

How to Import a Course (into Blackboard 7.3)

The **Import Package** feature in Blackboard allows instructors to import course materials from another Blackboard course that has been exported or archived as a zipped package. This package can be imported into an empty Blackboard shell and used to teach another course using the same course content.

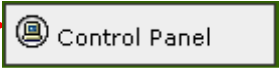

Before beginning the import process, make sure you have a zipped course package that has not been opened or altered.

Helpful Tip:

Before you import materials into a new course shell, remove all of the **NEW** buttons (buttons in the **new** course shell). This process may sound odd, but sometimes when you import one course into another, you end up with 2 sets of buttons/menu items. To remove the buttons in the **NEW** course shell:

1. Go into the **Control Panel**.
2. Under **Course Options**, select **Manage Course Menu**.
3. Click **Remove** beside each button.

Importing a Course

1. Open an empty course shell. You will be importing your zipped package into this course shell.
2. Enter the **Control Panel**. 
3. Under **Course Options**, click **Import Package**. 

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

4. On the **Import Package** page, the current Course ID will appear under **Section 1**.

Import Package

1 Select a Course

* Destination Course ID: DISTANCE_PRACTICE_FALL2006

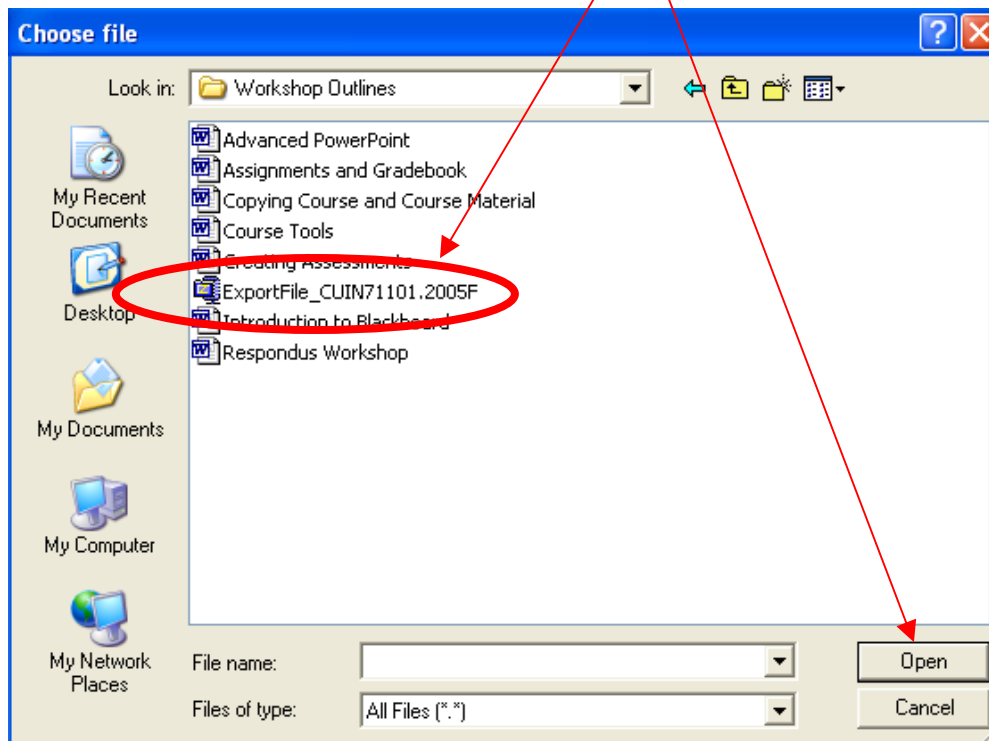
5. Under **Section 2**, you will click **Browse** to search for your exported/archived package.

2 Select a Package

Browse to locate the course package:
Importing large files may take a long time. If the browser times out, allow time for the in

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6. Locate the zipped package on your computer. Click the zipped file and then click **Open** (or double-click the zipped file).



7. The name of the zipped file will now appear to the left of the Browse option.

2 Select a Package

Browse to locate the course package:
Importing large files may take a long time. If the browser times out, allow time

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8. Under **Section 3**, select all of the materials that you would like to import from the zipped package.

3 Select Course Materials

Select materials to include in the import process.

- Content
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board

9. After selecting the materials that you would like to import into the course shell, click **Submit**.