

Bulk Import Web Content, SCORM, Blackboard Packages, and Moodle Packages (Enterprise)

Schoolology provides the functionality to bulk import your Web Content, SCORM, Blackboard packages, and Moodle packages.

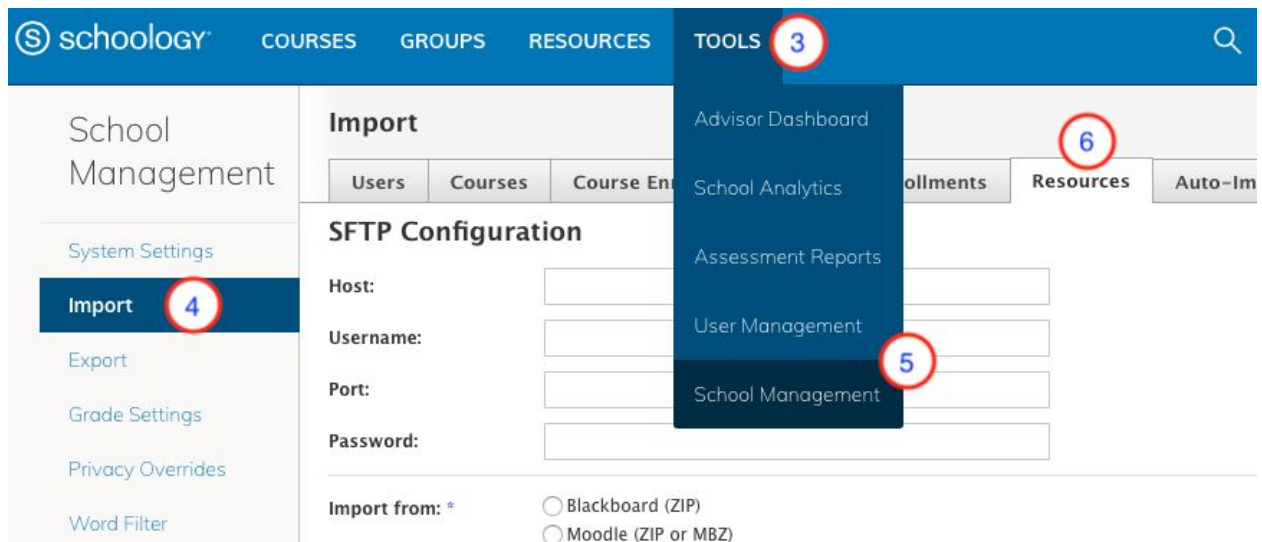
Note: Schoolology is optimized to process imports and exports (auto or manual) most quickly between the hours of 7pm to 6am Eastern Time (ET) from Monday to Sunday. Imports or exports that are run outside of this window will be slower to complete. Schoolology strongly recommends performing or scheduling all imports, exports, and bulk deletions during this time frame, including manual imports as well as scheduled auto-imports, for optimal performance.

Step 1: Prepare your Files and Verify your SFTP Server

1. Organize your course files and content to prepare for your import.

Note: For large migrations, Schoolology recommends separating courses by subject.

2. Connect with your Schoolology Team to acquire Secure File Transfer Protocol (SFTP) credentials.



The screenshot shows the Schoolology user interface. At the top, there is a navigation bar with tabs for COURSES, GROUPS, RESOURCES, and TOOLS. The TOOLS tab is highlighted and circled in red with the number 3. Below the navigation bar, there is a left sidebar with a menu containing School Management, System Settings, Import (circled in red with the number 4), Export, Grade Settings, Privacy Overrides, and Word Filter. The main content area is titled 'Import' and contains a sub-section for 'SFTP Configuration'. This section includes input fields for Host, Username, Port, and Password. Below these fields, there is a section for 'Import from:' with two radio button options: Blackboard (ZIP) and Moodle (ZIP or MBZ). On the right side of the interface, there is another navigation bar with tabs for Enrollments, Resources (circled in red with the number 6), and Auto-Im. A dropdown menu is open over the TOOLS tab, showing options like Advisor Dashboard, School Analytics, Assessment Reports, User Management, and School Management (circled in red with the number 5).

3. Click **Tools**.
4. Select **School Management**.
5. Click **Import** on the left.
6. Click the **Resources** Tab.

Import

Users Courses Course Enrollments Group Enrollments Resources

SFTP Configuration

Host:

Username:

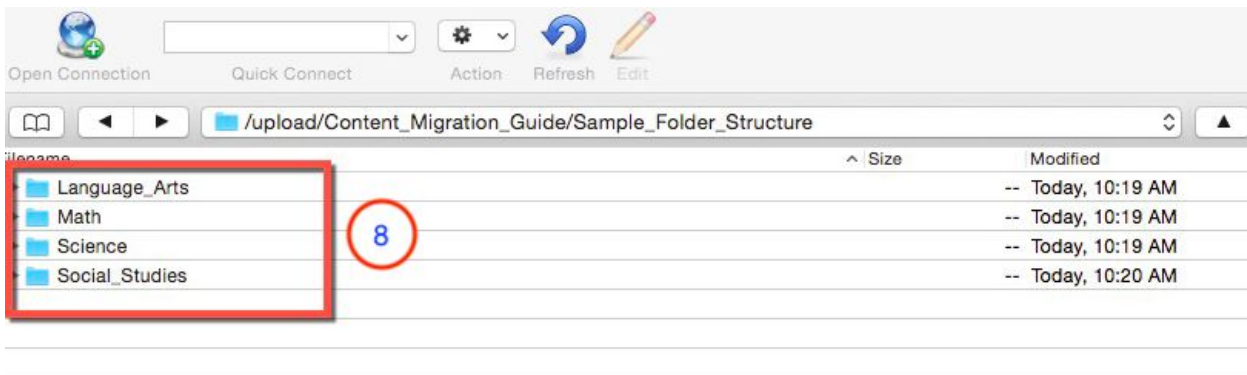
Port:

Password:

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7. If you haven't yet configured your SFTP server, enter the required information:

- Host
- Username
- Port
- Password



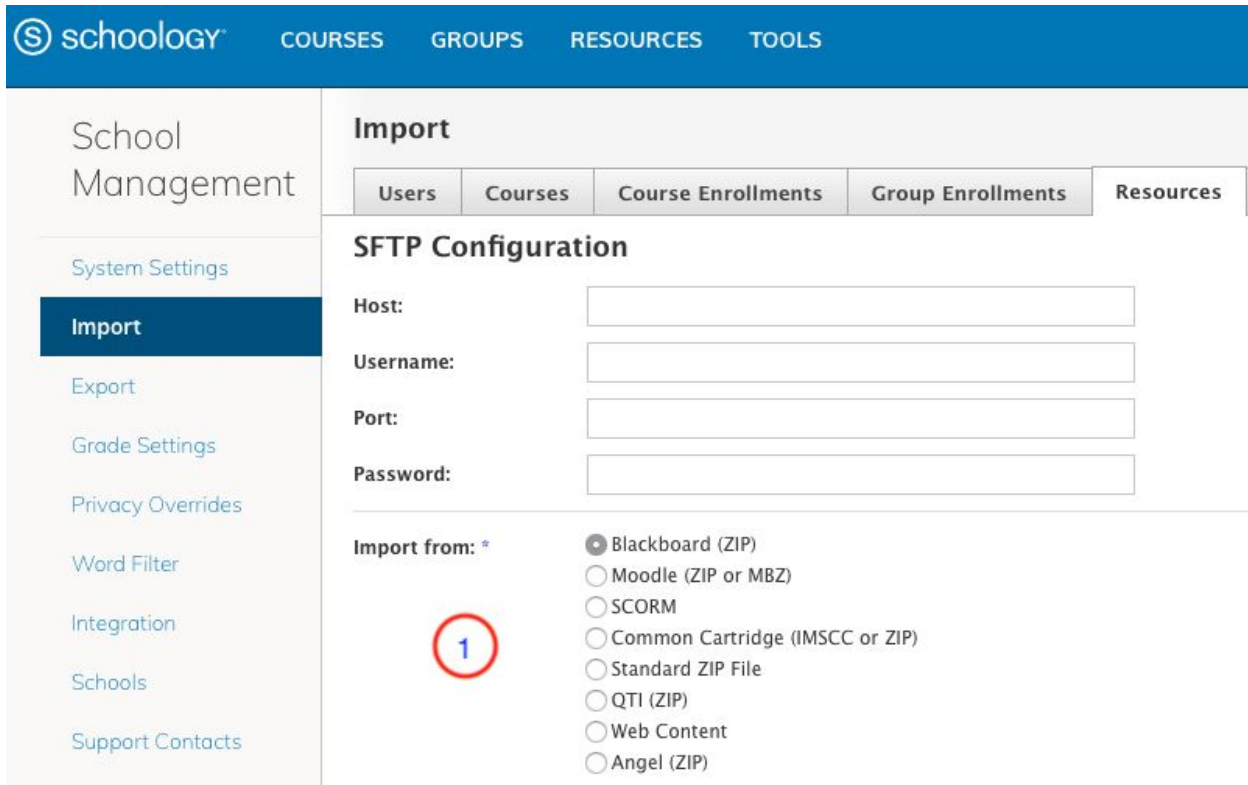
Open Connection Quick Connect Action Refresh Edit

/upload/Content_Migration_Guide/Sample_Folder_Structure

filename	Size	Modified
Language_Arts		-- Today, 10:19 AM
Math		-- Today, 10:19 AM
Science		-- Today, 10:19 AM
Social_Studies		-- Today, 10:20 AM

8. Confirm access to the server, and then organize the course files in a series of folders. Make sure that there is a clear and concise naming structure in place for your folders. The names of your files will become the name for the Groups in which you will eventually place the content for distribution on your Schoolology platform.

Step 2: Import your Content



The screenshot shows the Schoolology interface. The top navigation bar includes 'COURSES', 'GROUPS', 'RESOURCES', and 'TOOLS'. The left sidebar lists 'School Management' and 'System Settings', with 'Import' highlighted. The main content area is titled 'Import' and has tabs for 'Users', 'Courses', 'Course Enrollments', 'Group Enrollments', and 'Resources'. Under the 'Import' tab, there is an 'SFTP Configuration' section with input fields for 'Host:', 'Username:', 'Port:', and 'Password:'. Below these fields is the 'Import from: *' section, which has a red circle with the number '1' next to it. The options for 'Import from: *' are:

- Blackboard (ZIP)
- Moodle (ZIP or MBZ)
- SCORM
- Common Cartridge (IMSCC or ZIP)
- Standard ZIP File
- QTI (ZIP)
- Web Content
- Angel (ZIP)

1. Select which **Content Type** to import:

- Blackboard
- Moodle
- SCORM
- Standard ZIP file
- Web content
- QTI
- Common Cartridge

Note: When importing packages from Blackboard, QTI or Moodle, Schoolology supports these question types:

- Multiple Choice
- Matching
- Short Response
- Multiple Answer
- Ordering
- Fill in the Blank
- Opinion Scale
- True/False
- Fill in the Blank
- Fill in the Blank Plus

- Either/Or
- Essay

Import to:

New collection
 Existing collection 2

Collection:

Home

New folder title:

Home

Group Resources
Content Migration Group

Note: When importing the following question types:

Multiple Choice	Matching
Multiple Answer	Ordering
Opinion Scale	True/False
Either/Or	Essay

Path to File:

Import all files in path ?

- To import into an existing collection:
 - Within **Import To**: Select **Existing collection**.
 - Choose the collection to which you want to import.
 - Create a New Folder Title within the Content Migration Group folder that matches the folder you are importing within the SFTP Server.

Path 3 → /upload/Content_Migration_Guide/Sample_Folder_Str...

Import all files in path ?

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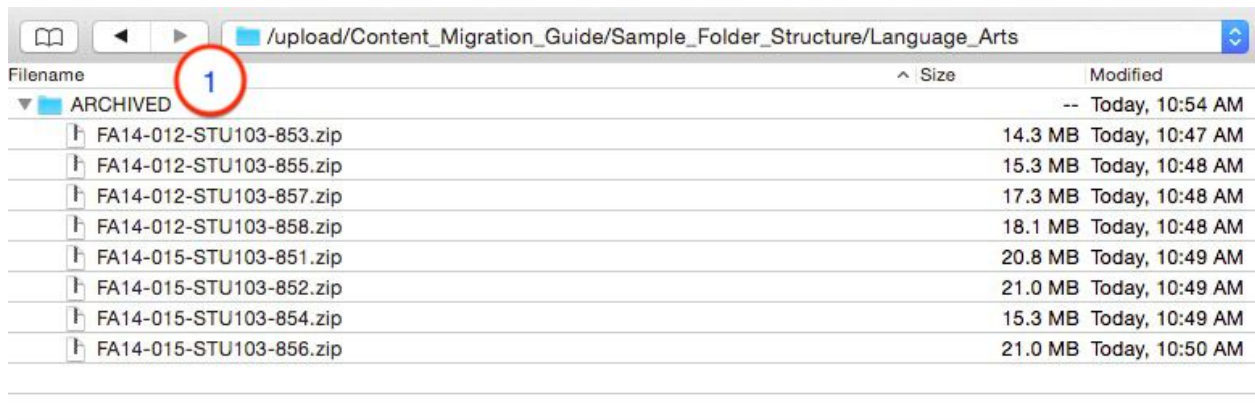
- Type in the full path directory that corresponds to the exact language on the SFTP Server. Click **Find** before you go any further. A green check mark confirms that you are connected to the SFTP Server.

Note: If you are having trouble connecting to the SFTP server, check your firewall settings, or try logging out and back in to Schoolology.

- Confirm you've selected **Import all files in path** and then click **Import**.

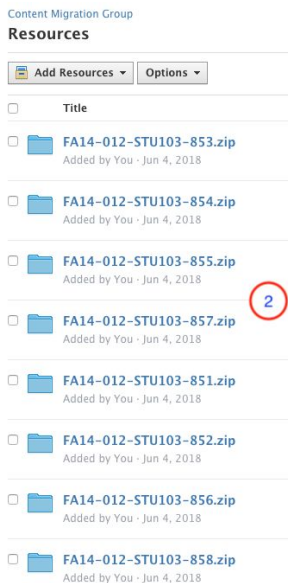
Step 3: Tracking & Status Log

1. Schoolology automatically places these imported files into a new **ARCHIVED** folder on the SFTP Server so you can track which courses you have already imported. Schoolology does not import files in subfolders in the SFTP, so if you want to re-import the files you have to either write out the path to the **ARCHIVED** folder or move files out of that folder.



Filename	Size	Modified
ARCHIVED		-- Today, 10:54 AM
FA14-012-STU103-853.zip	14.3 MB	Today, 10:47 AM
FA14-012-STU103-855.zip	15.3 MB	Today, 10:48 AM
FA14-012-STU103-857.zip	17.3 MB	Today, 10:48 AM
FA14-012-STU103-858.zip	18.1 MB	Today, 10:48 AM
FA14-015-STU103-851.zip	20.8 MB	Today, 10:49 AM
FA14-015-STU103-852.zip	21.0 MB	Today, 10:49 AM
FA14-015-STU103-854.zip	15.3 MB	Today, 10:49 AM
FA14-015-STU103-856.zip	21.0 MB	Today, 10:50 AM

2. After the import runs, you should have a group of courses in the correctly named folder within the group.



Content Migration Group
Resources

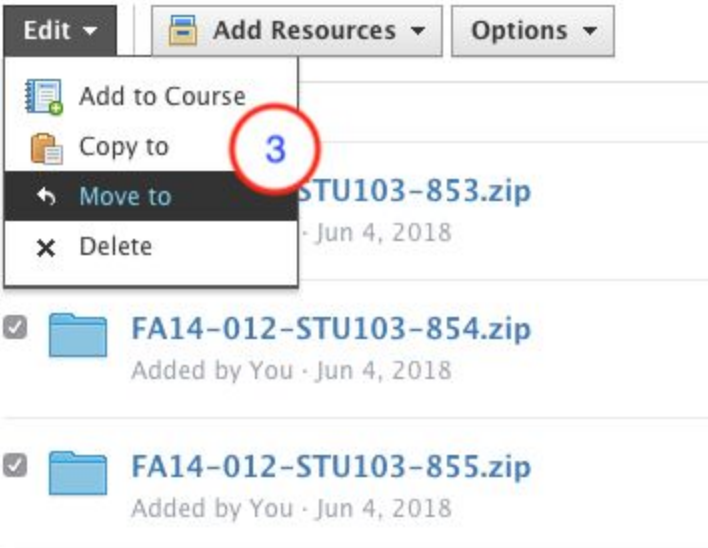
Add Resources Options

Title
FA14-012-STU103-853.zip Added by You · Jun 4, 2018
FA14-012-STU103-854.zip Added by You · Jun 4, 2018
FA14-012-STU103-855.zip Added by You · Jun 4, 2018
FA14-012-STU103-857.zip Added by You · Jun 4, 2018
FA14-012-STU103-851.zip Added by You · Jun 4, 2018
FA14-012-STU103-852.zip Added by You · Jun 4, 2018
FA14-012-STU103-856.zip Added by You · Jun 4, 2018
FA14-012-STU103-858.zip Added by You · Jun 4, 2018

3. If you need to adjust the courses in the folders, you can move course files in bulk by selecting multiple files and using the **Move To** option under **Edit** in the top-left corner of **Group Resources**.

Content Migration Group

Resources



Edit ▾ | Add Resources ▾ | Options ▾

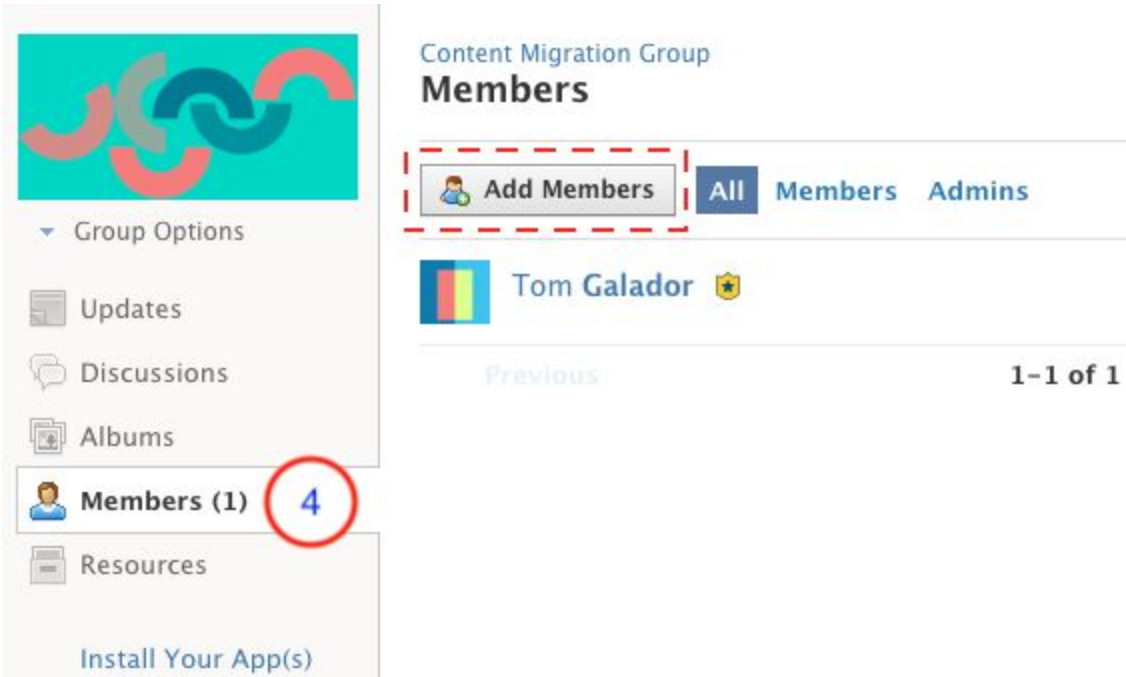
- Add to Course
- Copy to
- Move to
- Delete

STU103-853.zip
- Jun 4, 2018

FA14-012-STU103-854.zip
Added by You · Jun 4, 2018

FA14-012-STU103-855.zip
Added by You · Jun 4, 2018

- Once the course files are in the appropriate folders, go to the course **Members** area and click **Add Members** to add the instructors or system admins who will be using content from this group.



Content Migration Group
Members

Add Members | All | Members | Admins

Tom Galador ★

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Group Options

- Updates
- Discussions
- Albums
- Members (1)
- Resources

Install Your App(s)