Importing an Archive or Export File

TEACHING LEARNING COMMUNITY
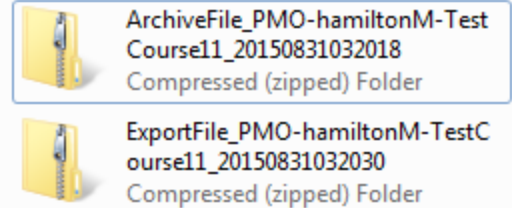
Faculty Support eLearning

Course Management

Before you begin, please review the [Archive](#) or [Export](#) instructions to ensure that you have saved a correctly formatted Archive or Export file to specific location on your computer. Such files will be saved with the file extension .zip.

ArchiveFile_PMO-hamiltonM-Test Course11_20150831032018
Compressed (zipped) Folder

ExportFile_PMO-hamiltonM-TestC ourse11_20150831032030
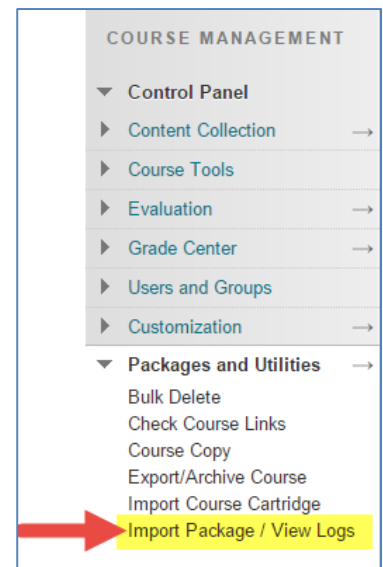Compressed (zipped) Folder

BEFORE YOU BEGIN

If your Archive or Export file is over the *500 MB* course file size limit, you will not be able to perform the import process successfully. Errors may occur in Import process that cause added burden on the Blackboard servers. You may be contacted by Blackboard Administration to take corrective actions!
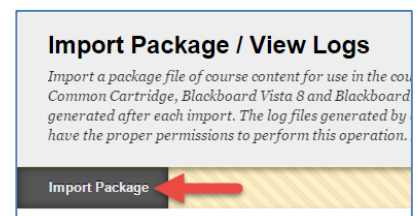
If your Archive or Import file exceeds 500 MB, you must [review the course that produced the file](#) to delete duplicate or large media files and use [alternative methods of sharing large files](#).

IMPORT PROCESS

1. Navigate to the **DESTINATION COURSE** that you want to import your content into. Scroll down to the course's **CONTROL PANEL** and click the **PACKAGES AND UTILITIES** menu**.** From the list of options, choose **IMPORT PACKAGE/VIEW LOGS.**

COURSE MANAGEMENT

▼ Control Panel
▶ Content Collection →
▶ Course Tools
▶ Evaluation →
▶ Grade Center →
▶ Users and Groups
▶ Customization →
▼ Packages and Utilities →
 Bulk Delete
 Check Course Links
 Course Copy
 Export/Archive Course
 Import Course Cartridge
 Import Package / View Logs

2. You will be taken to the Import Package/View Logs page. Click the **IMPORT PACKAGE** button.

Import Package / View Logs

Import a package file of course content for use in the cou Common Cartridge, Blackboard Vista 8 and Blackboard generated after each import. The log files generated by have the proper permissions to perform this operation.

Import Package

3. On the **IMPORT PACKAGE FORM** that appears, click the **BROWSE MY COMPUTER** button.

4. In the file selection window that appears, locate and select your Archive or Export file on your computer or storage media.

    PLEASE NOTE: If you do not remember saving your file to a specific location, when this window is open click **FAVORITES** and **DOWNLOADS**[1] to review files saved to this location.

    Once you find your Archive file, select it and click the **OPEN** button.
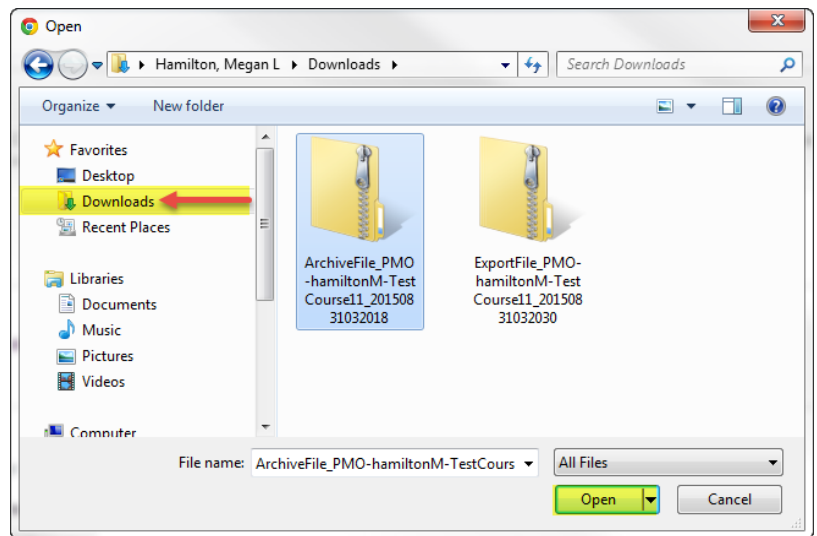
5. Now, scroll down to the **SELECT COURSE MATERIALS** section and click the **SELECT ALL** button. This will select all the default settings, tools, and content in the Archive or Export file.

    Please only use the SELECT ALL button to make your selections. You *do not* need to make any changes to the default selections.

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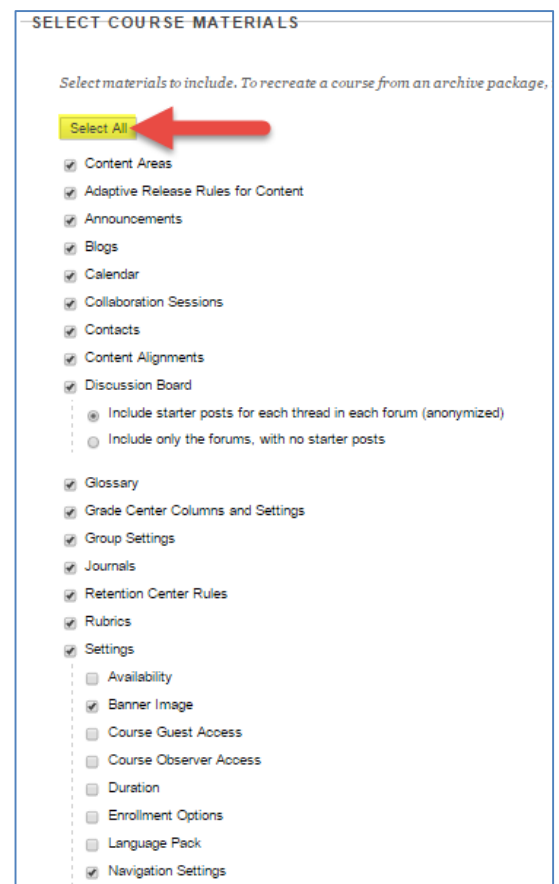
[1] Many browsers automatically save files that you download to the *Downloads* folder on your computer unless you specify a different location to save the file.

6. When you are done, click the **SUBMIT** button on the page. Please wait while the file you selected uploads to Blackboard for processing. Depending on the size of the file, this could take several minutes.

7. Once the file has been uploaded, will be taken back to the **IMPORT PACKAGE/VIEW LOGS** page where you will see confirmation status bars that indicate the action has been queued.

   You will receive an e-mail when the import process has completed.

Watch the status bar indicator display your request's completion progress in real time (ie. waiting, running, complete).

Completed import requests will be logged here.

Once the process has completed, we strongly recommend reviewing the content in your course to ensure that your materials imported successfully and are accessible.