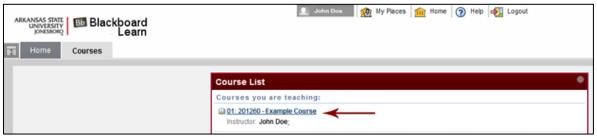


ITTC SMARTGuide for new users to Blackboard Learn

Importing To Blackboard Learn

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



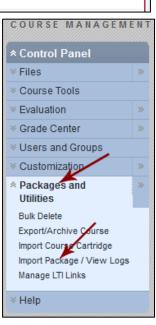
INTERACTIVE TEACHING & TECHNOLOGY CENTER

Library Suite 301 | (870) 972-2334

http://www2.astate.edu/ittc

- 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.







4. 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.

2.	Select a Package	
	Click Browse to locate the Course Package:	
	Uploading large packages may take a long time.	
	🛧 Select a Package	Browse
3.	Select Course Materials	
		rse from an Archive Package, including user records, use Restore instead of Import.
	Content Areas Adaptive Release Rules for Content Announcements Blogs Calendar Calen	
	Contacts	
	Discussion Board	
	Early Warning System Rules	
	Glossary	
	Grade Center Columns and Settings	
	Group Settings	
	Journals	
	Rubrics	
	Settings	
	Availability	
	Banner Image	
	Course Guest Access	
	Duration	
	Enrollment Options	
	Language Pack	
	Navigation Settings	
	Tasks	
	Tests, Surveys, and Pools	
	Wikis	

- 5. 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.**

6. 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 <u>ittclab@astate.edu</u>, 870-972-2334 or come by and visit us at http://www2.astate.edu/ittc or Library, Suite 301. Information for the ITTCSMARTGuide provided in part by <u>http://www.blackboard.com</u>.