Course Content Migration

Your courses are automatically created by the system a few weeks prior to the beginning of the semester. We will notify you via email once this has occurred. That email will also ask if you’d like any materials from a previous semester copied over into the new course.

Our default procedure is to **NOT** copy over any material from old semesters.

If you **DO** want your materials copied over, you **MUST** respond to that email and let us know:

1) That you do indeed want your materials copied over, and
2) What semester and year you’d like the materials copied over from.

Once we receive your request, we will export the classroom from the old Blackboard 8 server and import them into the new Blackboard 9 server. While we strive for same-day service, the import may take a day or two due to technical issues. You will be notified via email once the import is complete.

Since the new Blackboard 9 system is so different from the old Blackboard 8 system, it will be very important for you to review all of your migrated content for the first semester. We take every precaution to make sure all of the materials and necessary permissions copy over correctly, but you’re the ultimate arbiter of how you want your materials to be accessed.

A typical example would be a reading assignment that you don’t want made available until the second week of class. The system doesn’t have any way of telling us that you want the assignment available ten days into the semester, so you will need to make sure that it’s set up correctly prior to the beginning of student access.