

Transferring Course Content from Bb 7 to Bb 9

- In the existing (old) course, go to *Control Panel > Course Options > Export Course* (<http://blackboardold.stetson.edu>)
 - Click on the *Export* icon in the upper left of the screen
 - At “2 – *Select Course Materials*,” choose (click in box) parts you wish to export
 - Click *Submit*
 - When the export is finished, you will receive a confirming email.
 - Return to *Control Panel > Course Options > Export Course*. In the exported course list, find the course and save it to your computer (either click on it and choose “Save” in the window, or right click and choose “Save target as....”).
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- Go to the Bb 9 course shell; then *Control Panel > Packages and Utilities > Import Package/View Logs*
- At “2 – *Select a Package*,” browse for the saved file.
- At “3 – *Select Course Materials*,” choose which parts you wish to import
- Click *Submit*