

Transferring My Files Documents

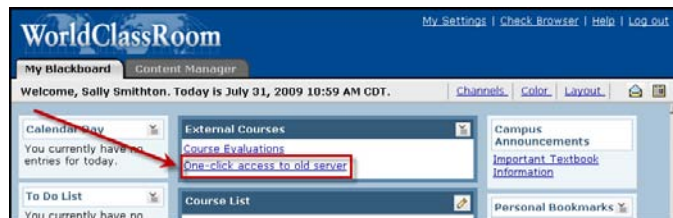
This tutorial is designed to help you transfer your My Files documents from the old server to the new server. You should have your files transferred by the end of the Fall 1 2009 term. Here you will find step-by-step instructions on how to:

- A. Organize your files into folders,
- B. Download folders to your desktop,
- C. Download individual files to your desktop,
- D. Uploaded the My Files document to the new server.

In order to begin transferring your files, currently residing on the old server in **My Files**, to the new server you will need to login to WorldClassRoom via the old server. You will use the same username and password you use to login to Connections.

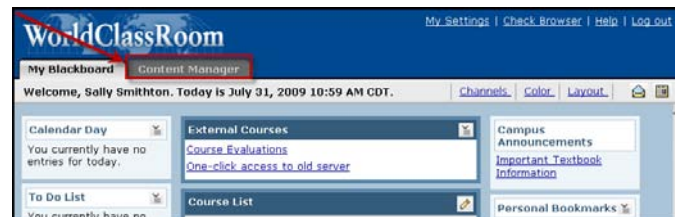


After logging into WorldClassRoom, select the **One-click access to old server** link located in the External Courses channel.



Note: At this point a new tab or window will have opened providing you with access to your My Files content still located on the old server. You will NOT see your current courses in this window/tab. This window/tab only gives you access to the documents in your My Files area.

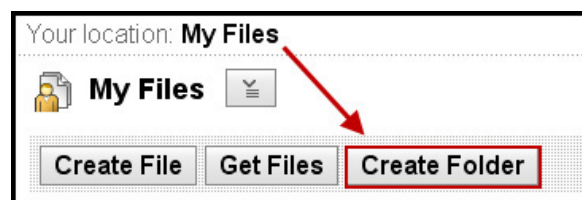
Now select the **Content Manager**. The Content Manager is located at the top of your **My Blackboard** screen next to your **My Blackboard** tab.



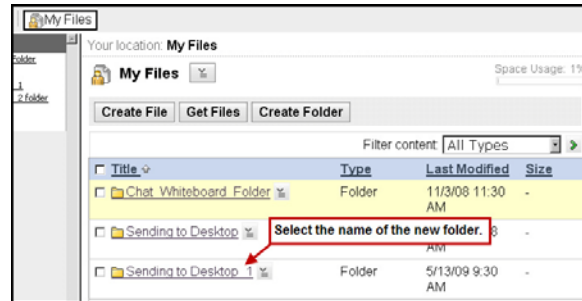
To help with the organization and efficiency in the document transfer, you may want to create a folder for the documents you are transferring to your desktop. If you do not want to create folders to organize your files, you may proceed to section **C** entitled, **Downloading Individual Files to Your Desktop**.

A. Organizing Your Files in Folders

1. From within WorldClassRoom, select **My Files** located in **Content Manager**.
2. In order to create a folder, select **Create Folder** at the top of the page.



3. A window will open and will require you to enter a title for the folder. Enter the **Title** and select **OK**. You will see a yellow bar across the screen that lets you know the folder has been created.



Helpful Hint: Remember the name of the folder you created to help ensure the correct files are added to the correct folder.

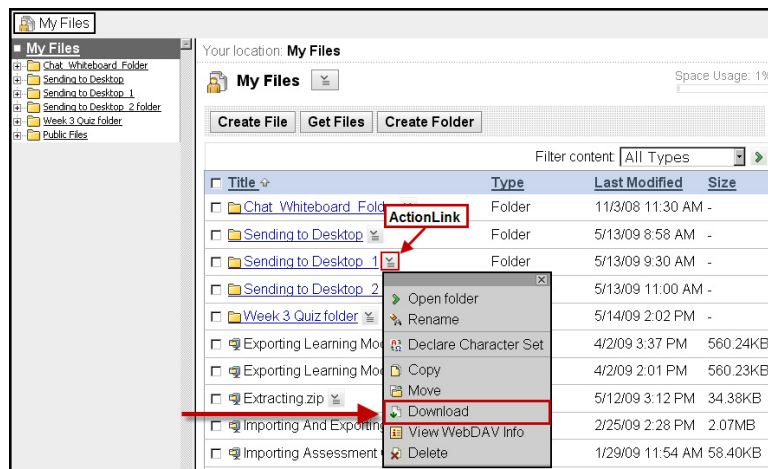
4. Select the box next to the files that you would like to move to the newly created folder.
5. Select **Move** at the bottom of the page.



6. Select the folder that was just created. Verify that you are moving the documents to the correct folder by looking for the folder name above the OK button.
7. Select **OK**. You will then see a yellow bar across the top of the screen that indicates that the content has been moved to the folder. All of the files you selected will be shown in the list of content. Steps 2-7 can be repeated if you would like to add to or create additional files to the folder.

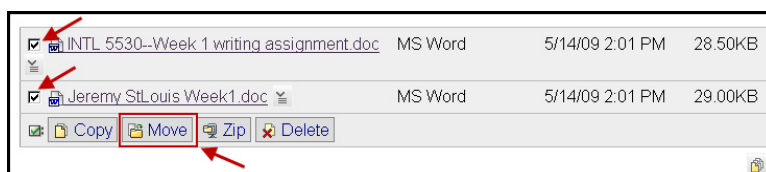
B. Downloading Folders to Your Desktop

1. From **My Files**, select the **ActionLink** next to the folder that you created. In this case, the file is called **Sending to Desktop_1**.
2. Select **Download**.
3. In the box that opens, select **Save File** and select **OK**.
4. The file has now been saved to your desktop.



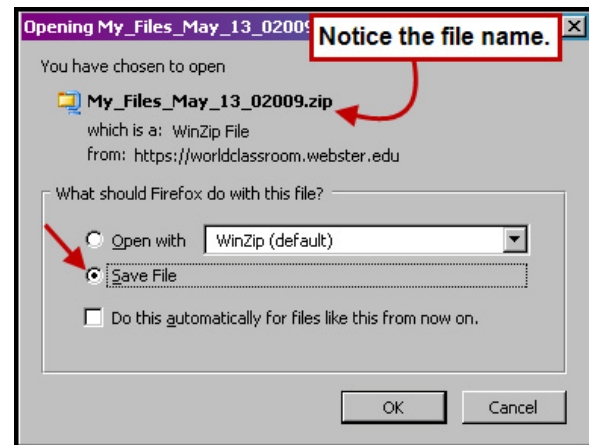
C. Downloading Individual Files to Your Desktop

1. From within WorldClassRoom, select **My Files** located in **Content Manager**.
2. Select the box in front of the files that you would like to download to your desktop.



3. Scroll down to the bottom of the window and select **Move**.
4. The Content Browser window will open. Select **My Computer**.
5. A window will open that tells you what you have chosen to open. Make sure that **Save File** is selected then select **OK**.
6. You will then see a yellow bar across the top of the screen that lets you know that the content has been moved to your computer.

Helpful Hint: The files that you sent to your desktop will be named something similar to 'my_files_May_13_02009.zip'. You may want to rename the zipped (.zip) files that have been added to your desktop.

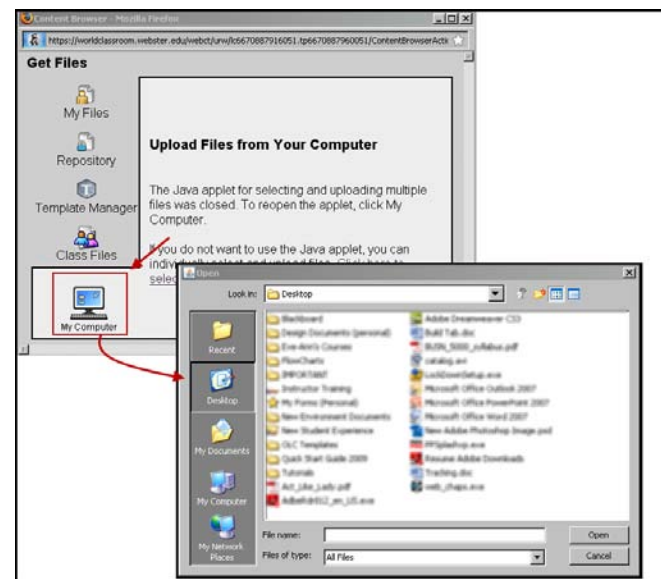


Note: You are now finished with the old server. You may choose to close the window/tab for the old server.

In order to transfer your files currently residing on your Desktop to the new server, you will need to access the new server by selecting the window or tab that contains your current classes.

D. Uploading Files to My Files on the New Server

1. From within WorldClassRoom, select **My Files** located in **Content Manager**.
2. Select **Get Files**.
3. The Content Browser window opens. Select **My Computer**. A window opens that allows you to select the location of the files you would like to upload. If the files are on your desktop you will need to search for them there.
4. **Select the file name** and select **Open**. You will then see a yellow bar across the screen that lets you know that the content was copied to My Files.



Helpful Hint: In order to access My Computer from the Content Browser, you will need to have the most recent form of Java installed on your computer. If you do not see My Computer, please call the Help Desk at 866-435-7270, 314-968-5995, or support@webster.edu.

5. Your files are now located in a compressed document that ends in .zip. Locate the zipped file (.zip) in the list of files and select the **ActionLink** next to the file.
6. Select **Extract**.
7. The File Manager will then unpack the files that are in the zipped file. A folder will be created and displayed at the top of the My Files list.
8. To view the contents of the folder, click on the title of the folder.
9. Steps 1-8 can be repeated in order to upload additional files to **My Files** on the new server.

