

Blackboard

Importing a Course Package

Instructors can use the Import Package utility to copy course materials from one course to another.

In order to use this function you will need to have exported the materials from an existing course.

From within your module, click on the Control Panel and select Packages and Utilities:

Click on Import Package/View Logs from the expanded menu:

Next, click on the Import Package button:

Click on Browse My Computer to select your package:

The next section asks you to select the parts of the course package that you wish to import:

When you have finished, click on the Submit button.

This process may take a while, depending on the size of the imported files. A message indicating a successful import appears at the top of the screen. You will also receive a confirmation email.

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