

## Upload Multiple Activities made with Boardmaker v.6 (the disk) or Boardmaker Studio to Boardmaker Online

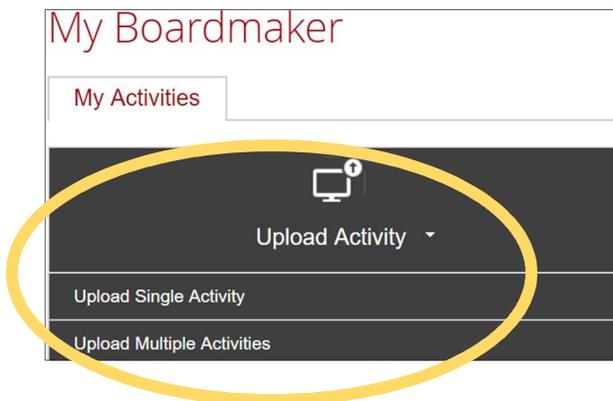
If you have boards and activities you made with Boardmaker v.6 (the disk) or Boardmaker Studio, you can upload them *individually (single activity)*, or *in bulk (multiple activities at once)* to your Boardmaker Online Activities list, where you can manage them like any Boardmaker Online activity: Print, play, edit, assign, and organize.

### Get Ready to Upload

- Use the computer where the activities were created as you follow the uploading procedures.
- OR**
- Copy your activities from that computer to a USB drive and access the activities on any computer using the USB drive.
1. Log in to your Boardmaker Online account.
  2. From the red toolbar, select **My Boardmaker**.



3. Hover your cursor over **Upload Activity** and the dropdown menu will open with two options. You may upload a single activity (one activity at a time), or you may upload multiple activities (several boards/activities in bulk). Select the desired option.



**Uploading a single activity** allows you to add tags, associate with standards, and share the single activity as you upload. For directions for single activity upload, click [HERE](#)

**Uploading multiple activities** allows you to quickly upload in bulk but does not allow for tagging, associating, or sharing during the upload process. Directions continue on the next page.

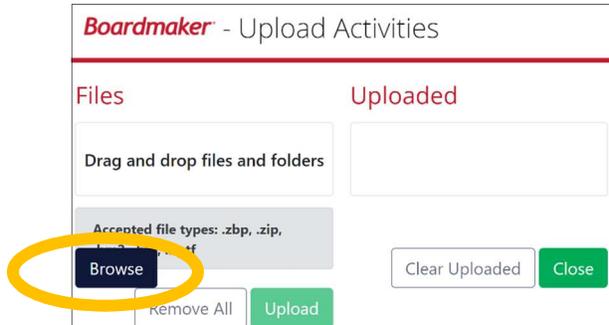
### Bulk Upload Multiple Activities made with Boardmaker v.6 or Boardmaker Studio

Your activities will be one or more of the following file types:

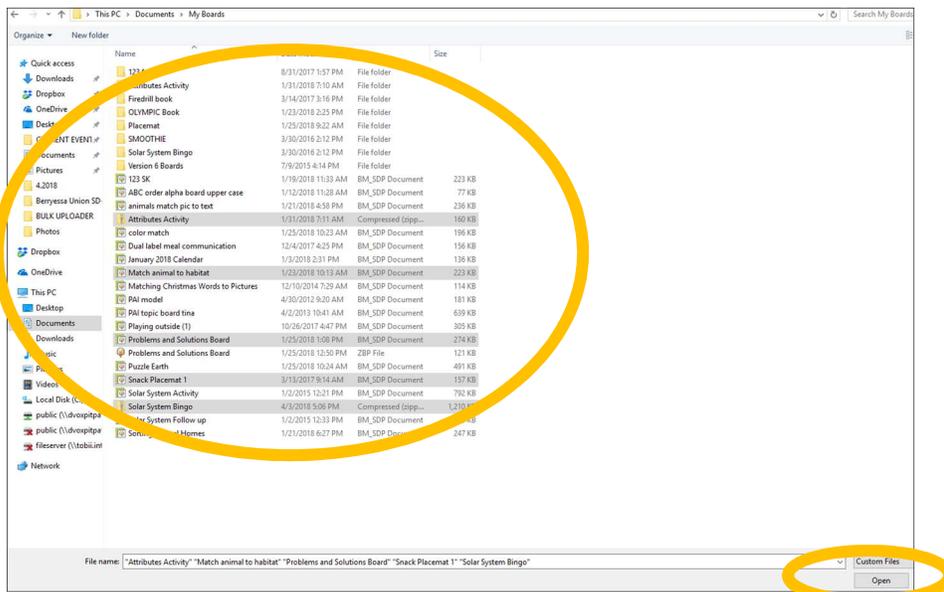
- .bm2: A single page activity made with Boardmaker v.6 (disk)\* See NOTE next page!
- .zip : A multipage activity made with v.6 (many .bm2 files) that you have packaged manually
- .zbp: A multipage activity (many .bm2 files) packaged using Boardmaker (for example, an interactive activity made with v.6 that included sound files.)
- .bfp: All activities made with Boardmaker Studio

**\*NOTE:** You must package multipage .bm2 files (i.e. pages of a book) in a folder > .zip file before uploading to keep the pages together as a single activity. Individual boards uploaded separately cannot be combined in Boardmaker Online later.

1. Select **Browse**.

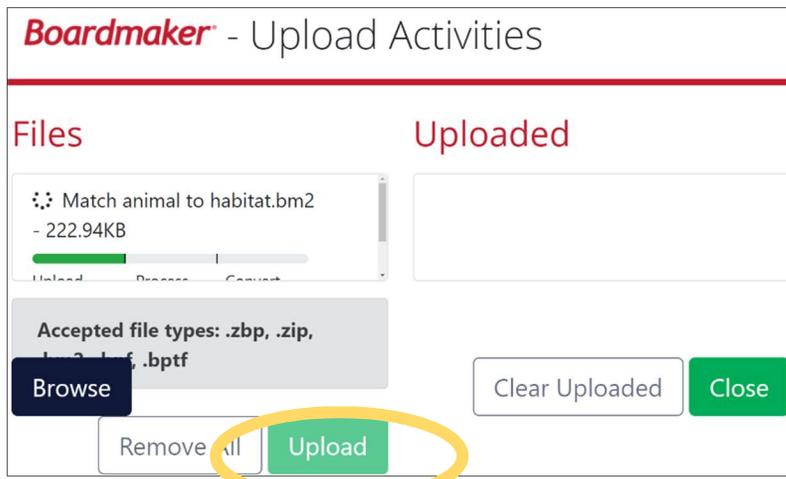


2. **Navigate to where your activities are stored.** For v.6 activities, navigate to **Documents > My Boards** on your computer, and **Open** the folder. For Studio activities, navigate to **Documents > Boardmaker Studio > Projects**, and **Open** the folder. If you have stored activities elsewhere (i.e. desktop, USB drive), locate and open the appropriate folder.
3. **Select single-page boards/activities (.bm2 or .bfb), or packaged multipage activities (.zip and .zbp)** to upload by holding down the CTRL key on your keyboard and clicking on each activity in turn. When all are selected, click **Open**. (There is no limit on the number of activities you may select. Selected activities will form a queue and upload in groups.)

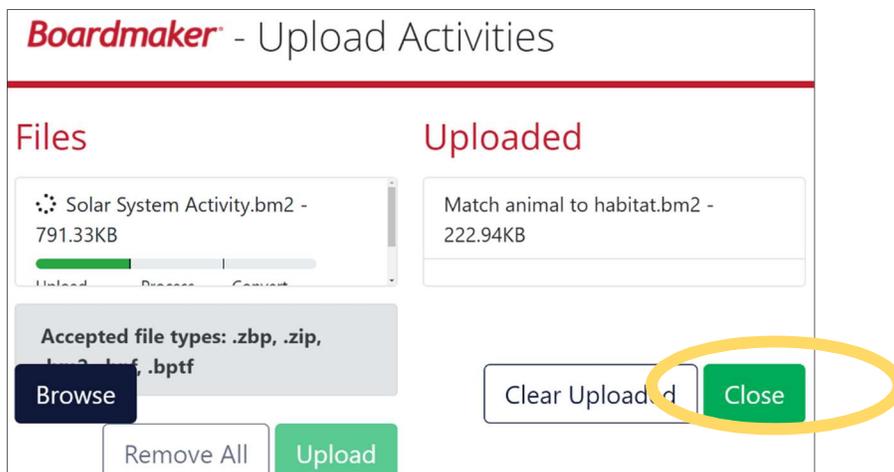


**WARNING!** V.6 single page files (.bm2) uploaded individually cannot be connected into one activity after upload. To **join the pages of a multipage activity** together, first put the pages in a folder within your My Boards folder, and then create a .zip file from the folder. The .zip file is selected the same as .bm2 files or .zbp files in step 3 above as you select for upload.

4. You will see the queue of activities under Files. Select **Upload**. A progress bar will show for each activity as it uploads



5. As each activity completes the process, you will see them listed in the Uploaded box. Select **Close** when completed. **Important Note:** : In order for the upload to process correctly, **do not close this screen before all files in the upload have completed stage 1 as indicated by the progress bars.**



6. The uploaded activities will now be found in your My Activities list and may be managed as you like (play, edit, assign, etc.).

