Instructions to Migrate Content From Orgs to Teams

1. In the Blackboard Portal go to Content (Top Right)

Closing Down Portal	My Page	Community	Course Evals	Content
On the left panel select Org	ganization Cont	ent		
Content My Content Course Content				

2. - (



3. Select the box to the left of the Org you wish to migrate in the provided list

\rightarrow	Bookmark Items Email Items Download Package						Refresh	
	File Type	Name	Organization	Edited	Size	Permissions	Versions	Comments
		ACT-QMS	ACT-QMS (Quercus Migration Sample)	Feb 22, 2018 5:46:31 PM	311.7 MB	,		
4	Bookmark I	tems Email Item	Download Package					Refresh

4. Click 'Download Package'



- 5. Once package is downloaded.
- 6. Unzip the folder and upload the content into Teams.
- 7. Go to <u>https://teams.microsoft.com</u>. You will find your empty shell for your org.
- 8. At the top of your empty Teams channel click "Files"
- 9. Basic and Advanced options for Uploading Files: Within Teams, single files or folders or selections of up to 10 files can be uploaded. In the SharePoint version of the Teams channel there are more advanced options.



- 1. Upload: Select the content you want in the unzipped file and click 'Open' and they will upload into Teams. You can select single files or folders or selections of up to 10 files at a time.
- 2. Open in SharePoint: In SharePoint you can drag and drop the entire unzipped file and it will create the file up on Teams. You can also sync the folder to a local instance of OneDrive.