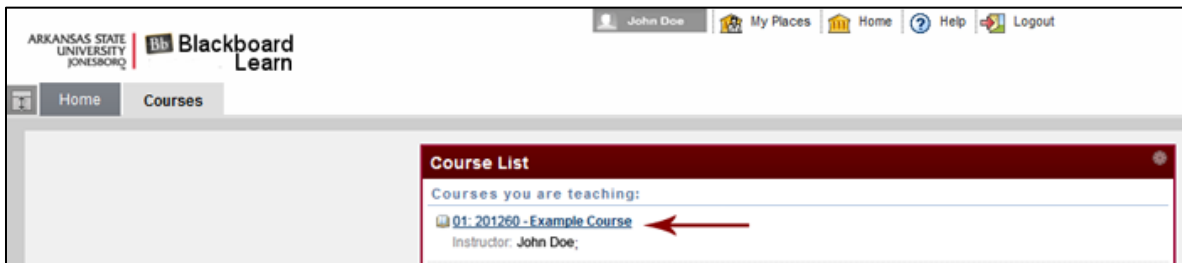


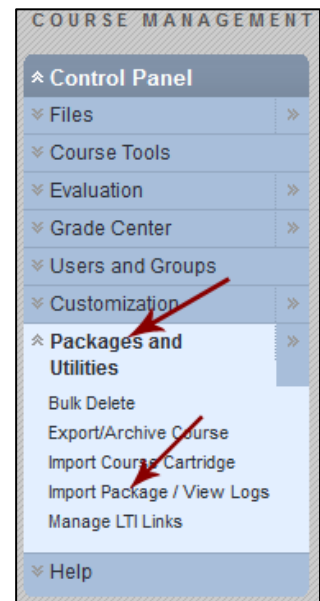
ITTC SMARTGuide for new users to Blackboard Learn

Importing To Blackboard Learn

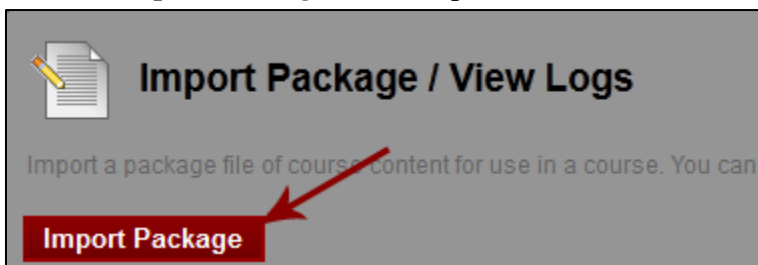
1. Select the course to which you are *Importing* to.



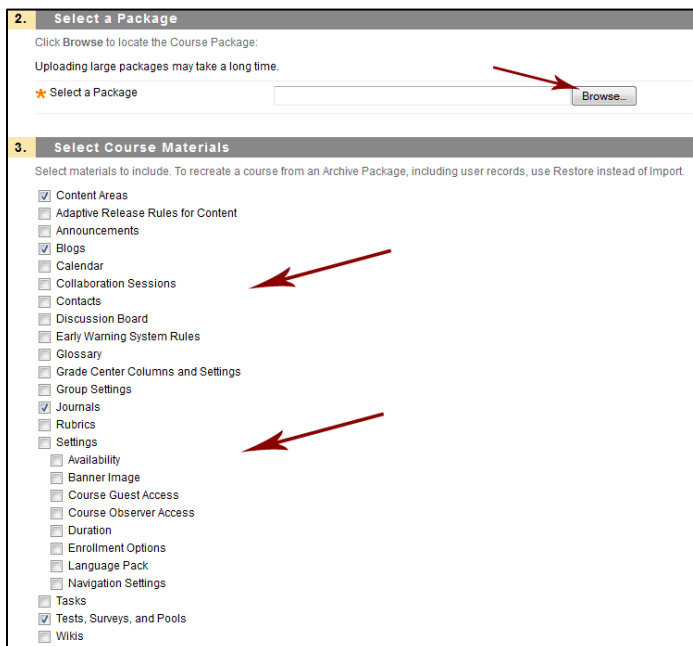
2. Under *Control Panel* on the left of your screen, clicking on **Packages and Utilities** will open up a drop down menu. Click on *Import Package/View Logs*.



3. Click on *Import Package* on the top.



- Click **Browse** to **Select a Package**. Find/Select the Exported **.zip** file. Click **Open** to add the file. Select the items to be imported to the course.



- Click on **Submit** after you are done. You may delete unnecessary menu items to clean up course.

**** Deleting a Menu Item will delete all content from that area. Delete with caution. ****

*****Please allow up to 60 minutes wait time for courses with lots of content (videos, PowerPoint, etc.). You will receive a confirmation email. Wait for the email.**

- You have just **Imported** a course.

Training material provided by the Interactive Teaching & Technology Center, Arkansas State University, AR 72467. For further information you may contact ittclab@astate.edu, 870-972-2334 or come by and visit us at <http://www2.astate.edu/ittc> or Library, Suite 301. Information for the **ITTC SMART Guide** provided in part by <http://www.blackboard.com>.