

# Blackboard Tutorial

## Importing a Course



A course import package is a zip file of exported course content. Importing a course package into an existing course copies the content of the package into the existing course. Import packages do not include student enrollments or records, such as discussion board posts and assessment attempts.

### Importing a Course

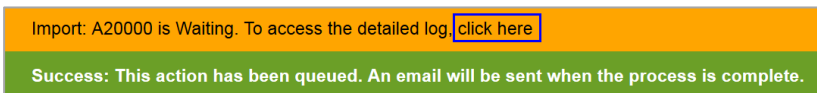
1. Select the course that you want to import course materials into.
2. Scroll down the window until you locate the Control Panel section of the course menu (left pane).
3. Click on the Packages and Utilities section and select **Import Package / View Logs**.
  - Select **Import Package**.
  - Click on **Browse My Computer** to locate and access the exported course package.
  - Click on **Select All**.

Note: you can choose to import specific course materials by selecting the appropriate check boxes.
  - Scroll up or down the window to click on **Submit**.



Export packages are downloaded as compressed ZIP files and are imported in the same format. Do not unzip an export package or delete files from the package, otherwise the package will not be imported correctly.

The message displayed says that an email will be sent to you as soon as the process is complete.



Since

this usually takes just a few minutes you can also stay on this page and click on the **click here** button to view if the import contained any errors. For example:

