

Once course content has been exported from a course shell, the instructor may import the entire course package, or selected parts of the course into another shell by using the Import Package feature.

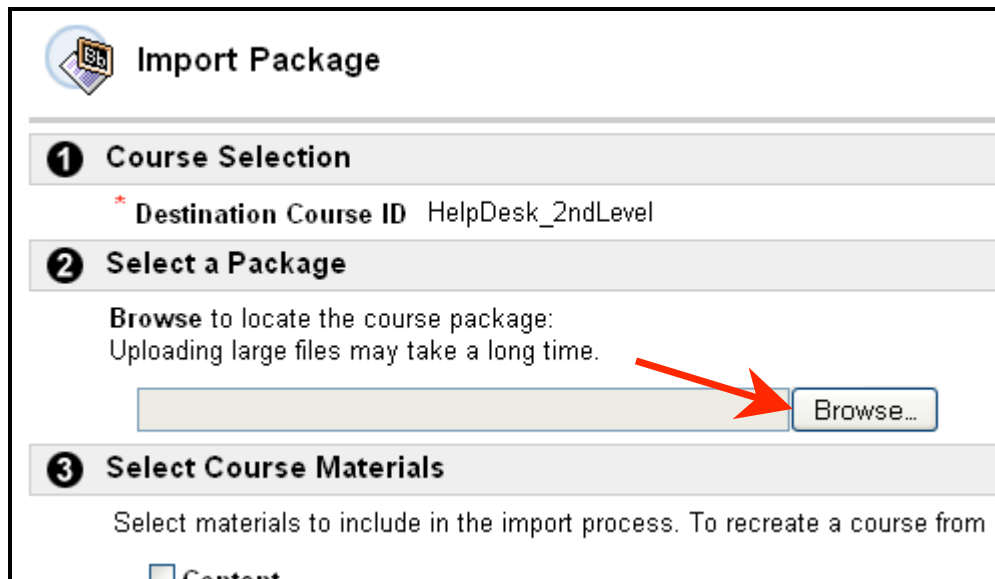
Note: Refer to the “Exporting Course Content” tutorial for further information regarding the export process.

The import process is as follows:

1. Enter the control panel for the course for which the import will take place.
2. Click on **Import Package** under the Course Options area.



3. Once the Import Package screen appears, click on the **Browse...** button.



4. Find the .zip file that was exported from the previous course. This .zip file will be located wherever it was last saved, which will differ based on individual users and computers.
5. Once the .zip file has been located, double-click on the icon, which should enter the filename into the field next to Browse...

6. Under **Select Course Materials**, select the materials from the .zip file that is desired in the new course. **Note:** Content must be checked in order for the import to work properly.
7. Click **Submit**.
8. The next window should display a message indicating that the action has been successfully queued. Click **OK**.
9. Once the import process has completed, a confirmation email will be sent indicating whether the process executed successfully or whether there were any warnings or error messages. This should take no longer than a couple of minutes but may take longer depending on the quantity of course materials being imported.

Frequently Asked Questions:

- Q.** What happens if I have a Content Area in the package and a Content Area in the destination course with the same name? Will Blackboard overwrite my existing content item during the import?
- A.** No, the import process will not overwrite or delete the existing item or content, the new information will simply be added to that area.
- Q.** My exams were located in a button area called "Exams" and I selected "Content" during the import process, but they don't seem to be working correctly in the new course. Why?
- A.** Anytime you work with exams, whether through an Import, Export or Course Copy, you must select all three of the following areas in order for the exams to work correctly: 1) *The content area in which the exams are deployed*, 2) *Grade Center Columns and Settings*, and 3) *Tests, Surveys and Pools*.