
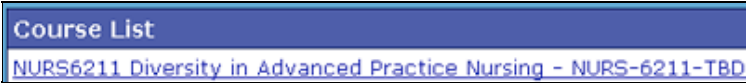


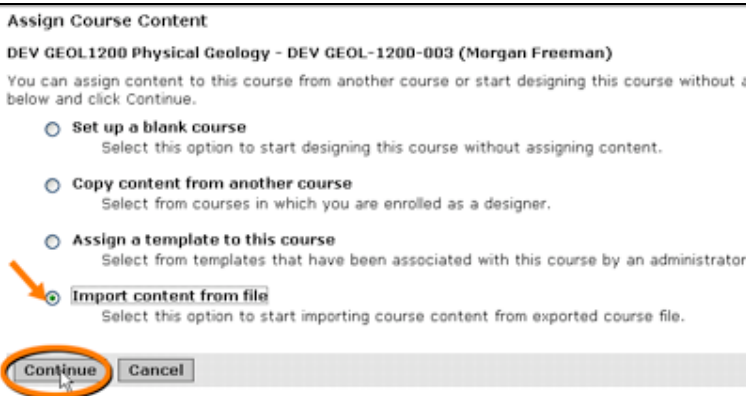
Importing Your WebCT CE Course Content into Blackboard Vista

This handout will guide you through the necessary steps to import your WebCT Campus Edition 4.1 content package to your Blackboard Vista section. This part of the tutorial walks you through the process of importing your CE course to Blackboard Vista. In order to import your CE course content into Blackboard Vista, it was necessary to export your CE course prior to October 31, 2007. If your content was not previously exported, you will not be able to retrieve your past CE course content.

NOTE: You must be enrolled as a Section Designer in each course to which you want to import content.

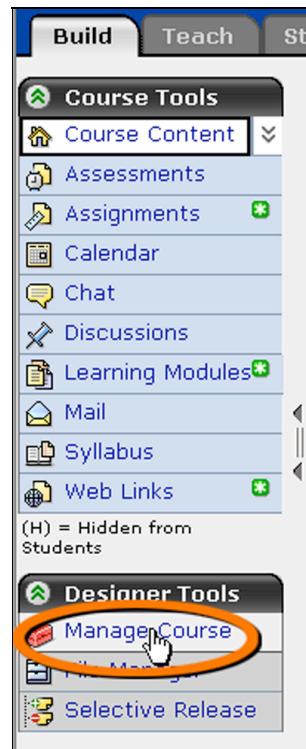
<p>Step 1: Log in to Blackboard Vista</p> <p>1. Log in to Blackboard Vista.</p>	
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<p>Step 2: Log in to Blackboard Vista</p> <p>1. Under "Course List", click the title of your section link.</p> <p>NOTE: If this is the first time you are entering your course, follow the steps for 3a. If you have previously entered your course, follow the steps for 3b.</p>	
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<p>Step 3a: Assign or Import Content</p> <p>1. From the "Assign Course Content" screen, select Import content from file and click Continue. The Get Files dialog box is displayed, go to Step 3.</p>	
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Step 3b: Assign or Import Content

1. In the “Designer Tools” area, click **Manage Course**. The **Manage Course** screen is displayed.



Step 3c: Assign or Import Content

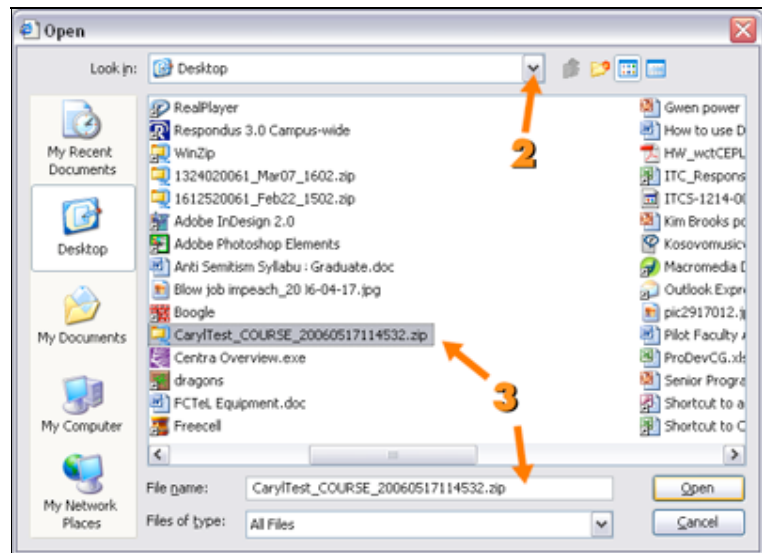
1. Click **Import**. The Get Files dialog box is displayed.



Step 4: Locate and Upload File

1. Click the **My Computer** icon. The Open dialog box is displayed (not illustrated).
2. In the “Look in” drop-down list, navigate to the location where the file is located.
3. Select the file so that it is displayed in the “File name:” text box.
4. Click **Open**.
5. The “Content Import in Progress” screen is displayed (not illustrated). Please wait until the process is complete.

NOTE: As with this screen capture, it may be called something else on your computer.



Step 5: Import Content

Depending on the amount of content in the content package you are importing, the file may take a while to import. After the content package imports, if you want to view a log that contains details about the import process:

1. **(Optional)** Click **View Import Log**. The Import Log pop-up window is displayed (not illustrated).
2. **(Optional)** When you are finished viewing the log, click **Close**. The Import Log pop-up window closes (not illustrated).
3. Click **Return**. The Course Content Home screen is displayed (not illustrated).

Content Import in Progress

This task could take several minutes to more than an hour depending on the complexity

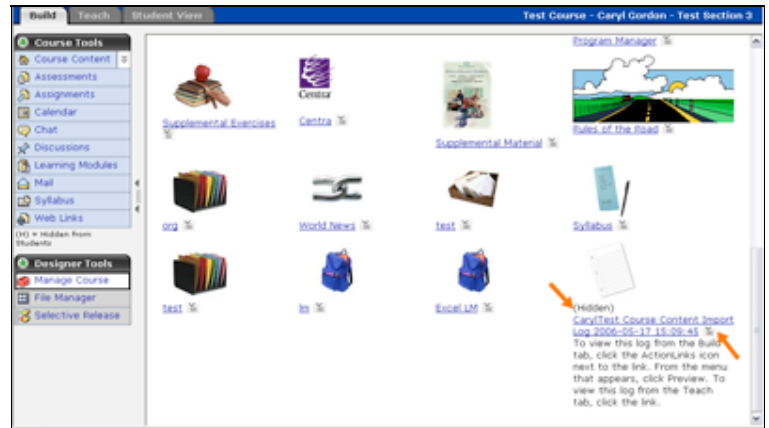
Import activities:

You are currently importing **RonTest_COURSE_20060324104332.zip**

Unpacking content package (could take several minutes).
50 entries unzipped ...
100 entries unzipped ...
150 entries unzipped ...
200 entries unzipped ...
Content package unpacked. Starting to import resources.
Found new folder. Start processing...
Found new file. Start Processing...
File processing done.
Found new assessment(s). Start processing...
Found Question Database. Start processing...
Category "Sports Quiz" added to the Question Database.
Category "Landmarks" added to the Question Database.
Category "Harlem Renaissance" added to the Question Database.
Category "History Test" added to the Question Database.
Category "Jazz" added to the Question Database.
Category "WebCT" added to the Question Database.
Category "IntroWeb" added to the Question Database.
Category "Renaissance" added to the Question Database.

Step 6: Import Content

1. Your section will be populated with the content from your CE course! During import, a file was created titled "Content Import Log." This file describes where your course content is displayed after it imports. The file is hidden from students by default but you could click the ActionLinks icon (the downward pointing arrow at the end of the file name) and choose from a list of options for managing the file.



Your screens may look different depending upon your configuration.

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