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# Blackboard for Employees

## Importing a Blackboard .zip Package

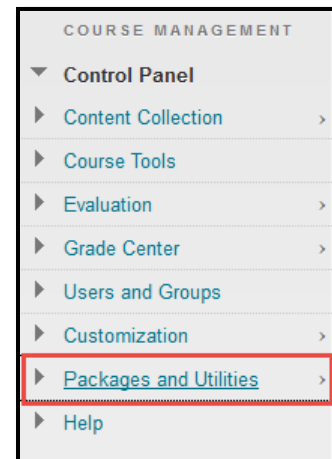
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This document describes how to import a Blackboard .zip package at the beginning of a semester.

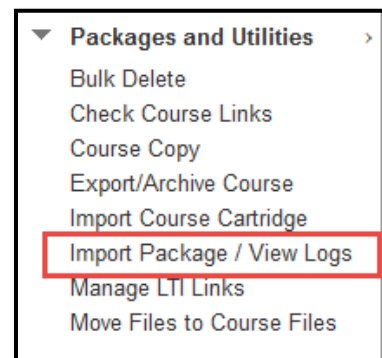
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### Instructions

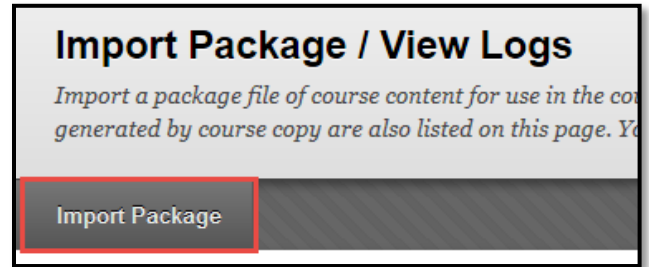
1. Obtain a copy of the Blackboard zipped package you wish to upload to a new course site. You may download and save the zipped package to your desktop for ease of importing.
2. Access the Blackboard course site you would like to import a package into.
3. Click to open the **Packages & Utilities** menu in the Control Panel.



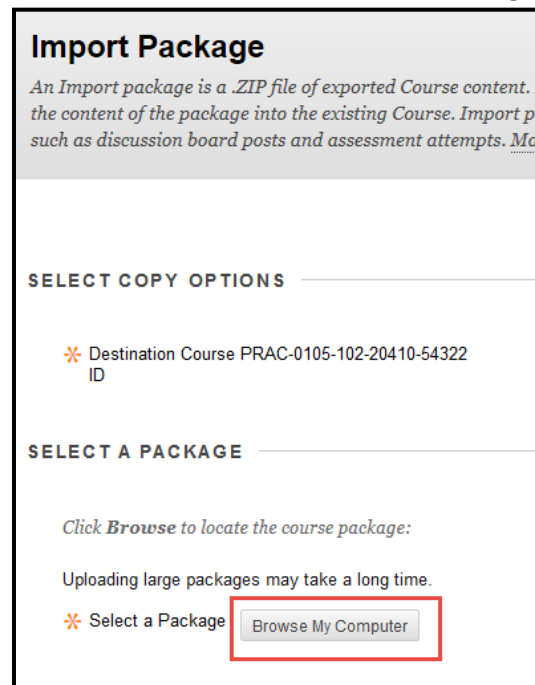
4. Click the **Import Package / View Logs** option in the Packages & Utilities menu.



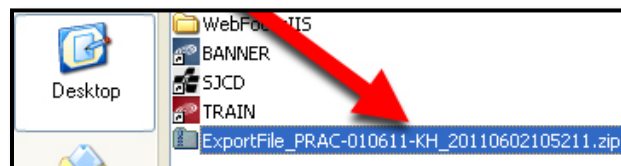
5. Click the **Import Package** button on the Import Package / View Logs page.



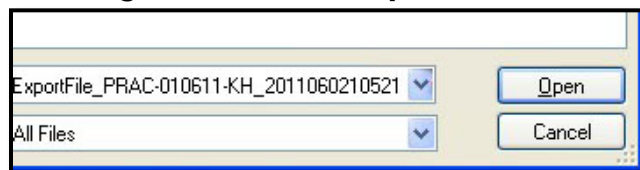
6. Click the **Browse My Computer** button in Section 2 - Select a Package.



7. Locate and select the desired .zip archive from your system on the **File Upload** window.



8. Click the **Open** button at the bottom-right of the **File Upload** window.



9. Under **Section 3 - Select Course Materials**, click on the **Select All** button to import all items in the Blackboard package.

**SELECT COURSE MATERIALS**

Select materials to include. To recreate a course from an archive package instead of import.

**Select All** Unselect All

- 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

10. Click the **Submit** button at the bottom-right of the Import Package page.

Cancel **Submit**

11. Check for the **Success:** ... message at the top of the Import Package / View Logs page.

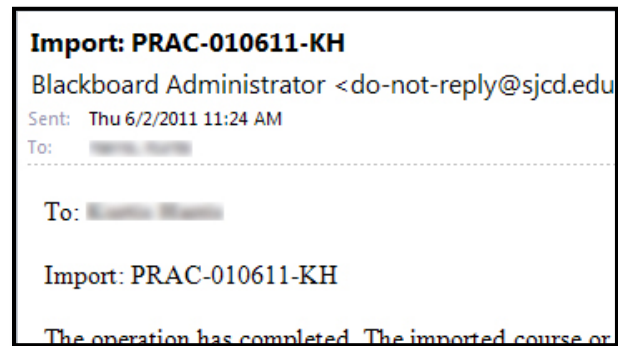
**Success:** This action has been queued. An email will be sent to you.

### Import Package / View Logs

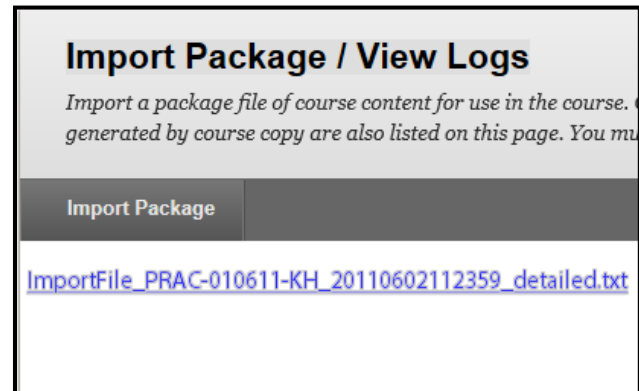
Import a package file of course content for use in the course. Files generated by course copy are also listed on this page. You must have appropriate permissions to import a package.

#### Import Package

12. Wait for an e-mail from the **Blackboard Administrator** that the .zip archive import is completed.



13. Click the hyperlink on the **Import Package / View Logs** page to access a detailed import process report.



14. Check the **Log Summary** for any Errors or Warnings about the import process.

