How Do I Import Course Files that I Exported?

- Log in to the desired Blackboard Course (new course)
- Under Control Panel, expand the tab for Packages and Utilities
- Select Import Packages / View Logs option on the Import Packages / View Logs Screen
- Select (click) Import Package button near top of the screen
- Click Browse to the right of Select a Package to locate the locally saved exported zipped package (this is the one exported from prior course)
- Select each of the options you want to import by placing a checkmark in the box to the left of the item; for example Content
- Click Submit

This process may take a few minutes when complete you will see a “Success, this action has been queued”

You will receive an email when the package is imported and available in Blackboard and the imported folders and files are included in the course site.

Where is the Imported Course Content?

You will see your imported content in your current course. Please note: this process does not overwrite your current Blackboard course but rather adds the material you are importing into it. You may need to rearrange or remove some items after the import process has fully completed.

Where is the Imported Course Package?

Blackboard places imported course files (the zipped files that were exported from a previous course) in the Course Content area located under Control Panel; Content; course name.