

Faculty Tutorial: Export/Import a Group from ANGEL to a Blackboard Organization

Purpose: To demonstrate to faculty how to export groups from the *old* MyHills (ANGEL) and import them as organizations into the *new* MyHills (Blackboard).

Once in your group in the old MyHills, select the "Manage" tab.

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ome 🕨 Group	<u></u>	
lap expand e collapse () Course Home	Academic Services	1
Calendar Learning Units	Group Announcements	Group News

Then, click "Export Console," which is located in the "Data Management" module.

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Group Settings	Ref Data Management
General Group Settings Group Theme Selector Tab Settings Environment Variables Mail Settings	Group Files Manager Backup and Restore Import Console Export Console Data Maintenance
	Date Manager Keyword Manager Assessment Question Bank Manager Survey Question Bank Manager

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There are two options for exporting your group, "ANGEL Format" and "Common Cartridge."

Course Home Calend	ar Learning Units	Resources	Communicate	Report	Automate	Manage
Home ► Group ► Manag	ment Console ► Expo	rt Console				
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expand collapse	Export	tent from the cour	se to allow transfer to	other courses	or systems	
Course Home						
Calendar	Select	an export f	ile type			
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Click "ANGEL Format."

Note: We recommend that you export to both ANGEL Format and Common Cartridge Format, as each format is handled differently by Blackboard, and having it in both formats may allow you to sidestep some conversion issues, if necessary. This means you should export twice and will have two zip files.

Neither option will perfectly bring over all of the content from your group. However, we have found that ANGEL Format usually works the best, so we recommend you import that version first. In either case, you will have to check your content once your group has been imported into the new MyHills and fix all items that do not work.

Course Home Calendar	Learning Units Resources Communicate Report Automate Manage
Home ► Group ► Management	Console ► Export Console
Map • expand • collapse • Course Home Calendar	Export Course Content Export content from the course to allow transfer to other courses or systems Select an export file type
 Learning Units Resources Communicate 	ANGEL Format Create an export of course content in the ANGEL format. This export will be stored on the ser <u>Common Cartridge</u> Export data to Common Cartridge format for interchange with other systems.

Then, click "Next."

Home ► Group ► Management	Console ► Export Console ► Exp	ort New Package			
Map c expand collapse Course Home Calendar Learning Units Resources Communicate	Export Course Co Export content from the course Export Summary File Type: ANGEL Select the items to Calendar [-] Collapse	ntent to allow transfer to other course export Content [-] Collapse	s or systems Resources [-] Collapse	Communicate [-] Collapse	Settings
👦 Report 🕜 Automate 🍓 Manage	☑ CalendarEvents ☑ Milestones	☑ LessonsSlashContent ☑ TeamSettings	☑ CourseResources ☑ Syllabus	 ✓ Announcements ✓ ✓	 GeneralInformation ✓ AutomationAgents ✓ Objectives ✓ ✓ StandardAssociations ✓ SavedReports ✓ GradebookAssignmer

You will see a message stating that "Your content is being processed." Click "Go back to Export Course Content" to view your export history.

Course Home	Calendar	Learni	ng Units	Resources	Communicate	Report	Automate	Manage
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Commun	cate		F Your o	ile Type: ANG content is l	GEL being proces	sed.		
a Manage			Options			100		

The "Status" of your group will say "Queued," as it is in the process of exporting.

Course Home Calendar	Learning Units Resources	Communicate Repo	rt Automate Manage	2	
Home ► Group ► Manageme	ent Console 🕨 Export Console				
Map c expand collapse Course Home	Export Course C	Content rse to allow transfer to other cou	rses or systems		
Calendar	Select an export f	file type			
Learning Units Resources Communicate	ANGEL Format Create an export of cour Last Export: February 20	se content in the ANGEL format. D, 2013 02:40:26 PM (1.7 MB) D	This export will be stored on the se ownload File	rver and available to download.	
Report	Common Cartridge Export data to Common	Cartridge format for interc <mark>han</mark> ge	with other systems.		
Automate	Export History				Refre
anaye	File Name	Type	Exported by	Date Exported v	Status
		ANGEL	Mentor, Jordan		Queued (details)

Once your group content has been successfully exported, a zip file that includes your group ID will appear under "Export History." You may need to click the "Refresh" link, on the right, after a few minutes to see the file.

Map • expand = collapse	Export Course Content from the course to	ent allow transfer to other cour	ses or systems		
 Course Home Calendar 	Select an export file	type			
Learning Units Resources Communicate	ANGEL Format Create an export of course co Last Export: February 20, 203 Common Cartridge	ntent in the ANGEL format. 3 02:40:26 PM (1.7 MB) <u>Do</u>	This export will be stored on the se wnload File	rver and available to download.	
Automate	Export History	dge format for interchange	with other systems.		Re
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Click the name of the file, under "File Name" to save the file to your computer. The file will end in ".zip."

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Home ► Group ► Managemen	nt Console ► Export Console				
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Calendar	Select an export file type				
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Automate	Export data to Common Cartridge for	mat for interchange v	vith other systems.		Ref
amanage	File Name	Туре	Exported by	Date Exported v	Status

Click "Save" to save the zipped file of your group to the "Downloads" folder on your computer.

Note: The process described for saving the zip file to your computer, as well as the images shown, assume you are using the Windows 7 operating system and the latest version of Internet Explorer. This process may vary slightly if you are using a different operating system or browser.

Do you want to open or save GROUP-050808-094954-RAA (1).zip (1.69 MB) from myhills.indianhills.edu?	Open	Save 🔻	Cancel	×

If you would like to save the file to an area other than your "Downloads" folder, click the dropdown arrow next to "Save," then, click "**Save As**." We recommend saving to your Desktop for easy access. However, we also suggest that you save the file to your personal USB Flash Drive for backup purposes.



Select the location where you would like to save the file on your computer. Then, click "Save."

Save As		3
🖉 😔 🗢 🔳 Desktop 🕨	👻 🍫 Search Desktop	Q
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 ✓ Favorites Image: Desktop Downloads Recent Places ✓ Ibraries ▷ Libraries ▷ Documents ▷ Music ▷ Dictures 	Libraries System Folder Computer System Folder Wetwork System Folder	
Videos	-	
File name: GROUP-050808-094954-RAA (. (1)	•
Save as type: Compressed (zipped) Folder		•
) Hide Folders	Save Cancel]

You now have a zip file of your group to import into the new MyHills.

Now, log in to the *new* MyHills (Blackboard) and enter the organization into which you would like to import. Organizations can be found under the "Community" tab. In the "Organization Management" menu, click "**Packages and Utilities**."

	Course Tools	
	My Grades	
	Send Email	
	Help Desk	
	COURSE MANAGEMENT	
e	Control Panel	
e	Content Collection	÷
	Course Tools	
	Evaluation –	
Ň	Grade Center –	÷
	Users and Groups	
	Customization -	2
1	Packages and Utilities –	41
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In the menu that opens, click "Import Package / View Logs."



On the "Import Package / View Logs" page, click "Import Package."



On the "Import Package" page, click "Browse My Computer."

MyHills Courses C	IIs Community College
Packages and Utilities > In	nport Package / View Logs > Import Package
 MyHills Training: Sandbox Course Home Before You Begin Syllabus and Schedule Faculty Information 	Import Package An Import package is a .ZIP file of exported Course content. Importing a pac Course. Import packages do not include user enrollments or records, such as
Learning Units 🗃 Assignments 🗃 Discussions	1. Select Copy Options * Destination Course ID MAS-TRAINING-BB-SANDBOX
Work Groups Course Tools My Grades Send Email Help Pesk	 Select a Package Click Browse to locate the course package: Uploading large packages may take a long time. Select a Package Browse My Computer

Select the zip file on your computer. Then, click "Open."



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Under "Select Organization Materials," click "Select All."

Control Panel Content Collection	3. Select Course Materials
Course Tools	Select materials to include. To recreate a course from an archive
Evaluation	Select All Unselect All
▶ Grade Center →	Content Areas
Users and Groups	Adaptive Release Rules for Content
Customization	Appouncements

Then, click "Submit."



You will be taken back to the "Import Package / View Logs" page where you will see a **gold** "Import..." message and a **green** "Success..." message. You will receive an email in your Indian Hills email account once the import is complete.



Once the import process is complete, a menu item entitled "Content" will appear in your Organization Menu. This is where all or most of your Organization content will be located. In some instances, there *may* also be an "Information" area added to your Group Menu. This area will contain some group content as well.

MyHills Courses C	Is Community College	
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▼ MyHills Training: Sandbox ↑ Course Home	Course Home 🗢	1 4 4 1
Before You Begin	Add Course Module	
Syllabus and Schedule 🖩 Content 📲	▼ My Announcements	\$
Faculty Information	No Course Announcements have been posted in the last 7 days.	2 tş.

Click "Content" to see your group content.

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Faculty Information	No Course Announcements have been posted in the last 7 days. more announcemen	its.

On the "Content" page, you will see a list of content brought over from your group in the old MyHills (ANGEL).

Note: Be sure to check ALL of your group content. It is very likely that you will need to make adjustments/corrections to some content. It is especially important that you check ALL of your tests and quizzes, as questions and/or answers may need to be edited.



Next, you need to move each content item out of the "Content" folder and into the appropriate new area in the new MyHills menu. Hover over the item you would like to move and click the arrow that appears.

Note: In this example, the "SUCCESS Center Staff and Student Workers" item is being moved.



In the sub-menu that appears, select "Move."

Note: If you move a folder to a new location, all of the content contained within the folder will move as well. For example, if you move the "Learning Unit 1" folder to the "Learning Units" area, all of the content contained in the Learning Unit 1 folder will move to the new location and still be contained within the folder. However, you should still work through the content to ensure it is working properly.

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+ ■ ■ © ↑↓ ▼ MyHills Training: Sandbox ♠	Content ©			
Course Home	Build Content 🗸	Assessments 🗸	Tools 🗸	Publisher Content 🗸
Before You Begin Syllabus and Schedule 🗃 Faculty Information	Course Enabled:	Syllabus and Schedu Statistics Tracking	l e Edit	0
Information Learning Units III	SUCCE Enabled:	SS Center Staff and Statistics Tracking	Stu Adaptive Adaptive Metadat	a Release Advanced
Assignments III Discussions West: Course	Success Enabled:	s Center Tutoring Statistics Tracking	Statistic View Sta User Pro	s Tracking (On/Off) atistics Report ogress
Work Groups Course Tools My Grades	Enabled:	kills Statistics Tracking	Copy Move ◄ Delete	
Send Email Help Desk	Learnin Enabled:	g Unit 1 Statistics Tracking		
COURSE MANAGEMENT Control Panel Content Collection	Learnin Enabled:	g Unit 2 Statistics Tracking		

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A Content > Course Sched	lule > Move	
	Move	
MyHills Training: Sandbox 🔒	Many Content Items, i Moving content delete	ncluding Links, Web Links, Content Folders, Lea s the content from the original location. More H
Before You Begin		
Syllabus and Schedule 🔳		
Content		
Faculty Information	1. Content Informa	tion
Learning Units 🏢	Name	Course Schedule
Assignments 🏢		
Discussions	2. Destination	
Nork Groups	Destination Course	MyHills Training: Sandbox
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On the "Move" page, click "**Browse**" to find a new destination for the item.

Select the new location in the window that opens.

Note: Since the Group Schedule is the item being moved in this example, the "Syllabus and Schedule" folder is selected.



Once you have selected your destination, click "Submit."



The message "Success: Item moved" will appear in green at the top of the "Content" page.

MyHills Courses C	Ils Community College	
 MyHills Training: Sandbox Course Home 	Success: Item moved.	
Before You Begin Syllabus and Schedule	Build Content 🗸 Assessments 🗸 Tools 🗸 Publishe	аг (7

Once you have moved ALL of your content to the appropriate areas, you need to delete the "Content" menu item. Click the arrow that appears when you hover over "**Content**."



Then, in the sub-menu that appears, click "Delete."



Note: When cleaning up your content from the import, be sure to delete items that have been revised in the new MyHills. For example, the "Writing Assessment," "Orientation," and "Before You Begin" folders no longer apply in the new MyHills, as they have been replaced by new procedures.

Congratulations! You now know how to export a group from the old MyHills and import it into the new MyHills Organization!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk Phone:** (641) 683-5333 | **Email:** <u>helpdesk@indianhills.edu</u> | **Web:** <u>www.indianhills.edu/helpdesk</u>