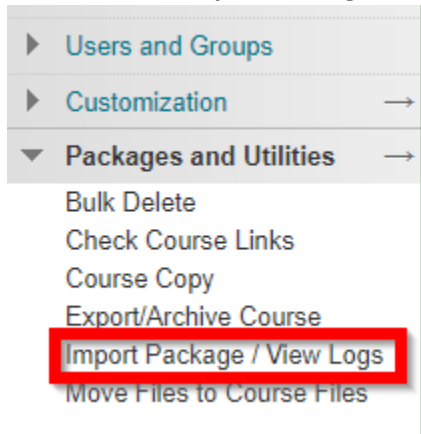


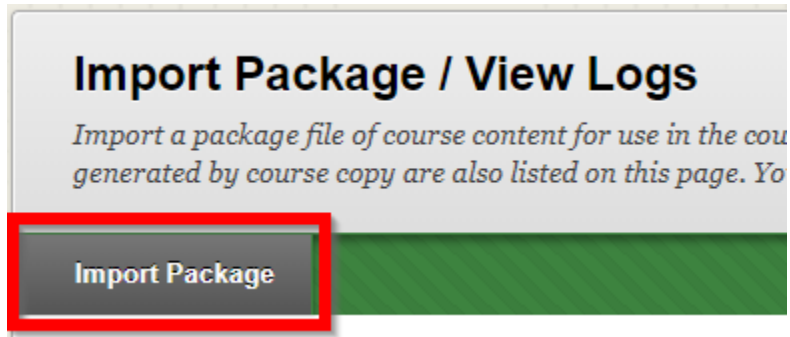


Importing a Package to Blackboard

1. Log into blackboard and create 1 group for each section of the course you have. Go to **Packages and Utilities > Import Package / View Logs**



2. Click **Import Package**



3. Click **Browse My Computer** and locate the zip file of the package you wish to import.

SELECT A PACKAGE

Click **Browse** to locate the course package:

Uploading large packages may take a long time.

✳ Select a Package

Browse My Computer



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4. Under course materials select all you wish to import, or **Select All** to import the entire package.

SELECT COURSE MATERIALS

Select materials to include. To recreate a course from an archive package, including user records, use restore instead of import.

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings

5. Click **Submit**. You will be emailed once the import is complete.