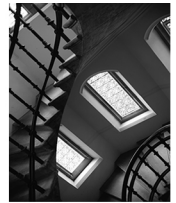


Prepare content for transition



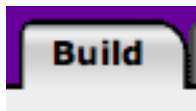
This document is intended for use between March to September 2011 only.

In preparation for transferring your course content from Blackboard Vista 8 to Blackboard 9, it is recommended that you organise the documents in the File Manager:

- create a tidy folder structure, if there isn't one already – as this will get copied over to Bb9
- remove any duplicate or obsolete files – see the instructions below
- if there are several versions of the same file in the file manager, identify the most up to date version and remove the old versions


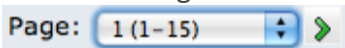

In addition you should identify any links in your course materials that link to documents, images or media in the file manager – these links will have to be updated after transferring to Bb9

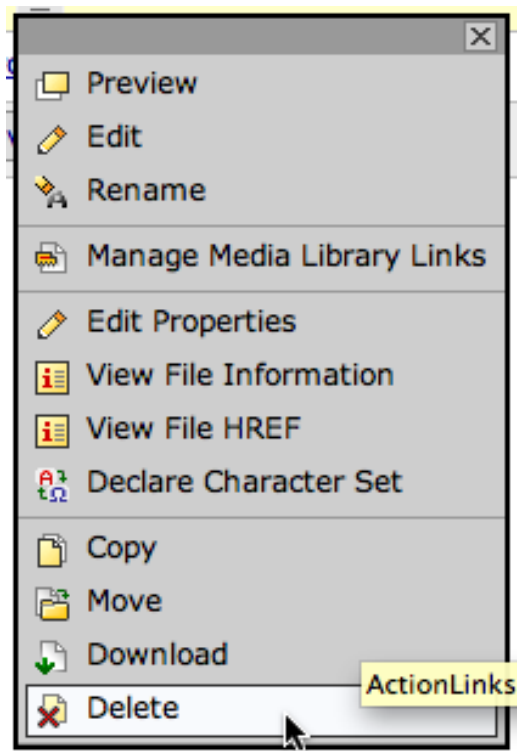
Deleting files from Blackboard Vista 8



- First, click the  tab.



- Then click the  File Manager icon on the left hand side.
- NOTE. The File Manager usually displays the first 15 folders and files. You can change this view in the bottom right hand corner by selecting which files to view and clicking the green arrow.

- Locate the file you wish to delete and tick the checkbox next to its name. If you wish to delete more than one file at a time then tick more checkboxes.
- Click on the  “action button’ next to the file.



Select the 'Delete' option.

NOTE. This will permanently delete the file from Blackboard, so be careful if you are still teaching with the file in Blackboard Vista 8.

When you have prepared the your course content the following guide will help you with the transition:

[How to: Import Blackboard 8 Content to Bb9 \(STAFF\)](#)