

# How to Import a Course Package

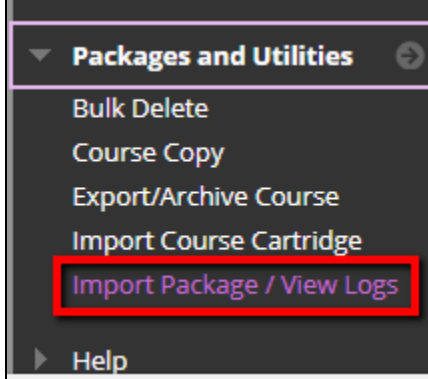


This page is no longer being updated. Please refer to the [Knowledge Base](#) to view the most updated information.

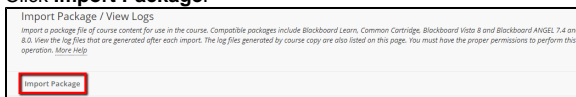
If you want to upload a course to a new course, you can import a course package. This is useful if you have items from a course that you do not want to recreate.

## Step-by-step guide

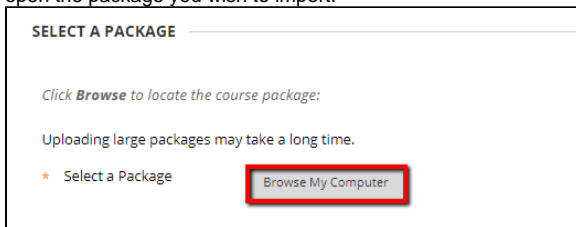
1. On the bottom left of your course site, under the **Control Panel**, click to expand **Packages and Utilities**, then click **Import Package/View Logs**.



2. Click **Import Package**.



3. On the Import Package page, in the **Select a Package** section, click **Choose File** to locate and open the package you wish to import.



Blackboard only accepts .zip packages that are unopened/unaltered.

4. In the **Select Course Materials** section, select the course items you wish to include in the import.

### Related articles:

- [How to Prepare for and Access a Blackboard Collaborate Session](#)
- [New Blackboard Accounts](#)
- [Blackboard Student Training Videos](#)
- [How to Turn on and Access the Collaborate Original Tools](#)
- [How to Set Up Web Conferencing in Collaborate Original for the First Time](#)

**SELECT COURSE MATERIALS**

Select materials to include. To recreate a course from an archive package, including user records, use restore instead of import.

Select All Unselect All

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
  - Include starter posts for each thread in each forum (anonymized)
  - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings

5. When you are finished, click **Submit**. You will receive an email when the import process is complete.



Please note that it may take a while for a large course to be imported into the new course site. Do not resubmit the import – this will result in duplicate files and items in your course.

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For questions or comments, contact the Computer Services Help Desk  
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