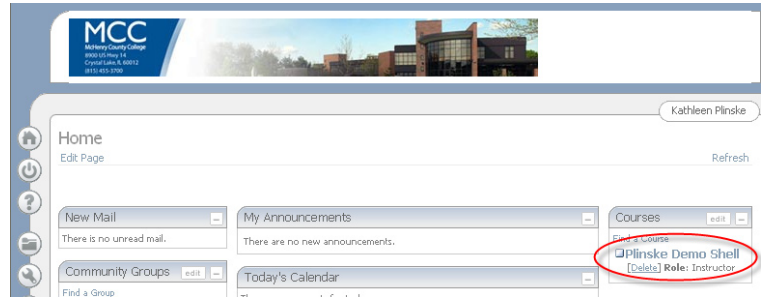


IMPORTING YOUR BLACKBOARD COURSE SHELL INTO ANGEL

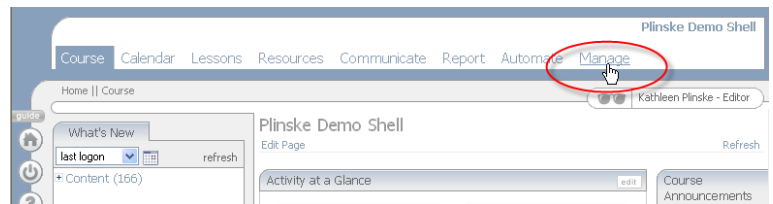
To import an exported Blackboard course shell into Angel,

- 1) Log into Angel at <http://mchenry.angellearning.com> using the username and password provided to you by Distance Education.

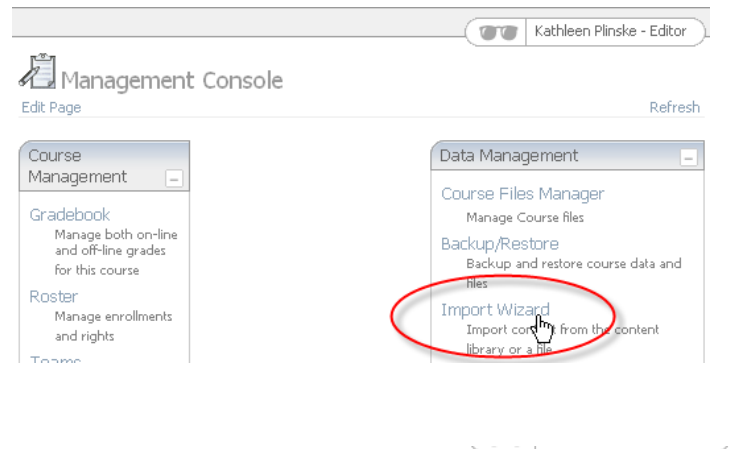
- 2) Access your course by clicking on its title in the **Courses** menu.



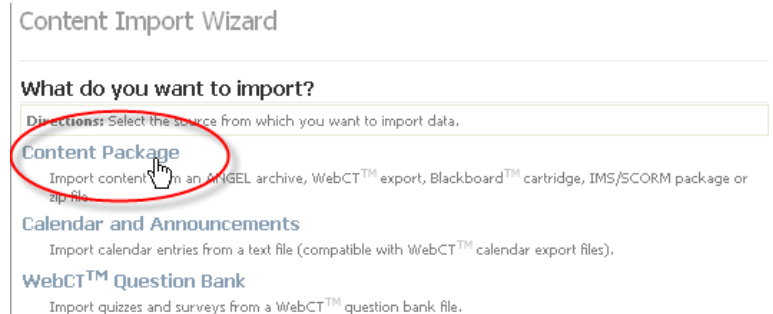
- 3) Click the **Manage** tab at the top of your course.



- 4) In the Management Console, click the **Import Wizard** link.



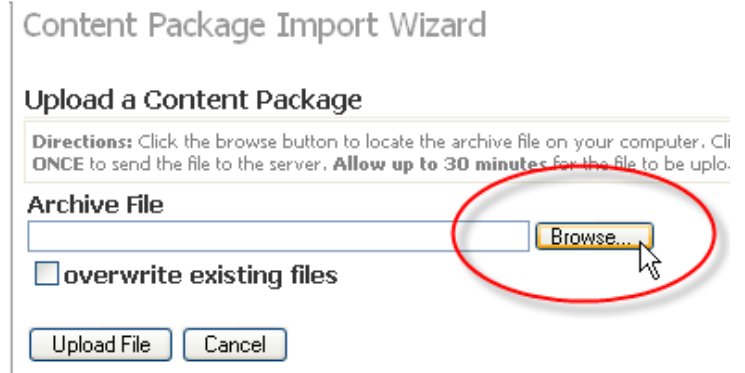
- 5) Click the **Content Package** link.



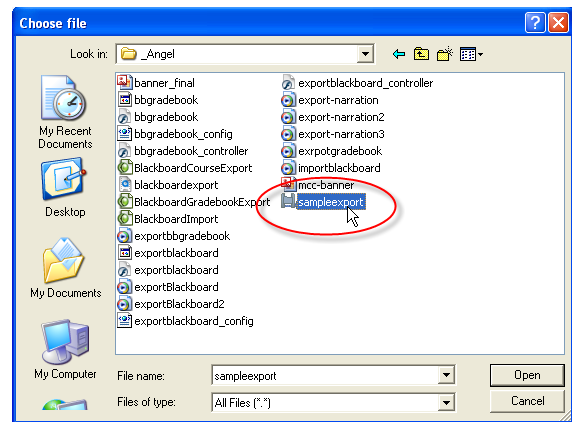
- 6) Click the **Browse** button. A window will appear for you to navigate to the location where you have saved your exported shell. Find your shell export file and double-click on it.

IMPORTING YOUR BLACKBOARD COURSE SHELL INTO ANGEL

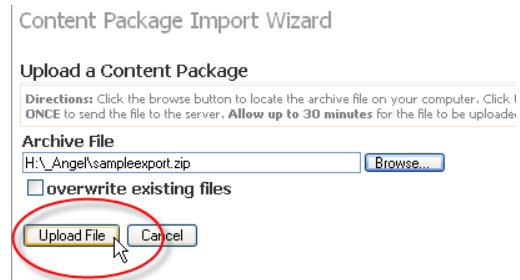
6) Click the **Browse** button.



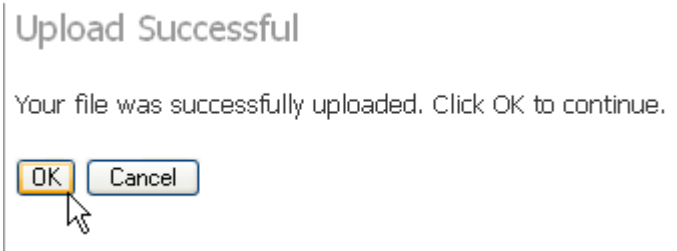
7) A window will appear for you to navigate to the location where you have saved your exported shell. Find your shell export file and double-click on it.



8) Your course export file will appear in the **Archive File** box. Click the **Upload File** button.

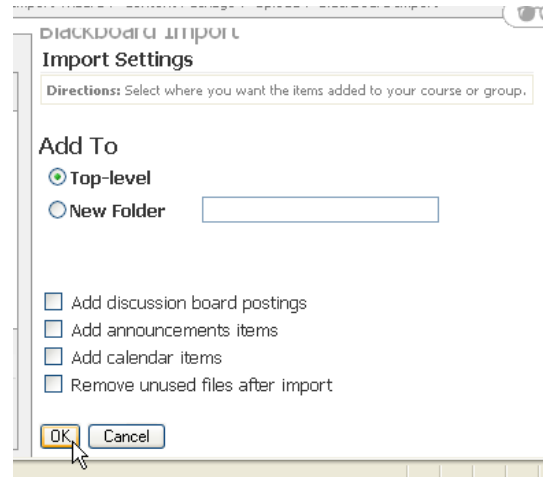


9) It may take several minutes for Angel to upload the Blackboard export file. Be patient and do not click the mouse during the process. When the upload is complete, a screen will appear indicating the upload was successful. Click the **OK** button.

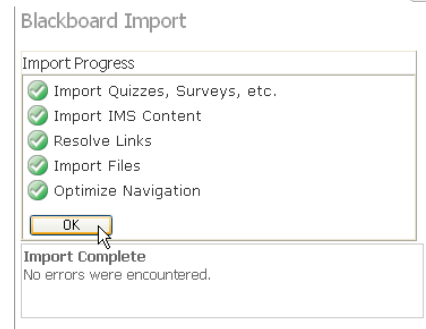


IMPORTING YOUR BLACKBOARD COURSE SHELL INTO ANGEL

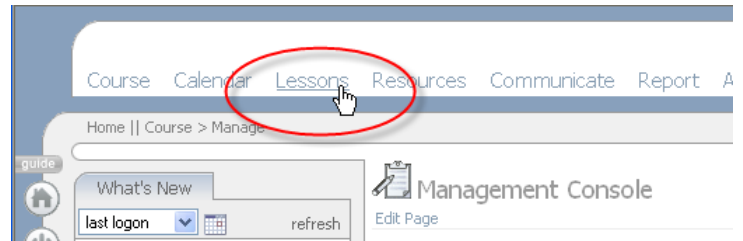
10) The next screen that appears includes settings selections for the imported files. Choose to import the files at the Top Level. Depending upon the content that you included in your export, you may wish to choose to add discussion posts, announcements, or calendar items. After making your selections, Click the **OK** button.



11) Angel will then import and organize your content. This process may take a few minutes as well. When the process is finished, a message will appear that the import is complete. Click the **OK** button.



12) You will be returned to the Management Console screen. To view your imported content, click the **Lessons** tab at the top of the screen.



13) All of your Blackboard content will have been imported into the Lessons area of Angel. Each Blackboard course menu link imports as its own folder into Angel. All question pools from Blackboard's Pool Manager import into a *Question Banks* folder.

