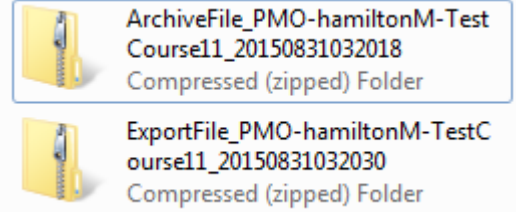


# Importing an Archive or Export File



## 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.



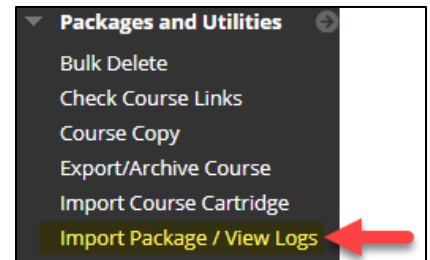
## BEFORE YOU BEGIN

### Review Your Course's File Size

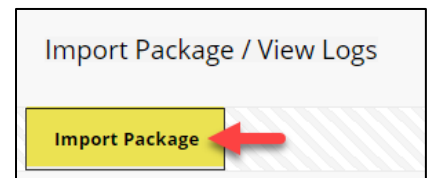
[View your course's estimated file size](#) before performing the import process. If your course is over the 500 MB course file size limit, you must [review your course's Content Collection](#) to delete duplicate or large media files and use [alternative methods of sharing large files](#) in the course. Otherwise, errors may occur in the import process that cause added burden on the Blackboard servers. You may be contacted by Blackboard Administration to take corrective actions!

## IMPORT PROCESS

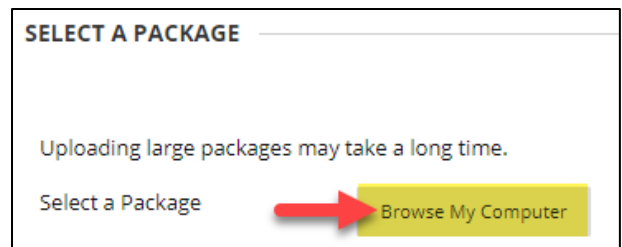
1. Navigate to the **DESTINATION COURSE** that you want to import your content into. Scroll down to the course's **CONTROL PANEL** and click the **PACKAGES AND UTILITIES** menu. From the list of options, choose **IMPORT PACKAGE/VIEW LOGS**.



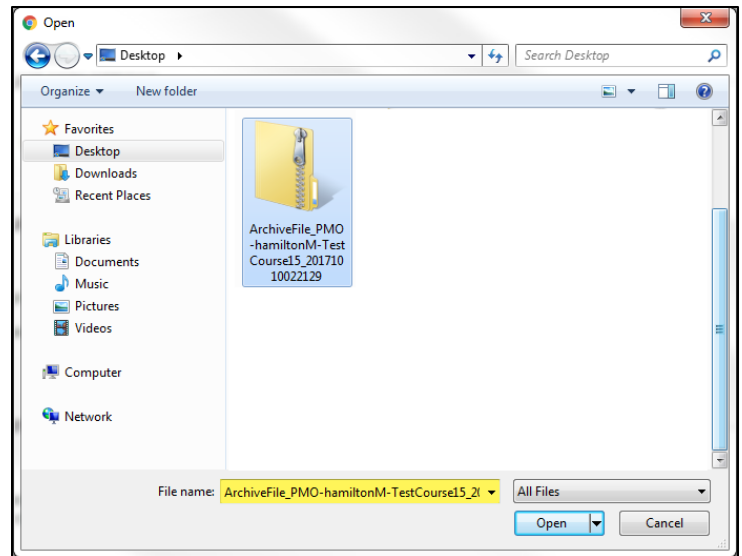
2. You will be taken to the Import Package/View Logs page. Click the **IMPORT PACKAGE** button.



3. You will be taken to the Import Package page. Scroll down to **SELECT A PACKAGE** and 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. Once you find your Archive file, select it and click the **OPEN** button.



5. The file will be added to the **SELECT A PACKAGE** section.

**SELECT A PACKAGE**

Uploading large packages may take a long time.

Select a Package

Selected File File Name **ArchiveFile\_PMO-hamiltonM-TestCourse15\_20171010022129.zip**

6. 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 package file that you attached.

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

**SELECT COURSE MATERIALS**

Content Areas

Adaptive Release Rules for Content

Announcements

Attendance

Blogs

Calendar

Contacts

Content Alignments

Discussion Board

Include starter posts for each thread in each forum (anonymized)

7. 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.

8. 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.

Import: PMO-hamiltonM-TestCourse31 is running. To access the detailed log, click here

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

Import Package / View Logs

Import Package

IMPORT/COPY LOG NAME	IMPORT/COPY DATETIME
<a href="#">ImportFile_PMO-hamiltonM-TestCourse31_20160906105826_detailed.txt</a>	Sep 6, 2016 11:10:35 AM CDT
<a href="#">ImportFile_PMO-hamiltonM-TestCourse31_20171129110013_detailed.txt</a>	Nov 29, 2017 11:05:22 AM CST

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

Completed import requests are 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.