

Summary of Transition Instructions

| Blackboard 6 | Blackboard 8 |
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| Spring 2009 Courses | Empty course shells with student enrollments have been created. If you wish to reuse materials from Spring 2008 in your Spring 2009 course, then use the course copy tool from the control panel in your Spring 2009 course. You can not copy material from courses that are on Bb6 using the copy tool. Your course must exist on Bb 8 to copy it. See below to find out how your courses will be available on Bb8. |
| Fall 2008 Courses | Fall 2008 Bb 6 courses will be transferred to Bb8 automatically between January 12 th and 14 th . If you wish to copy material from your Fall 2008 course into your Spring 2009 course shell before January 12 th , then you can export and import the course yourself. Instructions are at http://www.qc.cuny.edu/edtech/blackboard . |
| Spring 2008 Courses | Your Spring 2008 Bb6 courses have already been copied to Bb8. If you wish to reuse materials from Spring 2008 in your Spring 2009 course, then use the course copy tool from the control panel in your Spring 2009 course. |
| Fall 2007 Courses, Summer 2007 | Should you need your Fall 2007 course on Bb8 to copy or retrieve materials, you may do the same export and import process. Instructions are at http://www.qc.cuny.edu/edtech/blackboard |
| Courses Prior to Summer 2007 will disappear from Bb6 soon. They should be archived! | |

Once the semester begins, Blackboard 8 will have available your:

- Spring 2008 Courses copied from Bb6
- Fall 2008 Courses copied from Bb6
- Fall 2008 Course shells created on Bb8 with faculty enrollments only.
- Spring 2009 Course shells created on Bb8 with student/ faculty enrollments.

How can you tell the difference between a Bb6 copied course and a Bb8 new course?

Look at the course ID:

Bb6: A Bb6 course ID starts with "QC" and ends with the year and semester
QC_DEMO_101_200809: QC Demo 101 200809

Bb8: A Bb8 course ID starts with the semester and year, and ends with "Queens"
Fall 2008 Obj-Orient Prg Java: CSCI 212 AM2WC [3431] (Queens)

At the end of every semester, you should ARCHIVE your courses.

Archiving saves a complete copy of your course, including student enrollments, assignments and the gradebook. Just as you would save a paper copy of your students' assignments and your grade book in the past (for legal record keeping) you should keep a complete electronic copy of your course for the same purposes. Instructions for archiving are at <http://www.qc.cuny.edu/edtech/blackboard>

Is exporting different from archiving?

Yes, exporting only saves content and the structure (folders) of your course. Your .doc, .ppt files will be saved in the export. Assignments, blogs, wikis, etc. will not be saved. Exporting is meant to give you a clean copy of your course for reuse.