Preparing Your Course to Import a Course Framework

If you have decided that you'd like to use one of these frameworks, there are a few simple steps you need to take to make the installation go smoothly.

1. Select and Download the ZIP file that fits your course design and length requirements to your local computer.
   a. If using Safari on a Macintosh computer, under Properties deselect the "Open Safe Files After Downloading…" to ensure that the ZIP file does not Extract the contents.
2. Once you have logged into Blackboard, enter the course you'd like to import the framework.
3. Delete all the current menu items (in this order) from the upper part of the left sidebar by clicking on the small arrow to the right of each menu item and clicking on Delete.
   a. Academic Toolbox
   b. My Grades
   c. Course Content
   d. Course Information
   e. Follow the instructions to import the framework into your course.

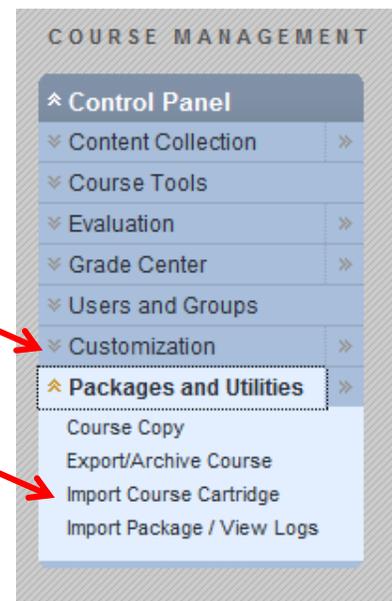## How to Import a Copy of your Blackboard Courses

The import process uploads your exported course material into a new or current course of your choosing. This will only import ZIP files created using the Export tool within Blackboard.

NOTE: Any existing course content is not modified/overwritten or deleted when you import a course content file. The new course is appended to the existing content.

NOTE: Please contact the LMS Team if you are trying to import a file from a different system or LMS.

1. Log into Blackboard and enter the course you wish to upload the content file into.
2. In the lower left sidebar, select *Packages and Utilities* and then *Import Package/View Logs.*

3. Click on the *Import Package* button

COURSE MANAGEMENT

Control Panel
  Content Collection
  Course Tools
  Evaluation
  Grade Center
  Users and Groups
  Customization
Packages and Utilities
  Course Copy
  Export/Archive Course
  Import Course Cartridge
  Import Package / View Logs

Import Package / View Logs

Import a package file of course content for use in a course. You can also view the log files that are generated after each import. You must have the proper permissions to perform this operation. More Help

Import Package

No Import Log Files

4. Under *Select a Package,* click the **Browse** button. Browse your local computer to where your ZIP export file is stored. Select the file and click **Open**.

5. Under *Select Course Materials,* click once on the **Select All** button. We strongly recommend that you do not try to select what you want from this list of items as there are interconnected parts that may adversely affect the outcome of your import.
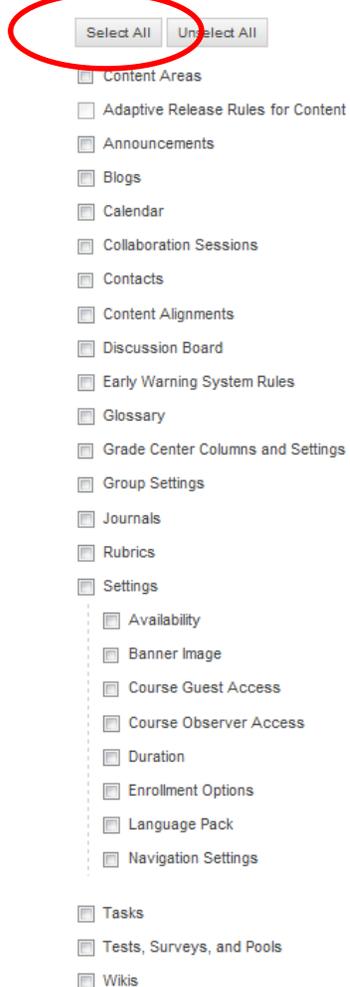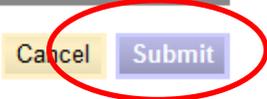

6. Click on the **Submit** button when finished.

4. **Submit**

Cancel **Submit**

7. You should see the following green Success bar at the top of the Import window. You will also receive an email letting your know that the import process has been completed. This email may show up in your Inbox, Clutter, or Junk folders.

Success: This action has been queued. An email will be sent when the process is complete.

Import Package / View Logs

Import a package file of course content for use in a course. You can also view the log files that are generated after each import. You must have the proper permissions to perform this operation. More Help

Import Package

No Import Log Files
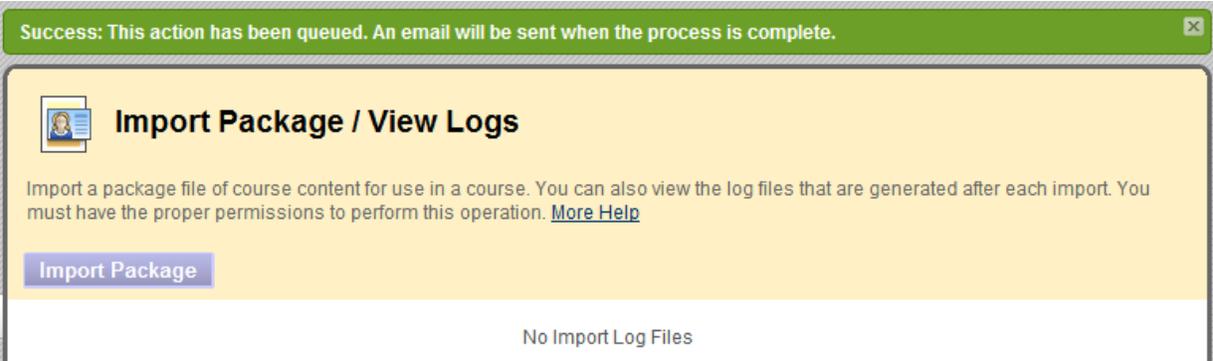
8. Your course content will appear the next time you enter the course. If you do not see your course content appear, it is due to one of the following:
   a. You are early and your course is large. It will take up to 20 minutes or more to import all content items for courses with large amounts of content.
   b. You may need to refresh the window. To refresh the window, click on the Refresh button at the top of the sidebar.

Your imported course content is now available to use!

+

Fall 2012
LEAD157-01:
Digital Culture

Course Information

Announcements

Course Materials

Course Content

Reflection Journal

Projects