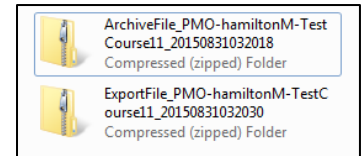


Importing an Archive or Export Package File



Blackboard

Before you begin, review the Archive or Export instructions to ensure that you have saved a correctly formatted Archive or Export package file to specific location on your computer. Package files will be saved with the file extension .zip.



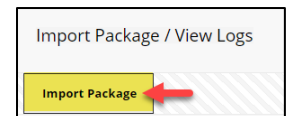
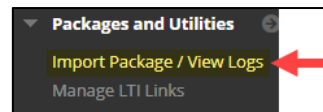
Before You Begin

Review Your Course's File Size

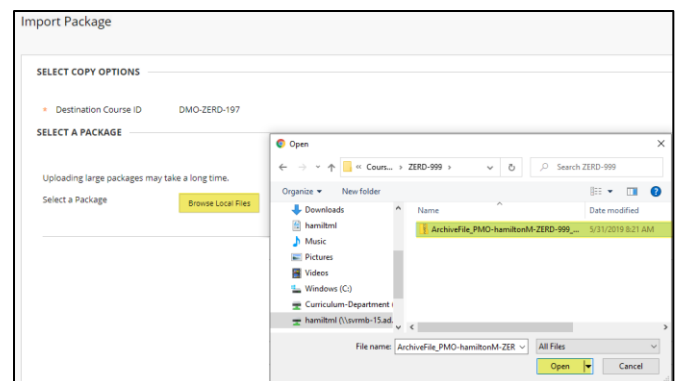
[View your course's estimated file size](#) before performing the import process. If your course is over the **500 MB** course file size limit, [review your course's Content Collection](#) and use [alternative methods of sharing large files](#). Otherwise, errors may occur in the import process. You may be contacted by Blackboard Administration to take corrective action.

Import Process

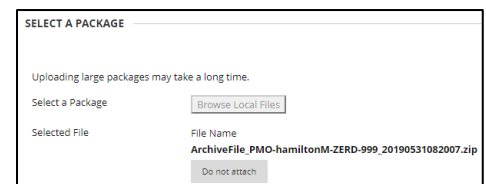
1. In the **DESTINATION COURSE**, scroll down to the **CONTROL PANEL** and click **PACKAGES AND UTILITIES**. Then click **IMPORT PACKAGE/VIEW LOGS**. You will be taken to the Import Package/View Logs page. Click **IMPORT PACKAGE**.



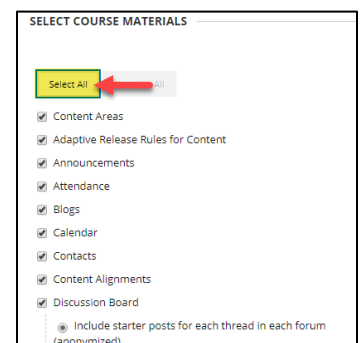
2. You will be taken to the Import Package page. Scroll down to **SELECT A PACKAGE** and click the **BROWSE LOCAL FILES** button.
3. In the file window that appears, locate and select your Archive or Export file on your computer or storage media. Once you find your Archive file, select it and click the **OPEN** button.



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

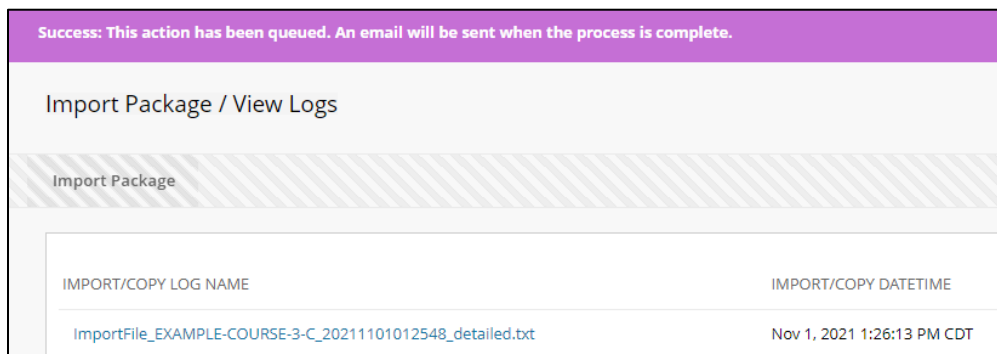


5. Now, scroll down to the **SELECT COURSE MATERIALS** section and click the **SELECT ALL** button. This will select all the default settings, tools, and content in the package file that you attached.



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

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 bar that indicates the action has been queued. **You will receive an email confirmation once the process is complete.**



- a. Due to a large volume of import requests at the start of the semester, faculty may experience delays in import request processing. If you performed import process and saw the purple confirmation banner that states the action has been queued, wait for an email confirmation that the request is complete before attempting additional imports into the same course.
8. Once the process has completed, review the content in your course to ensure that your materials imported successfully and are accessible.

