


How do I Import an Archive or Export File into My Course?

The following steps will walk you through importing previously archived or exported Blackboard courses.

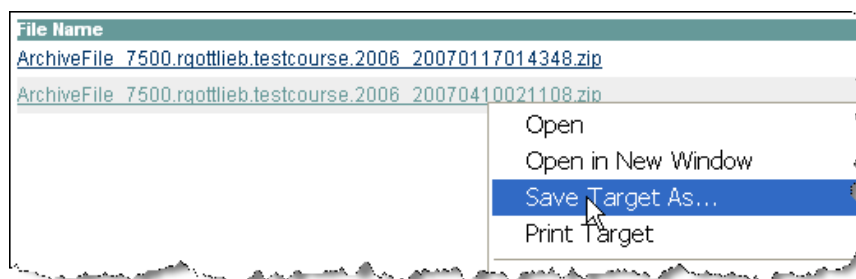
Acquiring Courses for Importing

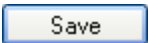
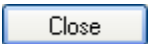
Blackboard Courses that have been archived or exported can be imported into other courses for further use. Follow the steps below to locate and download the archived or exported course.

1. While in Blackboard, go to the course that you would like to import into another course.
2. Click on  Control Panel .
3. Click either Export Course or Archive Course (either will take you to the Export/Archive Manager).



4. If you have previously archived/exported your course, you will find the file package listed (look at date created to find the most recent version).
5. Right click on the file and choose "Save Target As".



6. Pick a location on your computer to save the package file to.
7. Click  .
8. If you get a Download Complete dialog box, click  .

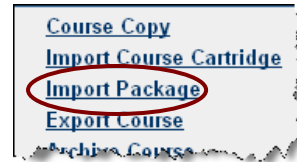
You have now downloaded the archived/exported course to your computer and are ready to import it into your blank course.

Importing into Your Blank Course

1. Log into Blackboard and access the course into which you will import the package file.

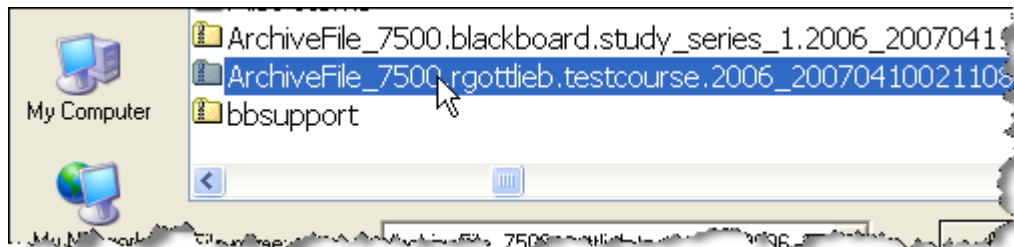
2. Click on  Control Panel.

3. Choose Import Package from the Course Options area.



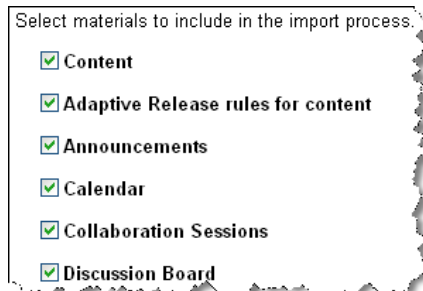
4. In the Select a Package section, click .

5. Locate and highlight the package file that you downloaded from the archived/exported site.



6. Click .

7. In the Select Course Materials section, put checkmarks in the boxes for the materials that you would like to import.



8. Click .

You will receive an email when the import process has completed. This generally takes between 15-30 minutes, so you will want to plan accordingly. Congratulations! You have just imported a course and are now ready to begin using it!