Collection’.**



**This opens up the area where all your uploaded content is stored.**

**Step 3 – On the screen that opened, click on the downward arrow next to ‘Course Content’ which also displays the M-code of your module (circled in red below).**

Course Content: M202102981

The Content Collection provides central file storage for all content. When creating content for your course, you can link to items anywhere in the Content Collection. Links to the item reflect those changes. Using the links in the **Control Panel**, you can access the content in your present course, in all courses you teach, in all [More Help](#)

Upload Create Folder

The screenshot shows a file management interface with a table of files. At the top, there are buttons for 'Download Package', 'Copy', 'Move', and 'Delete'. Below the table, there is another set of these buttons. The table has columns for 'FILE TYPE', 'NAME', and 'EDITED'. The files listed are:

FILE TYPE	NAME	EDITED
	NAS BB Banner(1).png	Apr 12, 2021 8:23:22 PM
	NAS BB Banner(2).png	Apr 12, 2021 8:23:23 PM
	NAS BB Banner.png	Apr 12, 2021 8:23:23 PM
	NAS BB Banner.png_thumbnail	Apr 12, 2021 8:23:23 PM

**Step 4 – Choose ‘Download Package’ (second last option from the dropdown menu – highlighted in yellow) and a zipped file will automatically download to your computer.**

**This zipped folder will contain all the content and you can extract your content from there.**

Course Content: M202102981

The Content Collection provides central file storage for all content. When creating content for your course, you can link links to the item reflect those changes. Using the [More Help](#) you can access the content in your present

Upload Create Folder

The screenshot shows the same file management interface as above, but with a dropdown menu open over the 'Download Package' button. The menu items are:

- 360° View
- Edit Settings
- Permissions
- Alignments (None)
- Download Package** (highlighted in yellow)
- Email Item

The table below the menu shows the first row of files:

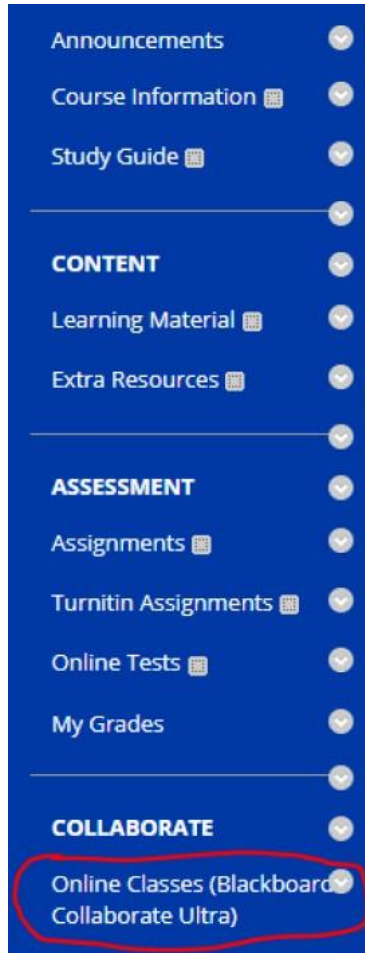
FILE TYPE	NAME	EDITED
	NAS BB Banner(1).png	Apr 12, 2021 8:

**Please note: This can take a while, especially if you have a lot of content uploaded in your module.**



### **3. HOW TO DOWNLOAD A BLACKBOARD COLLABORATE ULTRA RECORDING**

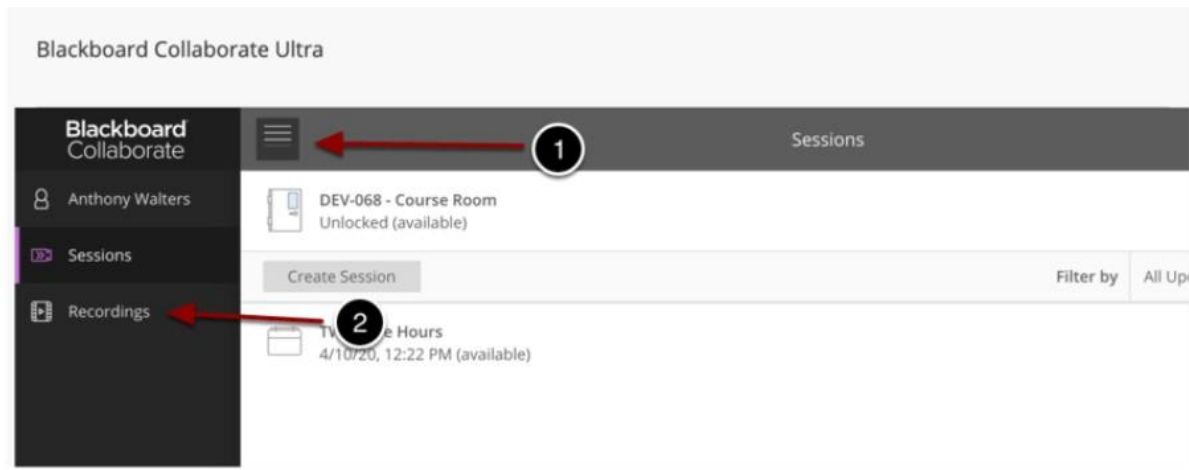
**Step 1 - To access Blackboard Collaborate Ultra, locate the link to the Collaborate Ultra Portal in your course menu.**



**Step 2 – Access the recordings**

**To access recordings (image below):**

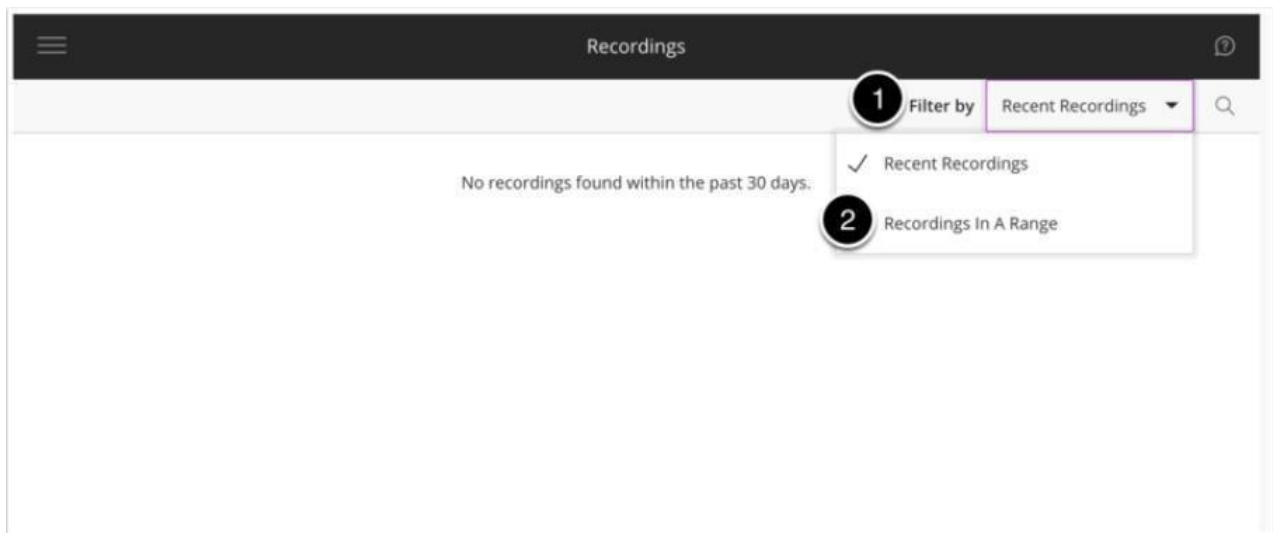
1. Click on the menu button in the upper left
2. Select Recordings from the menu




You will now be taken to the Recordings page in Blackboard.

**Note: The recent recordings page will only show recordings made in the past 30 days. To access older recordings (image below):**

- 1) Click on Recent Recordings next to Filter By
- 2) Select Recordings in a Range and enter the desired date range to search for recordings



You will now see a list of recordings on the page. Use the page numbers and the navigation errors on the bottom of the page to view all recordings.

Recordings				
Filter by		Recordings In A Range	Q	
12/1/19	to	1/28/21		
Session name / Recording name	Date	Duration	Access	Status
DEV-068 / recording_11	10/12/20, 3:29 PM	00:00:42	Public	Done 
DEV-068 / recording_10	9/12/20, 6:41 PM	00:00:04	Public	Done
DEV-068 / recording_9	8/18/20, 4:18 PM	00:01:57	Public	Done
DEV-068 / recording_8	8/18/20, 4:12 PM	00:01:08	Public	Done
DEV-068 / recording_7	8/17/20, 2:24 PM	00:35:01	Public	Done
TW Office Hours / recording_3	8/17/20, 1:53 PM	00:00:12	Public	Done
DEV-068 / recording_6	8/13/20, 3:15 PM	00:15:55	Public	Done
DEV-068 / recording_5	8/13/20, 2:20 PM	00:00:28	Public	Done
DEV-068 / recording_4	8/11/20, 3:32 PM	00:00:11	Public	Done
TW Office Hours / recording_2	8/8/20, 3:20 PM	00:00:17	Private	Done

← 1 2 →

1. Click on the Recording Options button next to the recording you wish to delete

2. On the menu that appears, select Download

**Repeat this process for each recording you want to download. (Unfortunately, you cannot bulk download these recordings).**

**Also make sure to rename your recordings to a name that you will remember, unfortunately, the recordings download with a random number and this can be confusing to identify if you do not rename them immediately.**