

******* Make sure that you back up all your data from Blackboard *******
******* A checklist *******

Start by clicking on My Page on Blackboard.

Are all of your courses displayed (in case you had “hidden” some of them)?

- If you hover on My Courses a gear icon () appears on the right which pops up Manage My Courses Module Settings if you hover on that. Click the gear icon to check that all your courses are displayed (make sure the Course Name checkbox is checked).

I have made sure that all my courses are displayed.

Start again by clicking on My Page on Blackboard.

- You will need to do (most of) the following **for each course**. There are rectangular boxes for you to indicate which course you are currently working on, and (square) checkboxes to indicate completion of tasks.
- Choose a course that you wish to back up.
- The following all start on the menu on the left-side of the portal page but you will have to do some clicking on the right-side area of the page.

******* Archive the Course** (needed as a record after Blackboard is gone).

1. Go to Control Panel → Packages and Utilities → Export/Archive Course.
2. Click on Archive Course.
3. Check the Include Grade Center History checkbox.
4. Make sure the second of the two radio buttons in each section starting with Copy links and include ... are **both** selected. Do **not** use the Copy only links ... choices.
5. Click on the Submit button.

I have archived: _____, _____, _____,

I have archived all my courses.

***** **Export the Package** of course content (reusable, no user data/grades).

1. Go to Control Panel → Packages and Utilities → Export/Archive Course
2. Click on Export Package.
3. Just as before, make sure the second of the two radio buttons in each section starting with Copy links and include ... are **both** selected. Do **not** use the Copy only links ... choices.
4. You now select the Course Materials that you wish to keep. Clicking on the Select All button may be simplest.
5. Click on the Submit button.

I have exported: _____, _____, _____,

I have exported all my courses.

***** **Download the Archive and Export files.**

1. Go to Control Panel → Packages and Utilities → Export/Archive Course
2. If you do not have a large course then you should now see some .zip files that you can download by clicking on them.
3. If the files have not shown up you can try Refresh or eventually you will receive emails from Blackboard Administrator with subject lines starting with Archive: and Export:, letting you know that the files mentioned above are now available for download.

I have **downloaded** an Archive file and an Export file for:

Archive Export , Archive Export ,
Archive Export , Archive Export

I have downloaded an Archive file and an Export file for every course.

***** **You may have extra files** that need to be downloaded.

1. Go to **Control Panel → Content → All Courses Content**. From here you can download all the content for all your courses into one big zipfile. You only need to do this once.
 - Go to the bottom of the page and click on the **Show All** button (**this is important** or else you may miss content).
 - Go back to (near) the top of the page and click on the checkbox just to the left of the **File Type** heading to select all your files.
 - Click on the **Download Package** button.
2. If you prefer to have a separate zipfile for each course you can do the procedure mentioned in step 1 above for **Control Panel → Content → <<your course's name>>**. Do not forget the **Show All** button and to select the files you want.
3. Again, for **Control Panel → Content → <<your UTOrid>> Content** you can do the procedure mentioned in step 1 above. You only need to do this once.
4. Also for **Control Panel → Content → All Organizations Content** you can do the same thing. You only need to do this once.
5. You should **not** repeat the above for **Control Panel → Content → Institution Content**. If you choose all content there is over **200GB** of data, none of which is specific to the Faculty of Arts and Science. Feel free to look around to see if any of the data is relevant to you. You only need to do this once.

I have downloaded the extra files that I need.

***** **Download the Grade Center as both csv and Excel files**. The csv versions are needed for importing into Quercus, the Excel versions are needed for your data manipulation.

1. Go to **Control Panel → Grade Center → Full Grade Center**
2. Click on **Work Offline** and select **Download** from the dropdown menu that appears.

3. Select the **Full Grade Center** radiobutton under **Data**.
4. Select the **Comma** radiobutton under **Options**.
5. Select the **My Computer** radiobutton under **Save Location**.
6. Click on the **Submit** button to start a download of the **.csv** Grade Center file.
Have csv file for: , , ,
7. Ensure that the **Full Grade Center** radiobutton under **Data** is still selected.
8. Select the **Tab** radiobutton under **Options**.
9. Select the **My Computer** radiobutton under **Save Location**.
10. Click on the **Submit** button to start a download of the **.xls** Grade Center file.
Have Excel file for: , , ,

I have downloaded csv and Excel Grade Center files for all my courses.

Finally, please copy all your Blackboard files to **coxeter**. If you need more disk space to store them please send email to **requests@math.toronto.edu**.

I have put copies of all my Blackboard files on **coxeter**.

Congratulations...you should be ready for Quercus now. You can test it at:

<https://q.utoronto.ca>

Please see the Arts & Science documentation for importing your Blackboard data into Quercus.