

Organizing and Managing Your Course Files for Migration

The following tips are provided to help your migration from WebCT 4 to Blackboard CE8 go smoothly. Please note that you may or may not have to do everything listed, it depends on the state of your files. Use this as a guide.

Are your course files on your computer?

If your course files are not on your computer, go into your course in WebCT and download all your course files to your computer. If your files are on your computer, make sure all the files in WebCT and on your computer are the same version (e.g., if you updated a file within WebCT but didn't transfer the file to your computer, then the most updated file is in WebCT.)

If you need to download your files from WebCT ...

The easiest way to download all your files at one time is to zip the folder called "My Files." My Files is the folder located at the top of all your files. If you don't know what "zipping files" means, then read this article: [http://en.wikipedia.org/wiki/ZIP_\(file_format\)](http://en.wikipedia.org/wiki/ZIP_(file_format)). If you don't zip "My Files," then you will be downloading each file one-by-one (this is not recommended: it is tedious and time-consuming.) It's worth learning how to zip and unzip files.

Zipping your "My Files" folder will create one "zip" file, which contains all the files in your course. After you zip your "My Files" folder, it will be listed as a file among all your files. After you download the zipped file from WebCT, unzipping the file on your computer will reveal all your online course files.

How to zip ...

- To zip the folder "My Files," click the check box to the left of "My Files."
- Under "Folders" (located on the bottom right of your screen), select "Zip."
- After clicking the "Go" button, you will be asked to give the file a name. I suggest you give it the date you are creating the file (e.g., use the following format: 041509) with no spaces or special characters.
- Locate the zipped file in your "My Files," and click the check box to the left of the file. (This file will have the extension .zip.)
- After clicking the check box next to your newly zipped file, click the "Download" button under Files.
- Follow the prompts to download the file, saving it in an appropriate location on your computer.
- On most computers, if you "right click" your mouse on the file after it has downloaded, you will get a contextual menu with an option to unzip the file. Every computer system calls unzipping something different, so use logic to figure out what zipping is on your system (perhaps "uncompress," for example.)

Check your files ...

After your files have been unzipped, you should be able to see all your files and folders as they appeared in WebCT "My Files." Look through your files and folders to make sure they follow the naming conventions listed below. It's **VERY IMPORTANT** that they do or you will have big problems migrating your course to Blackboard CE8.

Analyze all of your files **and folders** to make sure they follow these naming conventions (from <http://www.utexas.edu/learn/manage/naming.html>):

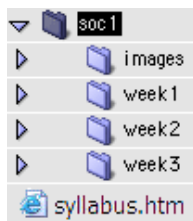
1. Don't use spaces in your file names
2. Don't use special symbols
3. Avoid redundancy
4. Keep names short and descriptive
5. Use lowercase characters only
6. Give file names meaningful extensions
7. Be consistent: either use .htm or .html

IMPORTANT DETAIL:

If you change any file or folder names, the links between the files will break. Moving them to a new location (e.g., to a new folder), will also break the link between files. For example, an image or a link to a file will not work if its name is changed or if the file is moved. It is highly recommended to check all the links in your files to make sure they work before you upload them to Blackboard CE8.

This migration process gives you a chance to "clean up" and organize your files.

The following image displays a recommended file structure. It's best to have your files organized in folders instead of all located on one level (meaning you are not using folders). Remember to follow the recommended naming conventions above for naming both folders and files.



etc...

Note: if you use the word "module" or "unit" in your course, use that terminology to name your folders instead of "week." The main thing is to be consistent.

Using a simple file structure will make it easier to access and locate your files and will assist in the migration process.

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