

Importing Course Packages

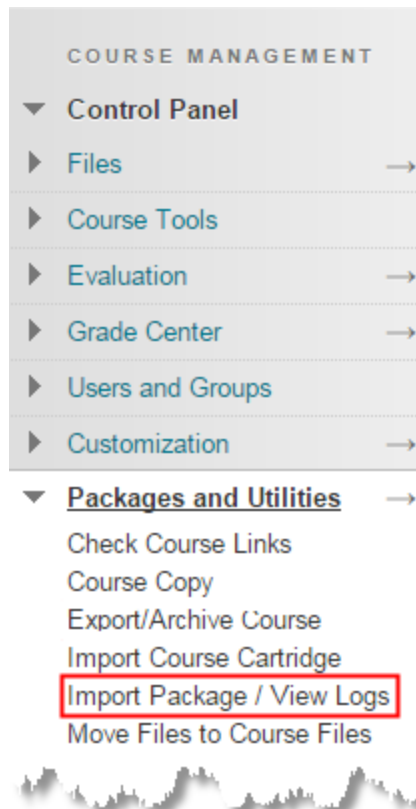
Instructors may import content that has previously been exported from another Blackboard course. This content is typically in the **.ZIP** file format.

There are two major steps involved in importing a course:

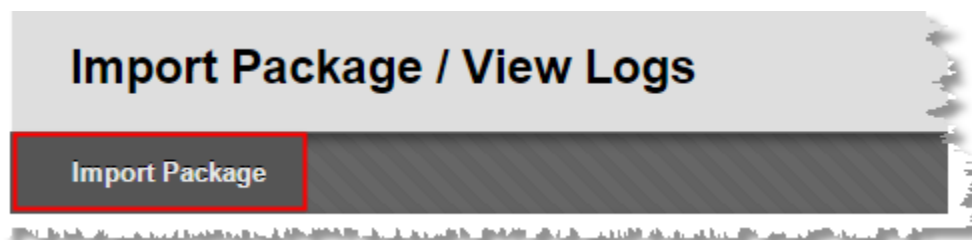
- Import Course Package
- Upload File Structure Package

Import Course Package

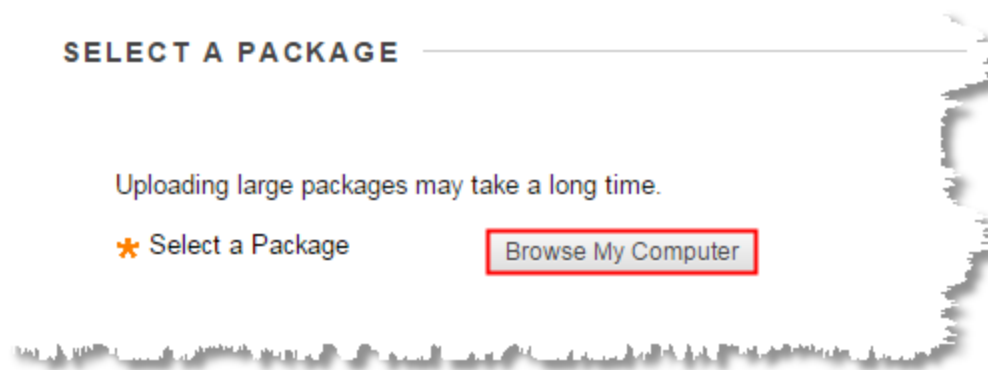
1. Under **Control Panel**, expand **Packages and Utilities** section and select **Import Package/View Logs**.



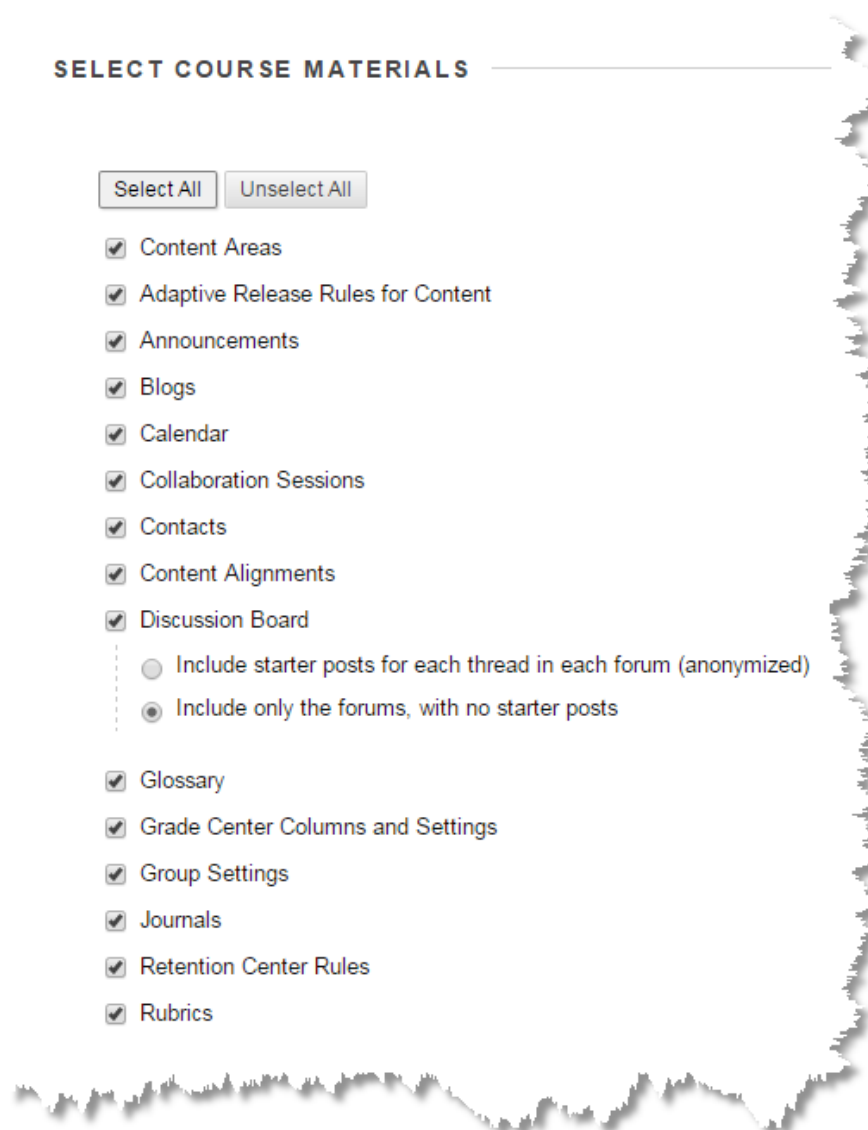
2. Click on **Import Package**



3. Choose **Browse My Computer** to locate and select the *Course Package*.



4. Select the Course Materials you want included in the import.



5. Click on **Submit**.
6. You will receive an **email** when the **import process** has been **completed**

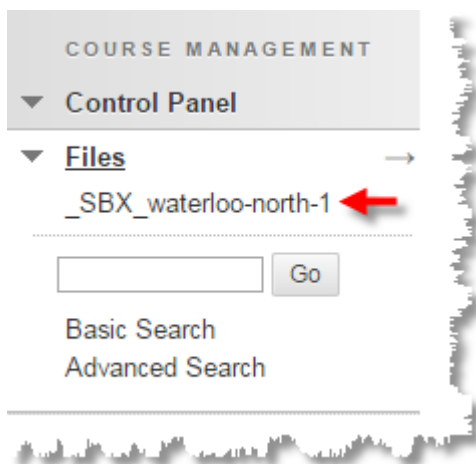
Success: This action has been queued. An email will be sent when the process is complete.

7. The next step is to upload *File Structure Package* to your new Blackboard course.

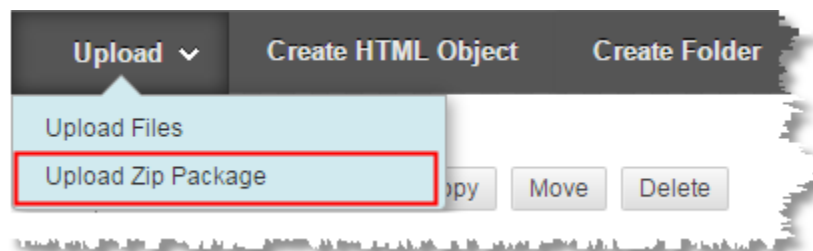
Upload File Structure Package

After importing the *Exported Course Package*, you will also need to upload the *File Structure Package* to your course.

8. Under *Control Panel*, click on **Files**.
9. Click on the Course ID.



10. This is your Course Files section.
11. Click on **Upload** on the Action bar and choose **Upload Zip Package**



12. Click on **Choose File** to locate and select the File Structure package
13. Check off (put a tick mark) *"If Selected, the system automatically overwrites the existing file with the same name"*.
14. Click on **Submit** to upload the File Structure

FILE INFORMATION

* File

12 **Choose File** No file chosen

13 ☒ If selected, the system automatically overwrites the existing file with the same name.

Select File Name Encoding Default (UTF-8) ▼

Cancel **Submit**

15. Log out of Blackboard and log back in to view all course content