

5 Tips for Converting your Blackboard Course to Sakai

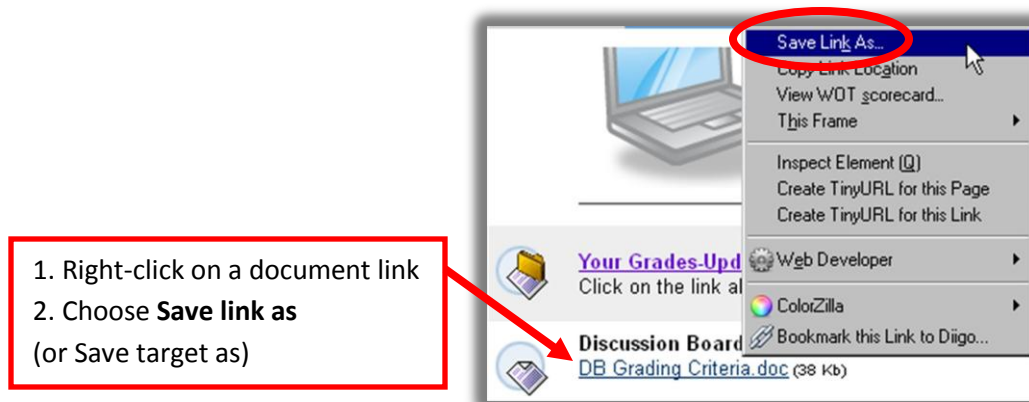
1. In Blackboard, download all course resources to your local computer.

- Resources include files you have uploaded to Blackboard such as PowerPoints, Word documents, PDFs, etc.
- Resources also include all images in your Blackboard course.

NOTE: If you already have copies of all your course documents and image files saved on your computer, you can move on to page 2! But if not, here's how to save them...

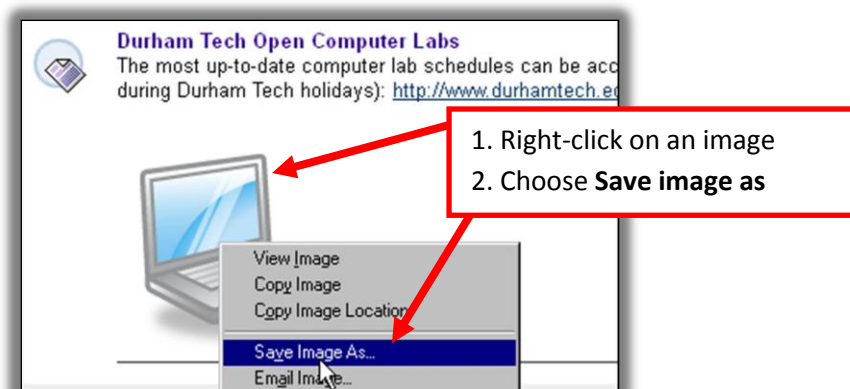
To download documents from Blackboard:

- a) In your Blackboard site, locate an attached document, such as a link to a Word document or PowerPoint.
- b) **Right-click** on the file link, and click on **Save Link As** (or Save Target As).
- c) Save the file on your computer in a location you can easily find, such as a folder you created on your desktop or flash drive.
- d) Repeat these steps for all documents in your course.



To download images from Blackboard:

- a) In your Blackboard site, locate any images in your content.
- b) **Right-click** on the image, and click on **Save Image As**.
- c) Save the image file on your computer in a location you can easily find, such as an "images" folder you created on your desktop or flash drive.
- d) Repeat these steps for all images in your course.

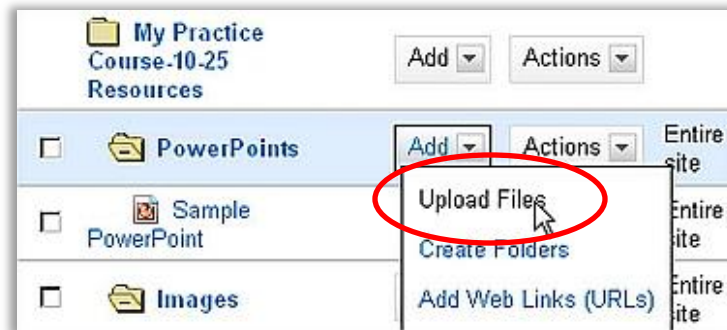


2. In **Sakai**, upload the resources (documents and images) that you downloaded from Blackboard.

To upload resources to Sakai:

- Log in to Sakai and navigate to your course site.
- In the main course menu, click **Resources**.
- Within Resources, **create folders** as appropriate to organize your files. We recommend creating a folder called “images” to hold any image files. You could also create folders for “PowerPoints” or “Handouts” or create folders for each week of your course. Use whatever organization system makes the most sense to you.
- After creating folders, use the **Add** button beside any folder to **upload files** to the appropriate folder.

NOTE: For detailed instructions on creating folders and uploading files in Sakai, visit <http://tinyurl.com/sakai-dtcc-resources> (PDF)



3. **Copy content from Blackboard to Sakai.**

Some instructors have created extensive content within Blackboard by composing (or pasting) it in Blackboard's text entry boxes. This content may contain formatted text, web links, images, or links to documents. Some of this content will copy well to Sakai, but some of it will not.

What will copy

- ✓ Formatted text (including bold, colors, bullets, etc)
- ✓ Links to external web sites (for example - <http://www.durhamtech.edu>)

What won't copy

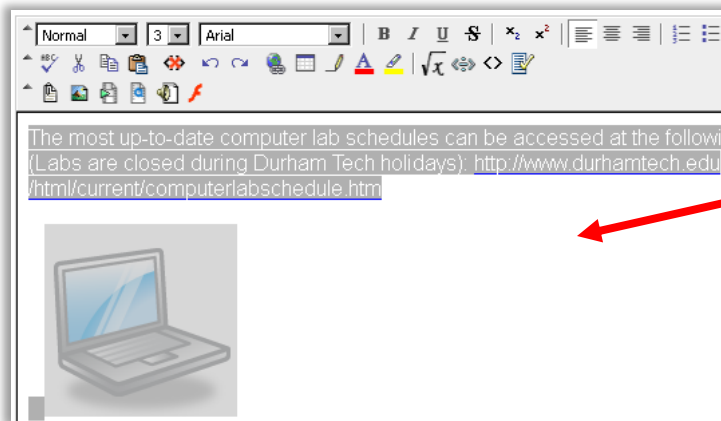
- ✗ Images
- ✗ Links to documents (for example - [Syllabus-Fall2012.doc](#) or [Lecture1.ppt](#))

IMPORTANT: Images and links to documents will *appear* to copy correctly into Sakai. However, these items still “point to” the image or document in the Blackboard site. These images will NOT be visible and the links to documents will NOT work for your students (because they won't have access to your original Blackboard site).

Luckily, there's an easy fix: after pasting content into Sakai, you simply re-link any images or document links to the appropriate file in Sakai. Re-linking is explained on page 4. But first, you need to copy content from Blackboard and paste it into Sakai, as explained here...

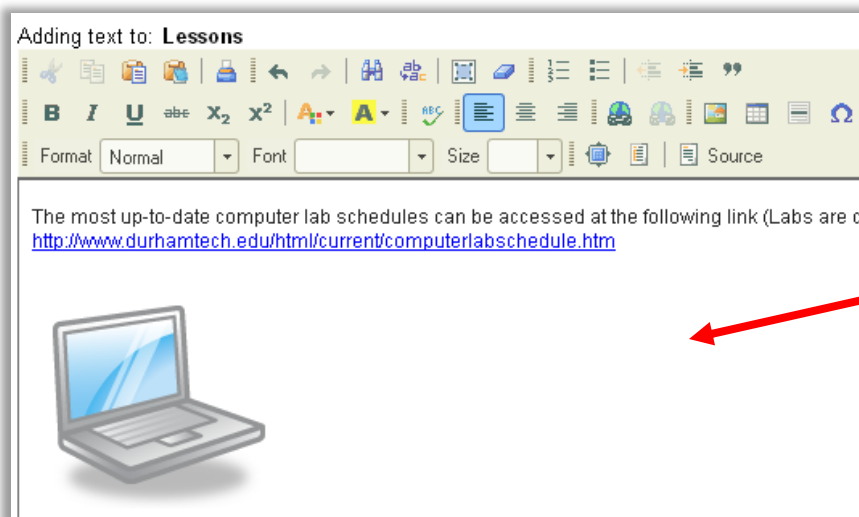
To copy content from Blackboard to Sakai:

- a) Open Blackboard in one browser window and Sakai open in another browser window (or tab), so you can switch between the two as you copy and paste.
- b) In the **Blackboard** Control Panel, navigate to the content item you want to copy.
- c) To the right of content item, click the **Modify** button.
- d) In the text box, use your mouse to **select** (highlight) the content to copy and press **Ctrl - C** on your keyboard to copy it (or right-click and choose Copy).



In Blackboard text box, **highlight** content (including any links or images) and **copy**

- e) In **Sakai**, navigate to where you want to paste the content. For example, you might want to paste the content into an item in Syllabus or into an item in Lessons.
- f) After creating the new item in **Sakai**, click in the text editor box and press **Ctrl - V** on your keyboard (or right-click and choose Paste) to paste.



Paste content into Sakai text box

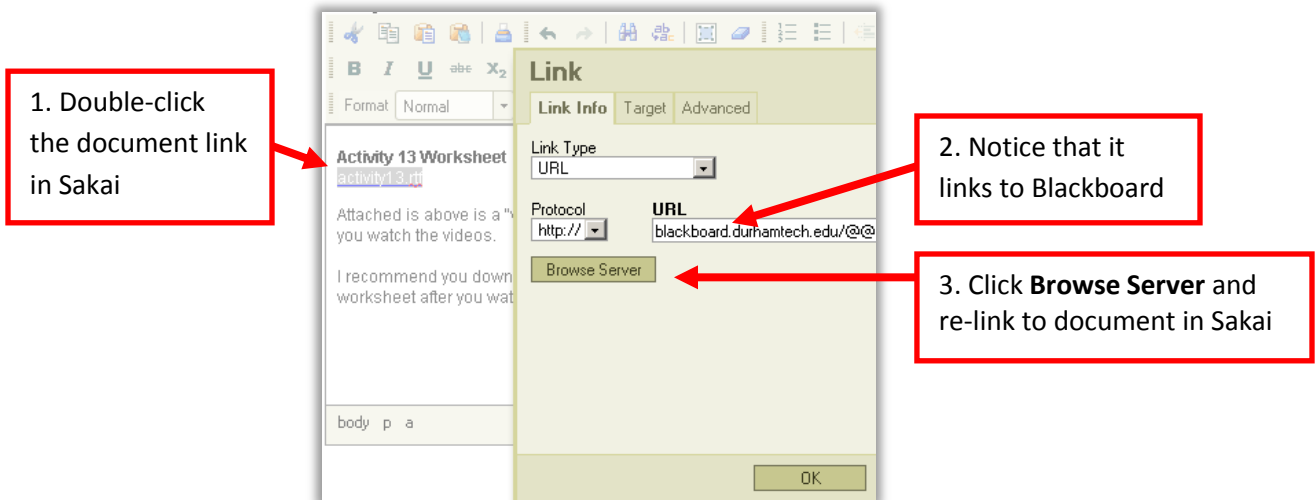
IMPORTANT: If the pasted content contains any **images** or **links to documents**, follow the instructions in the next page to re-link them in Sakai.

4. Re-link **Sakai** Files and/or Images:

After copying content from Blackboard and pasting it into Sakai, you must re-link any images and/or document links to the correct files in Sakai.

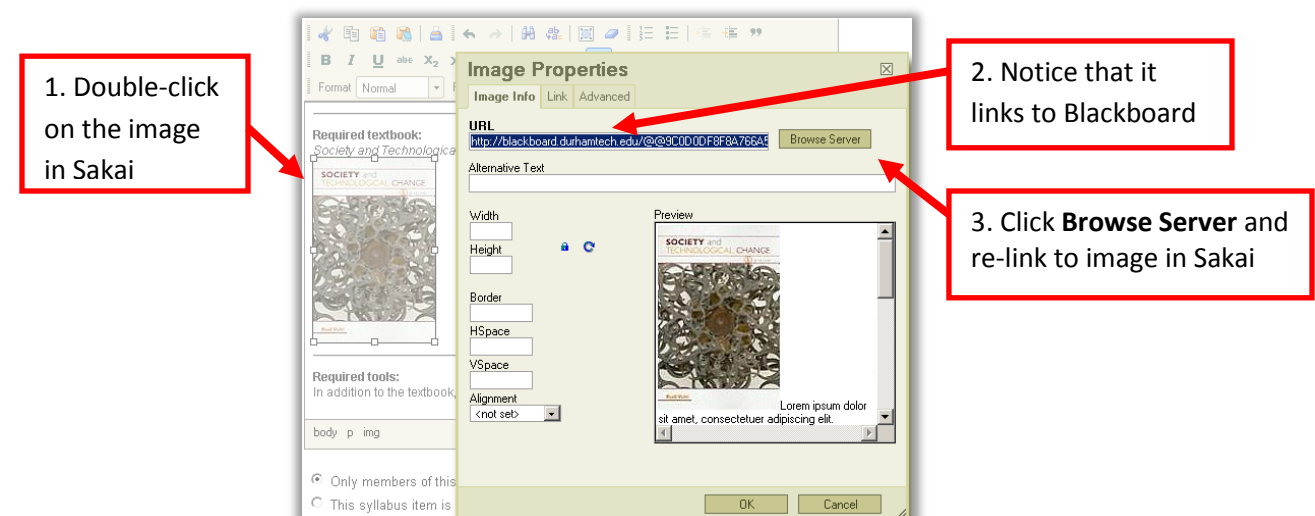
To re-link documents:

- In the **Sakai Text Editor**, locate any links to documents.
- Double-click the link to open the link dialog box.
- Click the **Browse Server** button.
- In the **Resource** area displayed at the top, click on the **folder** where your document is stored (if needed), and then click on the **file name**
- In the **Link** dialog box, click the **OK** button.
- The document link is now updated to point to the file in Sakai.



To re-link images:

- In the **Sakai Text Editor**, double-click on any image.
- In the **Image Properties** dialog box, click the **Browse Server** button.
- In your **Resources** area displayed at the top, click on the folder where your image is located (such as Images), click on your image file name (such as laptopclipart.png).
- In the **Image Properties** dialog box, click **OK**.
- The image is now updated to point to the image file within Sakai.



5. Copy Tests, Quizzes, and Pools from Blackboard to Sakai

Follow the step-by-step instructions linked below to export assessments from Blackboard and import them into Sakai:

<http://tinyurl.com/sakai-dtcc-import> (PDF)

MORE TIPS:

- For detailed info on setting up your syllabus in Sakai, see: <http://tinyurl.com/sakai-dtcc-syllabus>
- For detailed info on setting up Discussion Forums in Sakai, see: <http://tinyurl.com/sakai-dtcc-forums>
- For detailed info on uploading SoftChalk lessons to Sakai, see: <http://tinyurl.com/sakai-dtcc-softchalk>
- To browse the entire collection of Sakai “Help for Instructors” resources, go to the Sakai login page and click **Help for Instructors**.

