

3. Transferring Files in Bulk from Blackboard to the Media Server

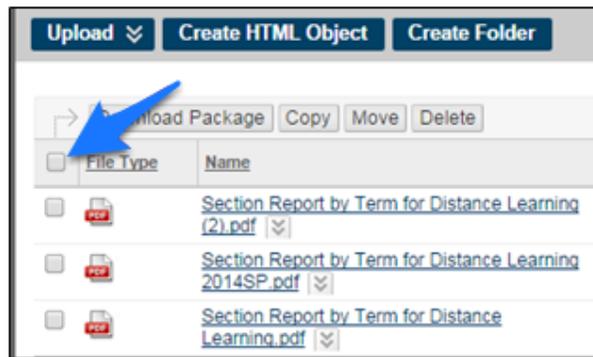
This tutorial will be most helpful to instructors who have a Blackboard course set up with materials already housed within the course. (This tutorial will not help an instructor who is setting up a new course. For that, please see the Linking Files to Blackboard via Cyberduck tutorial.)

In this tutorial, you will learn how to:

- Download all existing uploaded files in Blackboard
- Move them to the media server via Cyberduck

Part 1: Download all uploaded files from Blackboard

1. Access your Blackboard course.
2. Access Cyberduck and keep both Blackboard and Cyberduck open side-by-side on your desktop.
3. In Blackboard, go to the Control Panel and click “Files.”
4. Click on your Course ID (for instance, “EDU-177-WC1-2015SP”). This opens a site that allows you to see all the files that have been uploaded to this course.
5. Select the first box (as seen in the image below) to “Select All” of the content items and click “Download Package.”



6. Save this file. It is a zip file: it will contain all of the content that is housed within your course.
7. On your computer desktop, create a new folder (it is suggested that you name the folder after the course you are downloading).
8. Drag your downloaded package zip file to this new folder.
9. Click on your new folder and then right-click on the downloaded package zip file.
10. Select "Extract Here."

Part 2: Upload the downloaded package files to the media server via Cyberduck

1. Access your new folder on your desktop (*as described above in Part 1, step 7*).
2. Select all of the files in this folder (use control-A to select all of the files, or you may click the first file, then hold down the shift key and then select the last file to highlight all of the files).
3. Drag the selected files into your Cyberduck window to a specific folder. Now you are ready to link these files to your Blackboard course.

Next: 4. Linking files to Blackboard via Cyberduck.

If you have further questions, please submit a ticket to SCC E-Learning [here](#).