



Importing a Course

The **Import Package/View Logs** 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 (Optional):

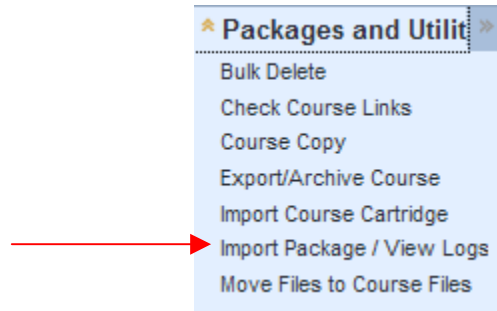
Before you import materials into a new course shell, remove all of the **NEW** buttons (buttons in the **new** course shell). This process may sound odd, but sometimes when you import one course into another, you end up with 2 sets of buttons/menu items.

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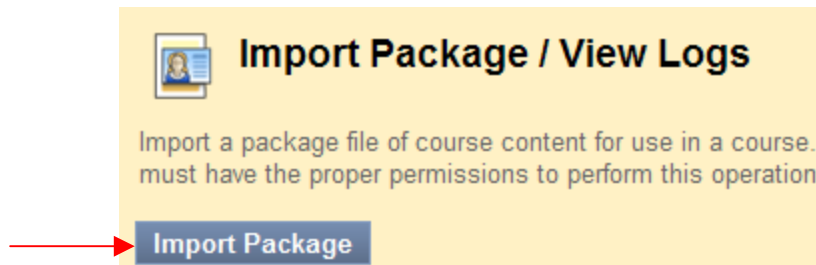
1. Open an empty course shell. You will be importing your zipped package into this course shell.
2. In the **Control Panel**, click the **Packages and Utilities** option.



3. Under **Packages and Utilities**, select **Import Package/View Logs**.

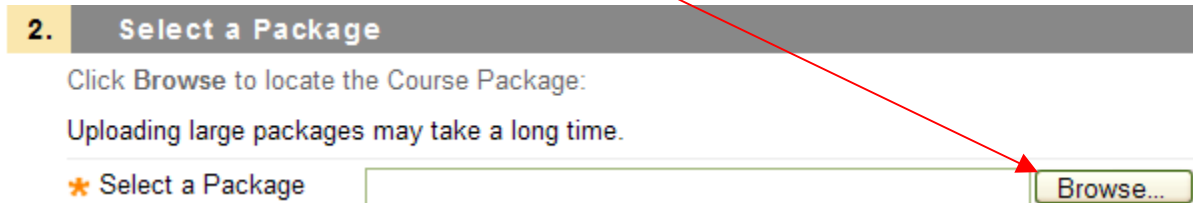


4. On the **Import Package/View Logs** page, select **Import Package**.



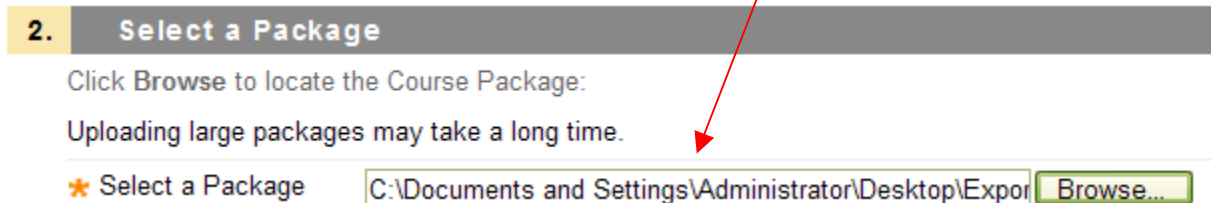
5. Under **Section 1**, the current course ID will appear (your Destination Course ID).

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



7. After selecting **Browse**, locate the zipped package on your computer. Click the zipped file and then click **Open** (or double-click the zipped file).

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



9. 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. To recreate a course, select all.

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Rubrics
- Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

10. After selecting the materials that you would like to import into the course shell, click **Submit**.
11. The import process will be queued and once the process is complete, you will receive a notification via email.