How to Move Documents from Blackboard to Moodle

1. Create and name a folder on your computer.

   ![Folder Creation Diagram](image)
   
   In an empty area of your desktop right click, place the cursor over "New", and select "Folder".

2. Zip the folder.

   ![Folder Compression Diagram](image)
   
   Right click on the folder, place the cursor on "Send To", and select "Compressed (zipped) Folder".
3. Open your course in Moodle and upload the zipped folder.

Step 1:

In Moodle locate and click on the folder named "Files" in the Administration Block.

Click on "Upload a file"

Step 3:

Click "Browse", locate, and open the zipped folder.

Click "Upload this file"
Step 4:

In the Moodle file box, click "Unzip" next to the file.

Step 5:

Click "OK"

Step 6:

A folder containing your documents will appear in the Moodle file box.