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

How to documents:

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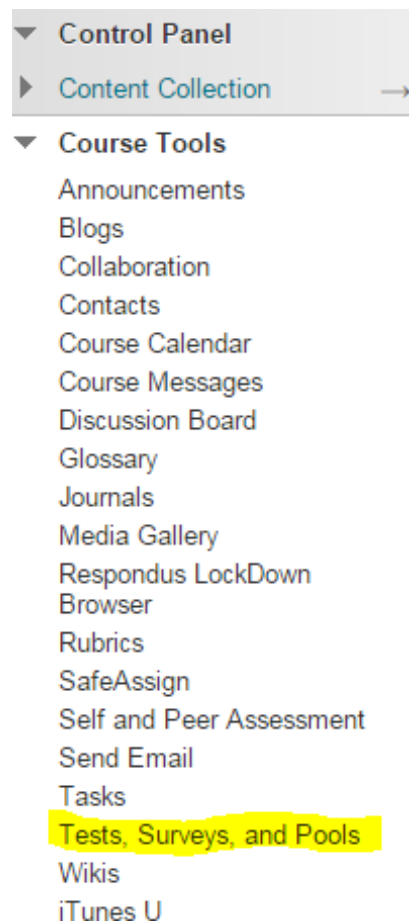
Step 2 - Click the Tests link (or Pools) if you also made use of Pools

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)
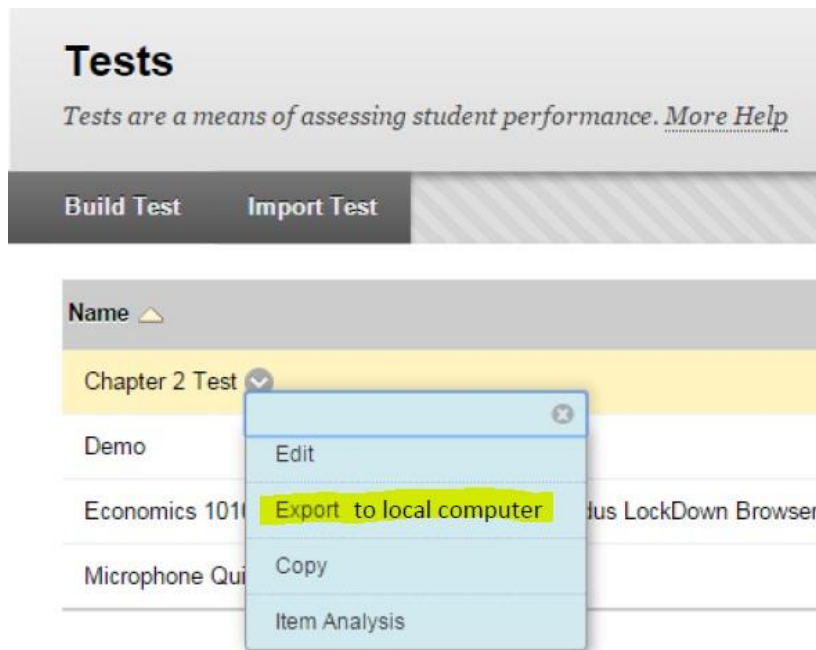
Please read below:

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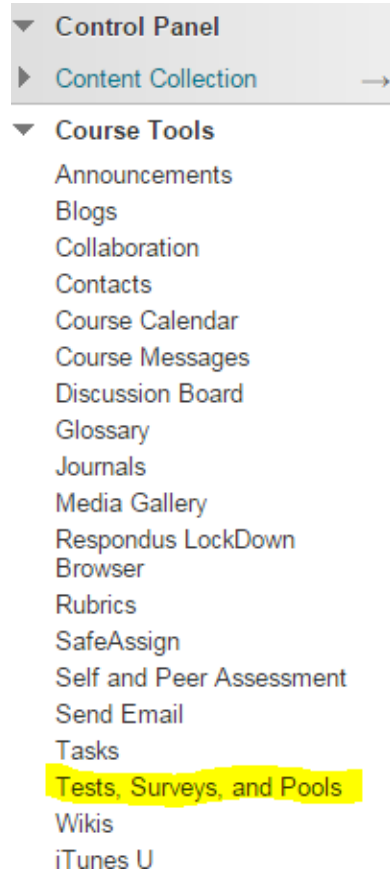
Step 2 – Click either the test or pool link (depending if you previously exported (downloaded) a test/pool

Step 3 – Click the Import Test/Pool button
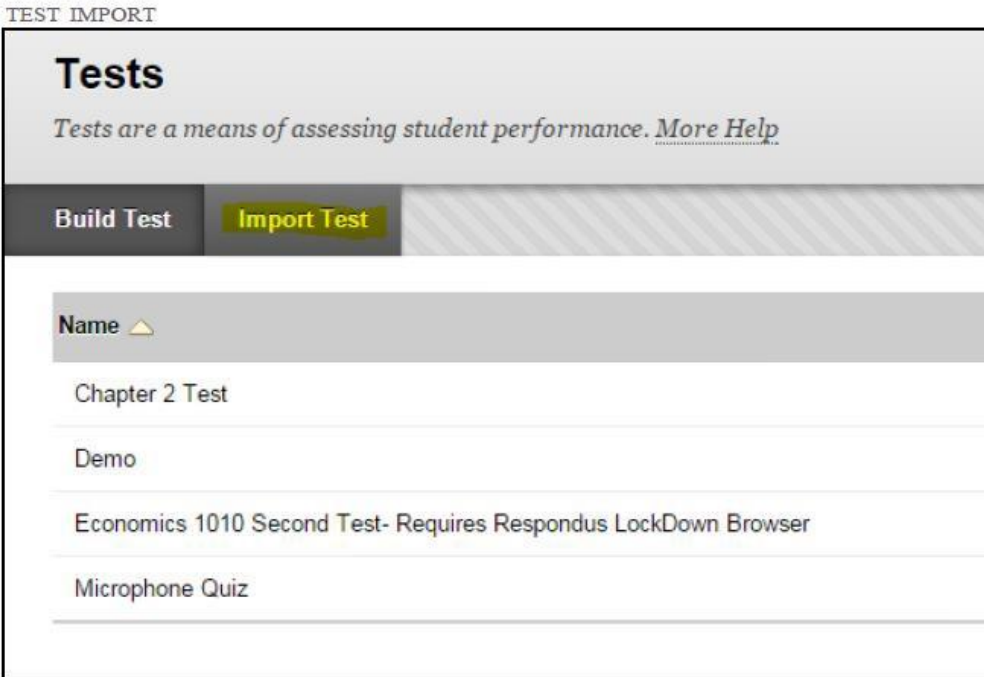
Step 4 – Click on 'Browse My Computer'

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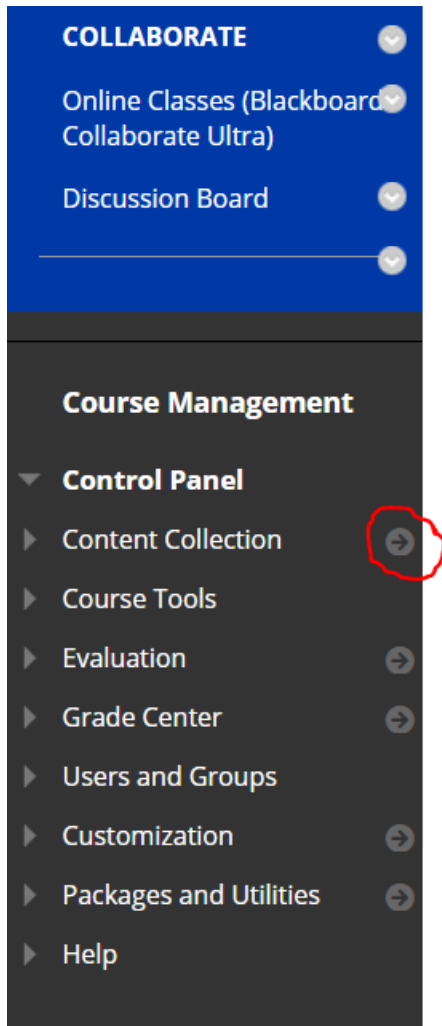
This opens up the area where all your uploaded content is stored.

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).

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.

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

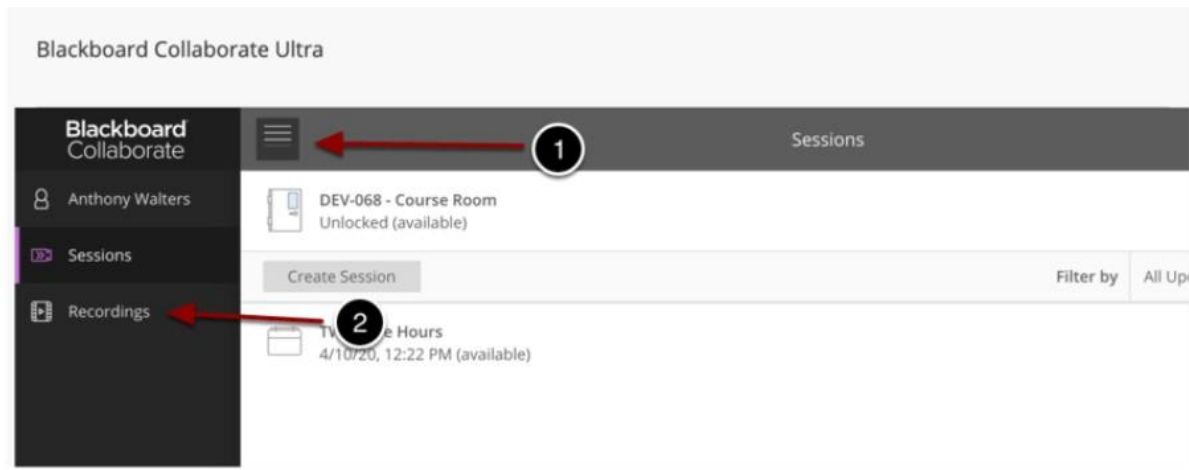## 3. HOW TO DOWNLOAD A BLACKBOARD COLLABORATE ULTRA RECORDING

Step 1 - To access Blackboard Collaborate Ultra, locate the link to the Collaborate Ultra Portal in your course menu.
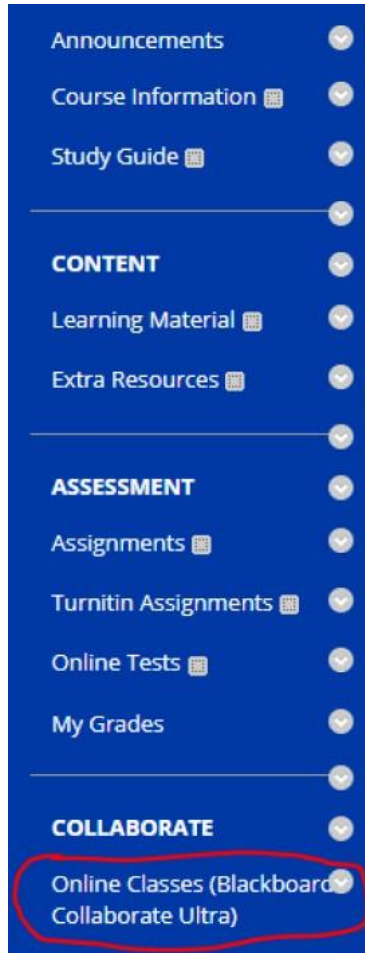
Step 2 – Access the recordings

**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
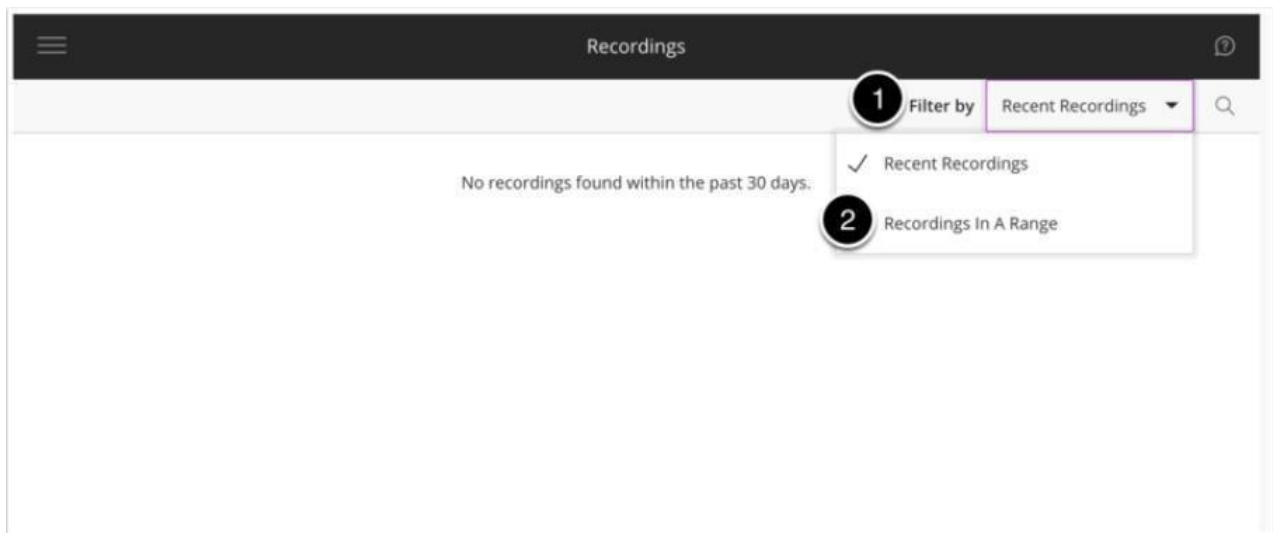
You will now see a list of recordings on the page. Use the page numbers and the

navigation errors on the bottom of the page to view all recordings.

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.