# Top Five Tips for Converting your Blackboard course to Sakai

1) Copy PowerPoints, Word documents or PDF files to Sakai:

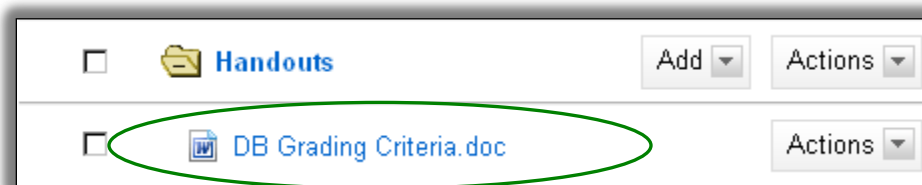In **Blackboard,** in **Display or Edit View, copy your file**:
a) **Right-click** on a file, click on **Save Link As**.
b) Save the file in a location you can easily find, such as a folder you created called Handouts on your desktop or flash drive.

TIP: Save all your files to your computer first, before uploading to Sakai. If you copy and paste instead of using Save Link As, you may see your files, but your Sakai students probably will not! You can "relink" to your files following instructions further below.
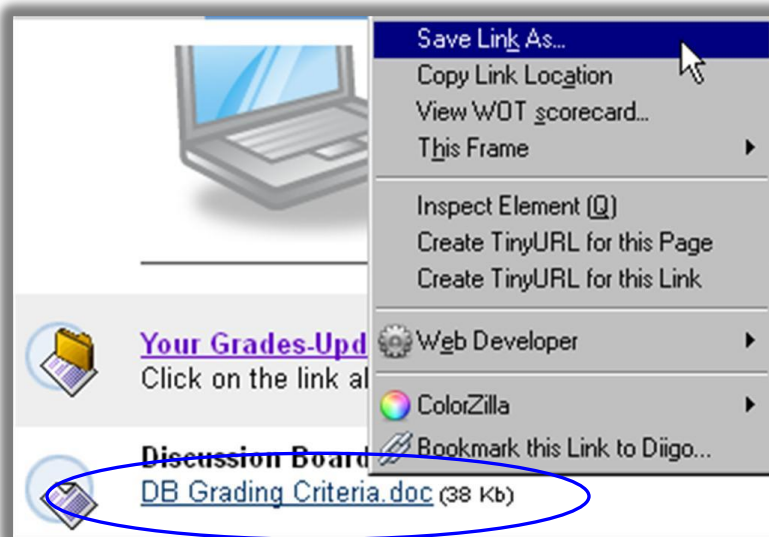
In **Sakai, add your file to Resources:**
c) In **Resources**, create a folder called Handouts and upload your saved Blackboard document to your Handouts folder. Follow these instructions for creating folders/uploading files in Resources.

Optionally, in **Sakai, link and/or attach your files:**
d) In **Syllabus**, you can attach documents. For more information, review How to Post your Syllabus Using the Syllabus Tool.
e) In **Lessons,** you can link to files you added to Resources.

2) **Copy images to Sakai:**

In **Blackboard,** in **Display View, copy your image:**

a) **Right-click** on an image, click on **Save Image As**.

b) Save the file in a location you can easily find, such as a folder you created called Images on your desktop or flash drive.

TIP: Save all your images to your computer first, before uploading to Sakai. If you copy and paste instead of using Save Image As, you may see your images, but your Sakai students probably will not! You can "relink" to images following instructions further below.
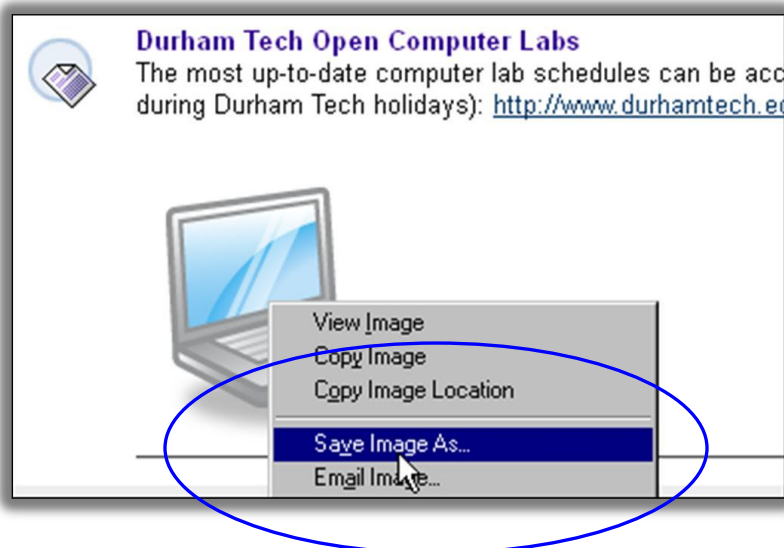
In **Sakai, add your image to Resources:**

c) In **Resources**, create a folder called Images and upload your image to your Images folder. Follow these instructions for creating folders/uploading files in Resources.
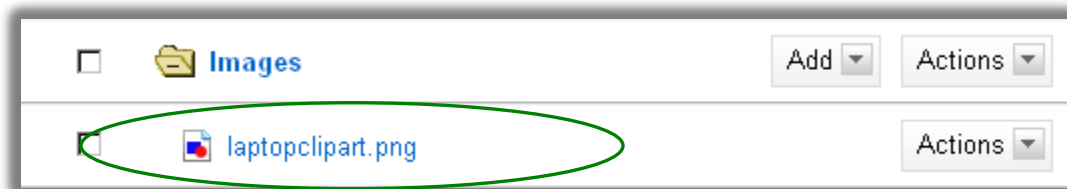
Optionally, in **Sakai, display your images:**

d) In **Syllabus** or the **Home page**, use Image Tips to display images. To see what images added to the Home page look like, please review these Sakai Examples.

e) In **Lessons,** you can also display images added to Resources.

3) Copy text and/or web addresses to Sakai
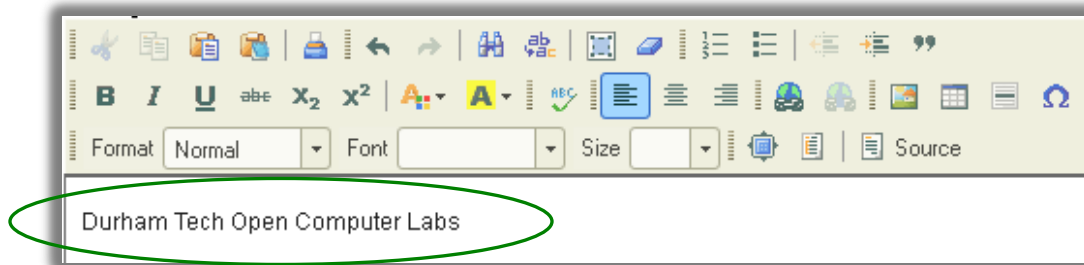
In **Blackboard,** in **Edit View:** [Modify]

    a) To the right of text you want to copy, click on the **Modify** button
    b) **Select** (highlight) the Name of the Item, press the **Ctrl and C keys** on your key board to copy the Name of the content item.
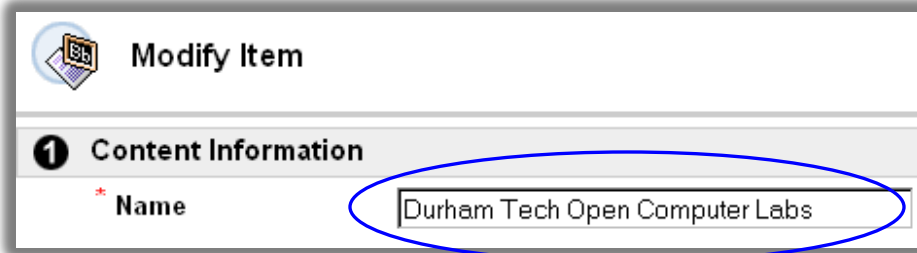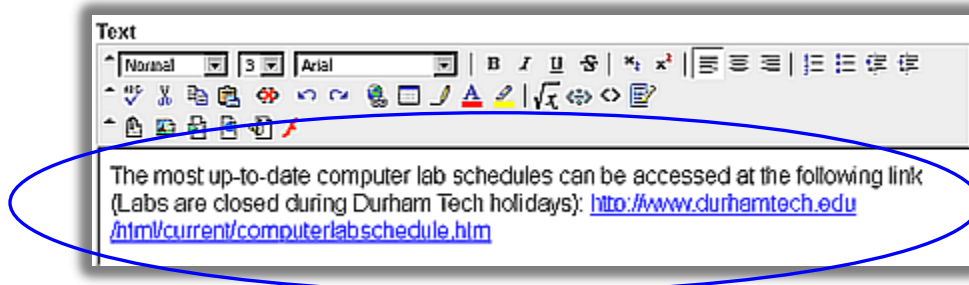

In **Sakai,** in the **Text Editor:**

    c) Click where you want to paste the text in the **Text Editor**.
    d) Press the **Ctrl and V keys** on your keyboard to paste the title in **Sakai.** (You may get a pop-up box, where you'll need to paste the text again using the Ctrl and V keys, then click OK at the bottom of the pop-up box).

    TIP: If you need to stop, in **Sakai**, click on the **Save** button at the bottom to save the text.


In **Blackboard,** in **Edit View:**

    e) **Select** (highlight) the text and external web addresses, press the **Ctrl and C keys** on your key board to copy the text and web addresses of the content item.

In **Sakai,** in the **Text Editor:**

> f) Click where you want to paste the text and web addresses in the **Text Editor**.
>
> g) Press the **Ctrl and V keys** on your keyboard to paste the text and external web addresses into **Sakai's Text Editor**. (You may be asked twice to paste the text. If so, use the Ctrl and V keys to paste the content again, then click OK.)
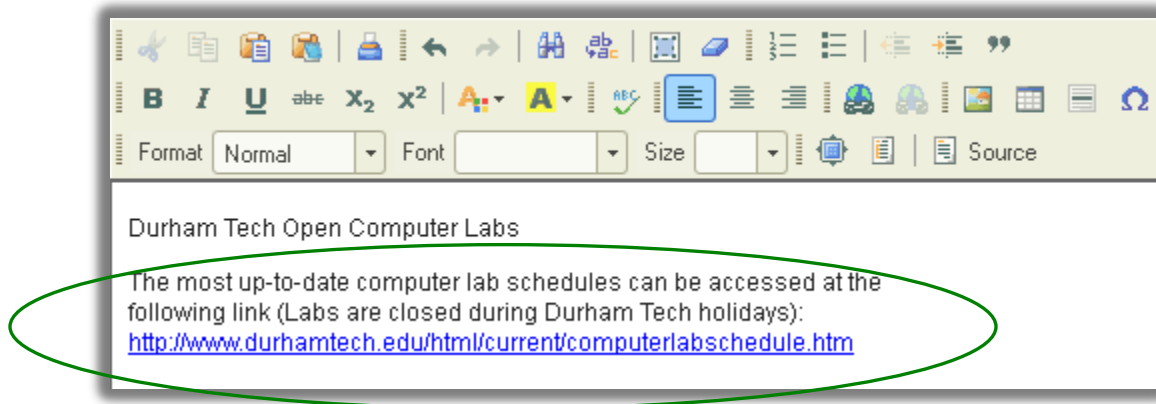
> h) In the **Sakai Text Editor**, at the bottom, click on **Save**.
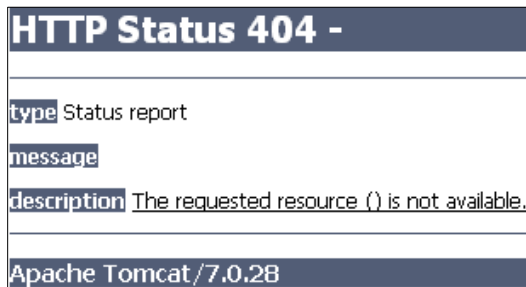
Saved in the Sakai Text Editor:
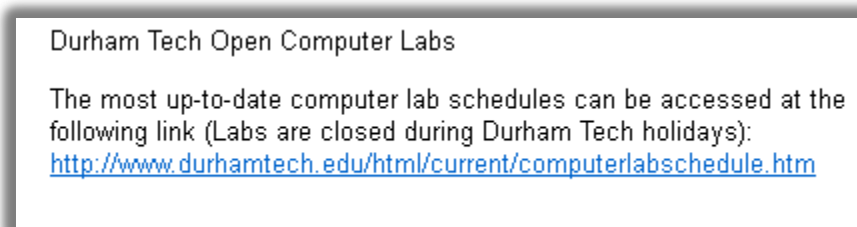
4) **Relink to Sakai Files and/or Images:**

After copying files from Blackboard or Sakai, if your files or images don't display to your students (and/or to you) in Sakai, you can relink to your files/images:

If your files have not been uploaded to your course site **Resources** area, in **Resources**, create folders and upload your documents to your **Sakai** folders. Follow these instructions for creating folders/uploading files in Resources.

Sakai File not found message:

In the **Sakai Text Editor**: **Relink to a File**

a) In the **Sakai Text Editor**, **click** on the **underlined text** that is linking to a file that is getting the HTTP Status 404 message: The requested resource ( ) is not available.

b) On the middle Toolbar, on the right, click on the **Link** button.

c) In the **Link** dialog box, click on the **Browser Server** button

d) In the **Resource** area displayed, click on the **folder** where your handout is stored (for example, Handouts), then click on the **file name** (such as Database Passwords)

e) In the **Link** dialog box, click on the **OK** button; in the **Text Editor**, click on **Save**.

f) Click on the underlined text. A dialog box will ask if you want to open or save the file.
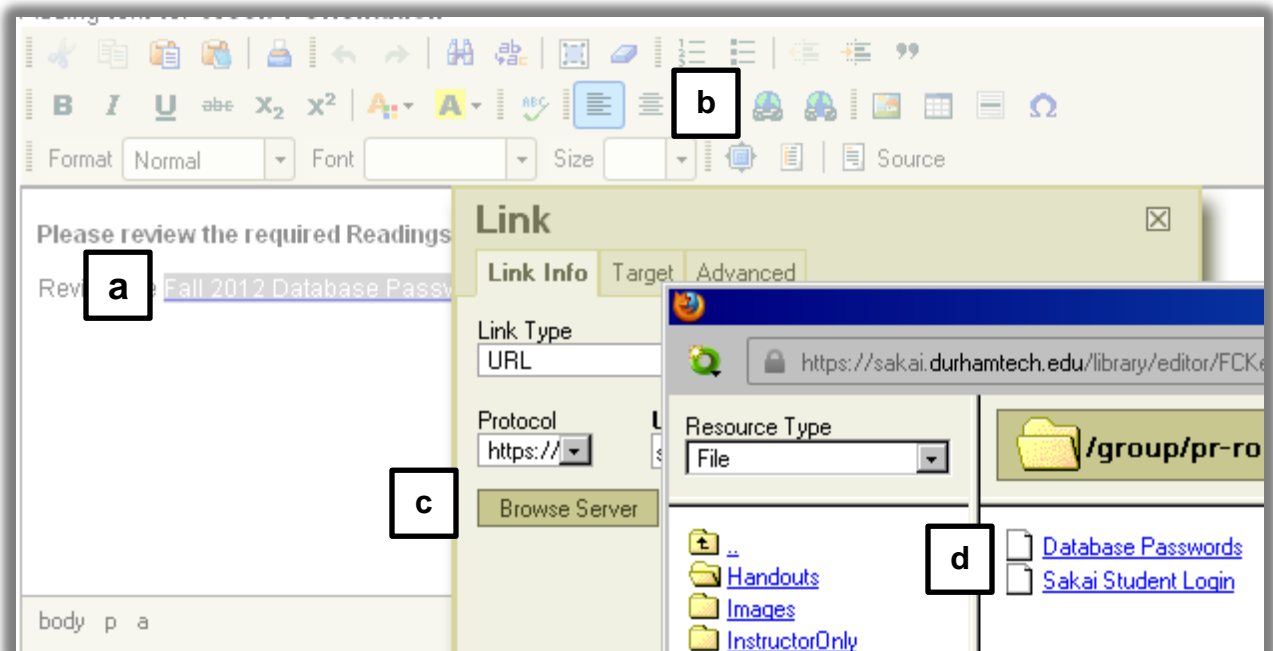
In the Sakai Text Editor: Relink to a Sakai Image

a) In the **Text Editor, double-click** on the blank box where the image was displayed**.**
b) In the **Image Properties** dialog box, click the **Browser Server** button.
c) In your **Resources** area displayed at the top, click on the folder where your image is located (such as Images), click on your image file name (such as laptopclipart.png).
d) In the **Image Properties** dialog box, click **OK**. Your image should now display.
e) In the **Text Editor**, click on **Save**.
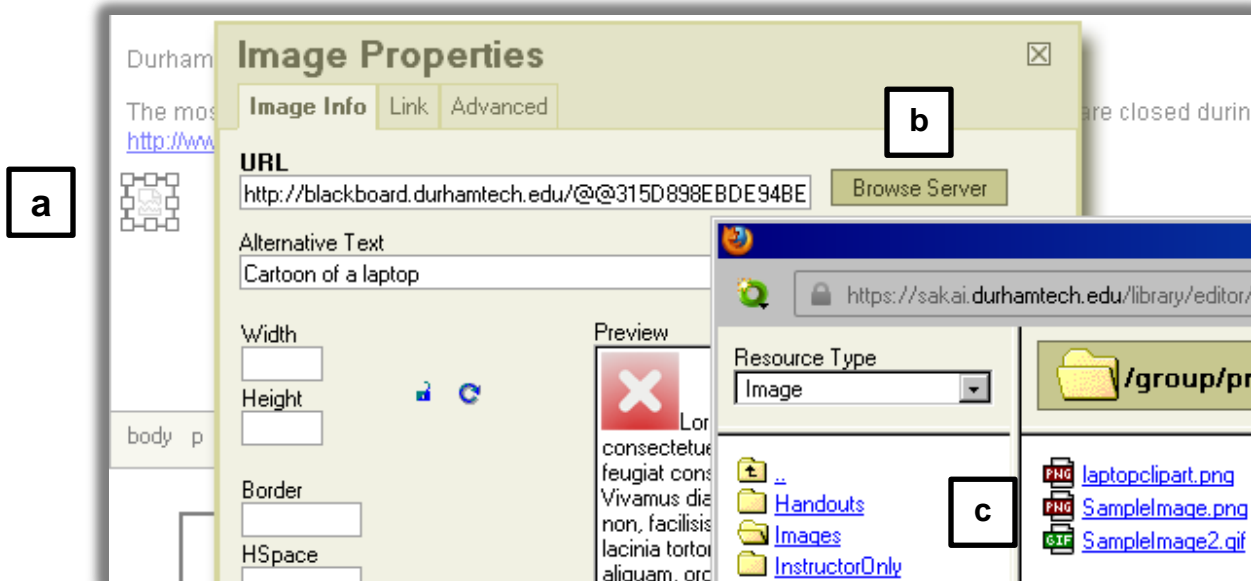
f) Your image will now display in **Sakai**:
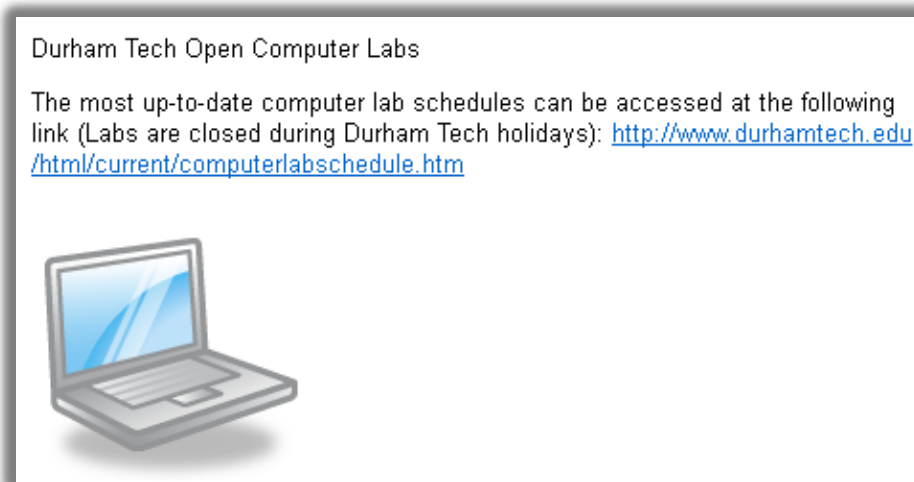
5) **Copy Tests, Quizzes and Pools from Blackboard to Sakai:**
    Follow the step-by-step instructions for exporting tests, quizzes and pools from Blackboard and importing them into Sakai.