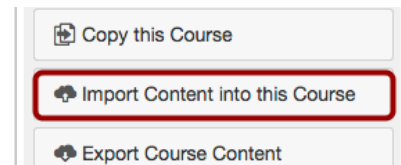## Blackboard… Learn more… go further...

Import a course from backup

Importing a course package into an existing course copies the content of the package into the existing course. Being able to import a course is really helpful. This way, you don't need to do it from scratch. Keep a ZIP copy of a previous course and just import it to Blackboard. Time-saving and easy, it is also an excellent practice.

The steps to import a Course

How to Import a Course Package

1. On the Control Panel, expand the Packages and Utilities section and click Import Package/View Logs.
2. Click Import Package.
3. Provide the path to the course package or click Browse to search for the package.
4. Select the course materials to include.
5. Click Submit.

How to view Import Logs

1. On the Control Panel, expand the Packages and Utilities section and click Import Package/View Logs.
2. In the Import Log Name column, click the package link.

Options to email and download the log are available. You can also expand each log detail to view more information.

References

How Can I Import A Course Package
 http://library.blackboard.com/ref/af0b9ce2-a44e-4bf9-a3e0-e54102fa592f/Content/_instructor_course/instructor_course_manage_import_package.htm

Youtube video
https://www.youtube.com/watch?v=XCW9WMk9Ey4

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