

# Migrations Options: eTenure Portfolio

## Quick Summary

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This document will discuss the various options that faculty may use to migrate their eTenure content from Blackboard to Brightspace.

## Requesting an eTenure site for Brightspace

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The following steps show how to request an eTenure site for Brightspace. All tenure track faculty must create an eTenure site in Brightspace.

### Navigate to the Tenure and Promotion page on the Tri-C website

The form that faculty will use to request their eTenure site is housed on the Tri-C website. Follow the following link to navigate to the Tenure and Promotion page.

[Tenure and Promotion page](#)

### Fill out Microsoft Form

Fill out the Microsoft Form to create your page. **Faculty will receive an email notifying them when their site is ready.**

## Migration Options

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There are various options for building your eTenure Portfolio.

- Build from scratch
- Export/import from Blackboard
- Migrate using K16 service

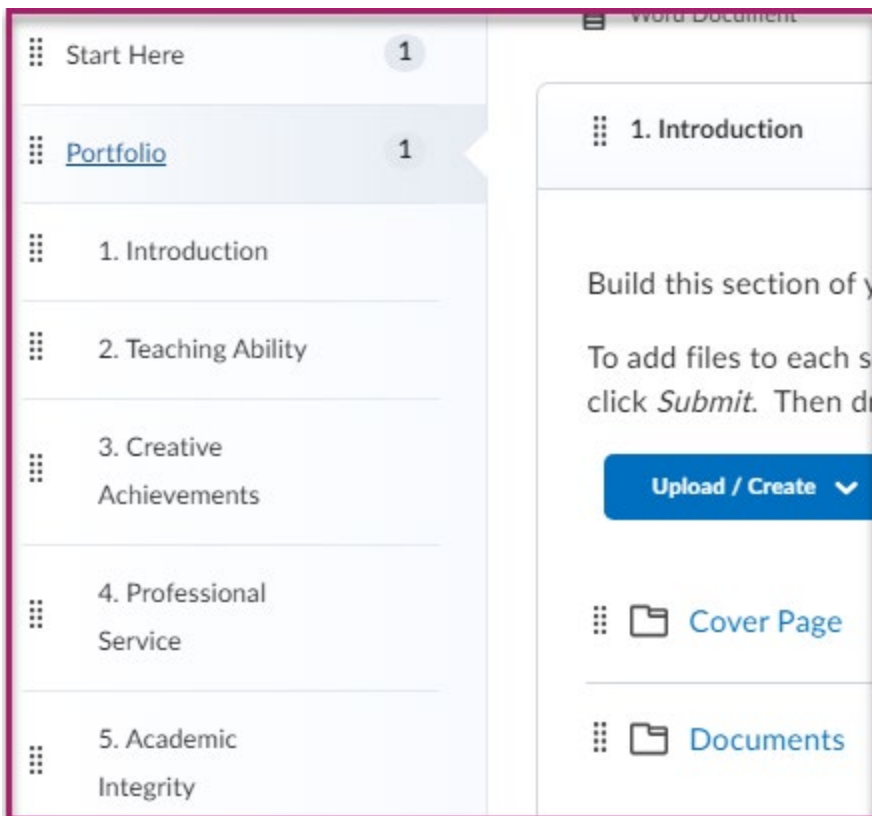
## Option 1: Build from scratch

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This option requires no migration. Faculty who choose this option must request their eTenure Portfolio, after receiving their email notification they can start to build their portfolio.

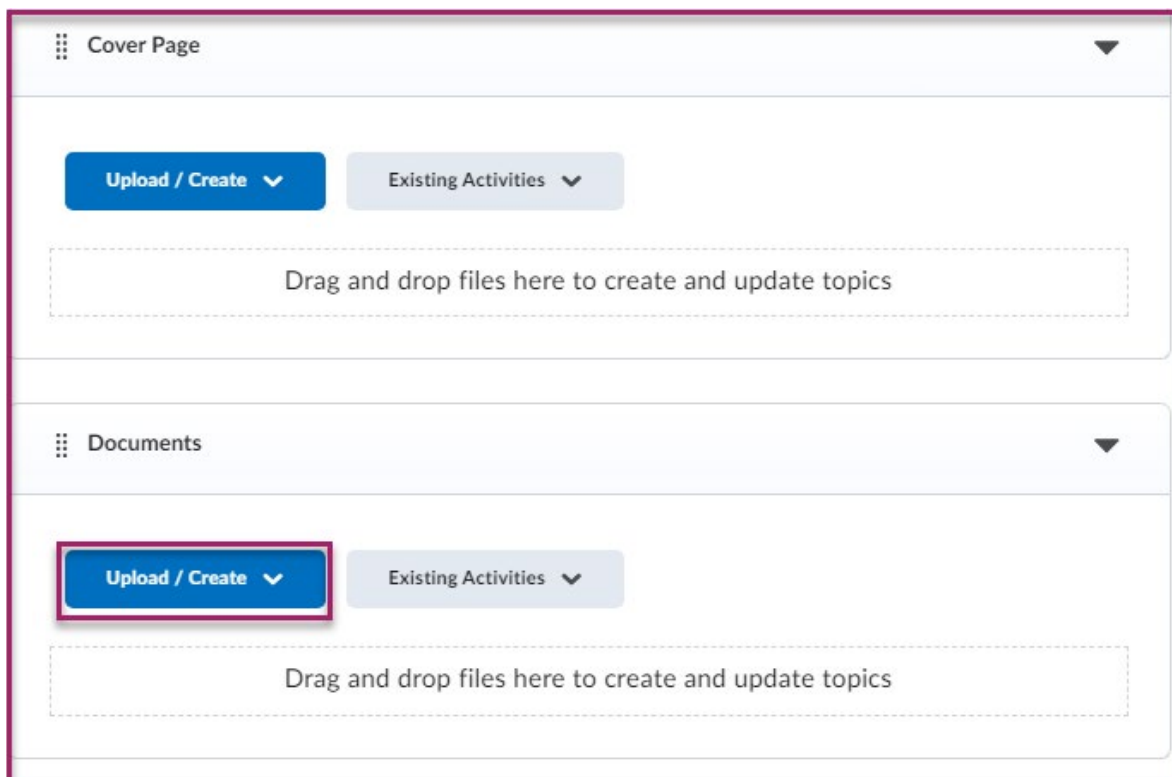
### Navigate to a section of the eTenure Portfolio to add content

Select one of the portfolio sections to add content.



## Upload Content

Select "Upload/Create" to add the needed content



## Option 2: Export/Import from Blackboard

Faculty who already have content in a Blackboard eTenure site can export it and then import it into Brightspace. It is recommended that faculty who choose this option create a Sandbox in Brightspace to import their content to then move into their eTenure Portfolio.

### Steps for Exporting from Blackboard

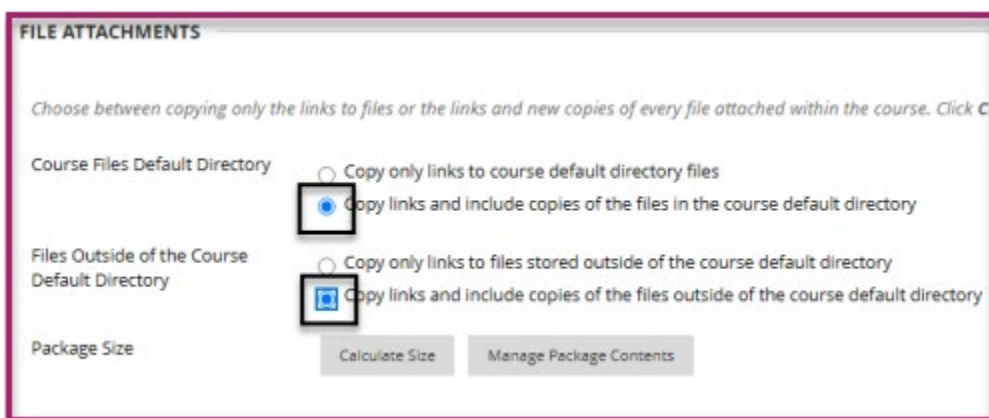
Step 1. Open your eTenure Portfolio in Blackboard

Step 2. In the Control Panel, select Packages and Utilities.

Step 3. Select Export/Archive Course.

Step 4. Select Export Package.

Step 5. Select the second option for both File Attachments selections



**FILE ATTACHMENTS**

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click C

Course Files Default Directory

Copy only links to course default directory files

Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory

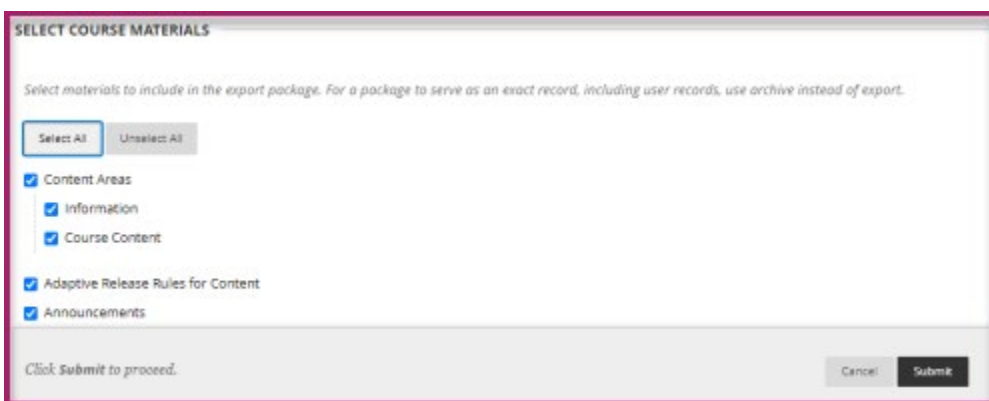
Copy only links to files stored outside of the course default directory

Copy links and include copies of the files outside of the course default directory

Package Size

Calculate Size Manage Package Contents

Step 6. Choose Select All & Submit



**SELECT COURSE MATERIALS**

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

Select All Unselect All

Content Areas

Information

Course Content


Adaptive Release Rules for Content

Announcements

Click Submit to proceed.

Cancel Submit

Step 7. Navigate back to Packages and Utilities and download the Export file by clicking on the file.



**PACKAGES CREATED MANUALLY**

The packages will be available for 30 days before they are automatically deleted.

| FILE NAME  | DATE CREATED    | AVAILABLE UNTIL |
|--|-----------------|-----------------|
| ExportFile_SBX_500892074_UBNTEST_98431_20240402103841.z... | 4/2/24 10:38 AM | 5/2/24          |

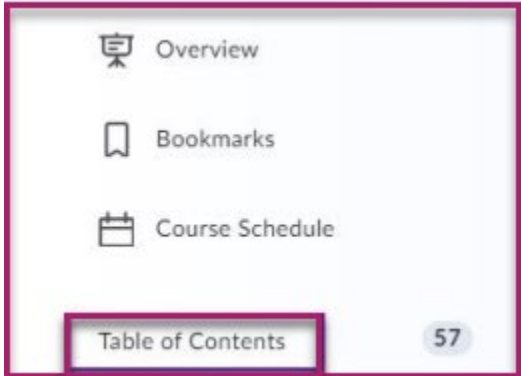
## Steps for Importing into Brightspace

Step 1: Navigate to Brightspace

Step 2: Create a new Sandbox and title it eTenure Sandbox.

Step 3: Navigate to “Content” on the Navbar.

Step 4: Select Table of Contents



Step 5: Select Import Course and choose Import Course Package

Step 6: Select Upload on the pop-up window and locate your Blackboard Course Package and choose open.

Step 7: Select Import All Components.

Step 8: Navigate back to Content and check to make sure all of your content has migrated.

## Option 3: Migrate Content using K16

Faculty who choose this option will have their content moved to a Sandbox in Brightspace by the third party vendor, K16.

If you would like to use this option, please notify David Crowell via email at [David.crowell@tri-c.edu](mailto:David.crowell@tri-c.edu) by November 25, 2024. There is no preparation needed in Blackboard for this option.

## After Migration

For faculty who choose to have migrate their content using either options 2 or 3 their next step will be to move content from their Brightspace Sandbox to the eTenure Portfolio.

Select the following link for steps on how to move content from a Brightspace site to another Brightspace site.

[Import Selected Items from one Brightspace Course into another Brightspace Course](#)

## Need Help?

If you need help with any of these processes, please email David Crowell at [David.crowell@tri-c.edu](mailto:David.crowell@tri-c.edu).

