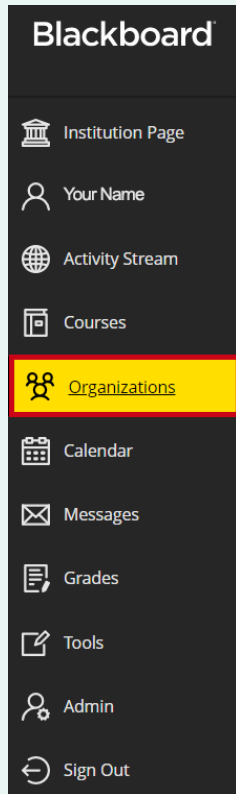
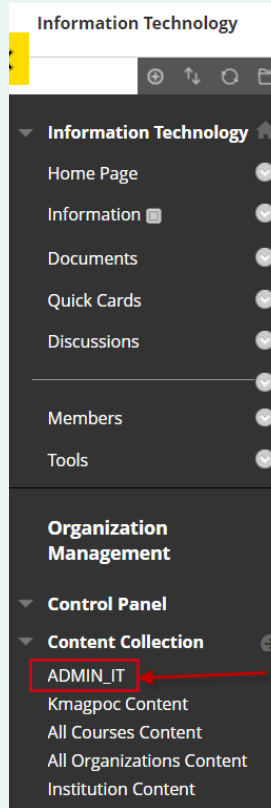


Download your Bb Organization Site Files and Move them to Teams

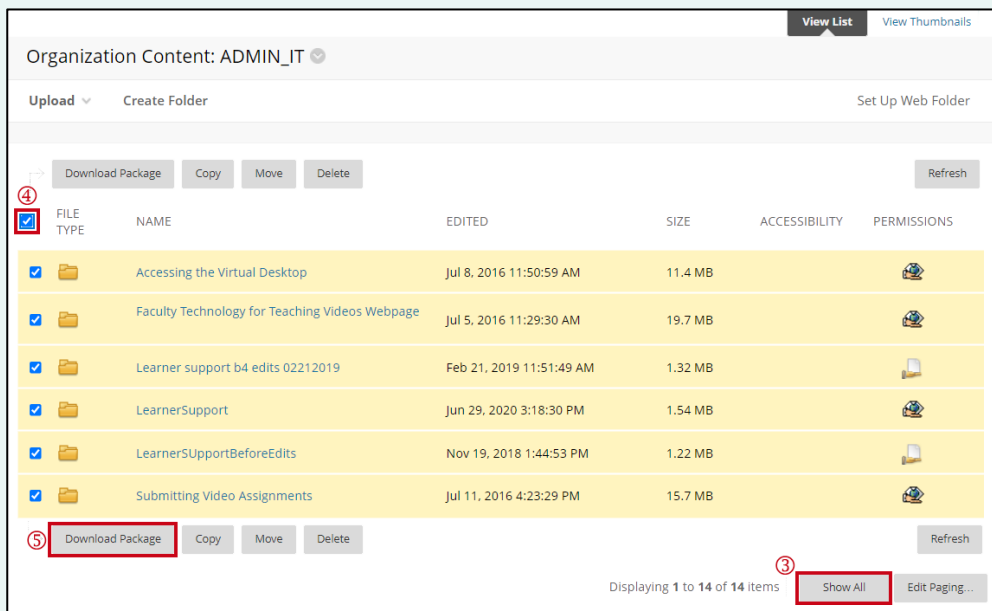
As Blackboard is phased out, all faculty, administrative and departmental organizations will need to be moved to Microsoft Teams. First, you will need to download your Org files from Bb.



1. Open Blackboard (bb.bw.edu) and click on Organizations.



2. Under “Organization Management” expand the Content Collection link. Click the Course ID link.



3. Click the “Show All” button at the bottom to display all of your files.

4. Check the select all box next to File Type. (You can manually uncheck any files you no longer need.)

5. Click the “Download Package” button.

6. All of the files you selected will be packaged into a zip file. You should see this file in the bottom left corner of your screen. (If you have a lot of files, this may take a bit of time.)

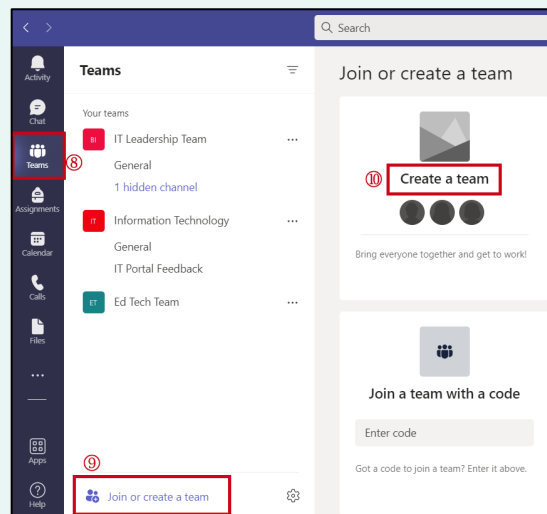
7. Click the link to open the zip file. (If you don't see it, look in your Downloads folder.) Make a new folder on the desktop of your computer to save these files. Select all the files (Ctrl + A) and drag all of the files into the new folder you created. Your export is complete, and you can now delete the zip file.

New to Teams? Attend an introductory training webinar hosted by Microsoft!
www.microsoft.com/en-us/store/workshops-training-and-events/professionals

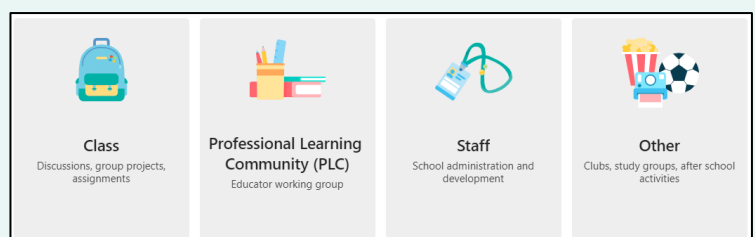
8. Open Teams and click the Teams icon.

9. Click "Join or create a team."

10. Click "Create a team."



11. Based on your needs, select a Team type. In most cases, you will choose "Staff." If you expect to do any quizzing in this organization, choose "Class."



12. Name your team.

13. Add a description.

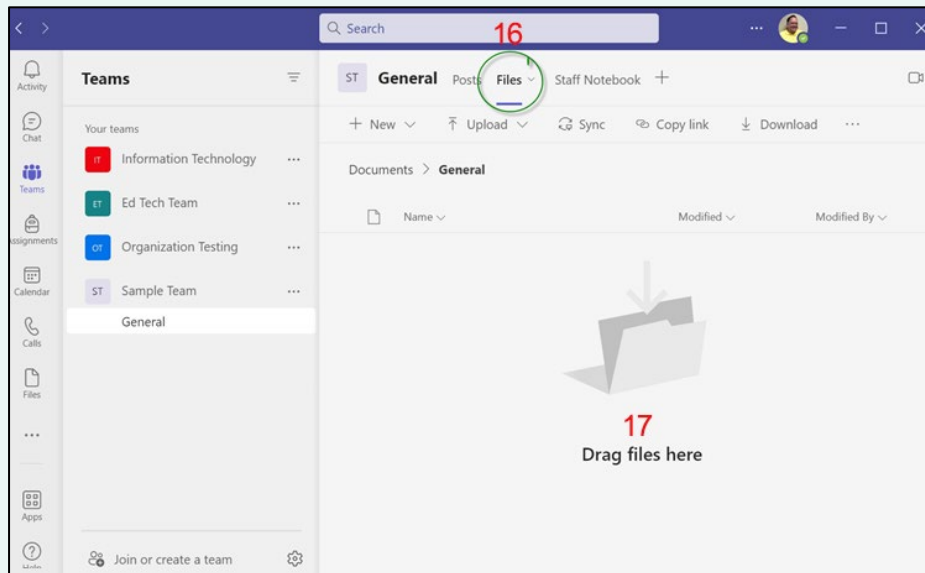
14. Set privacy.

15. Click the Next button.

You can add members to your team now or skip this step and finish it later.

16. Locate and click on the “Files” tab at the top of the window.

17. Open the desktop folder where you saved the files from the zip package. Select all. Click and drag all of those files and drop them in the space below.



18. All of your files will begin uploading. Note the “uploading” icon in the corner. When the arrow stops spinning, the process is complete. This process saves your files only. There are no copies of item descriptions, user interactions, or grades.

