



Blackboard 9 Importing

Importing Content from a Zip Package

Issues and Answers

Issue: I can't see the tests I brought in from WebCT

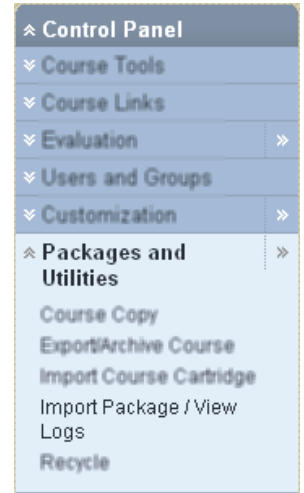
Answer: The tests (and question pools) are not automatically placed in the Content Area. You can view question pools and tests imported in the Control Panel under Course Tools by clicking on Tests, Surveys, and Pools then going to the appropriate area.

Issue: I received errors during the import process.

Answer: This can occur from an improper ZIP file. Check with who provided you the import package to ensure it is meant for Blackboard Learn version 9 or contact the CTLT at ext. 2858.

Blackboard has an import feature that allows custom control of the content being brought into your course. To get started, open your Blackboard course:

Expand **Packages and Utilities** in the Control Panel.



Click on **Import Package/View Logs**.

Click the Import Package Button. 

Click on the Choose File button  and locate the ZIP file you want to import.

Check the boxes in front of any area you are looking to import into Blackboard. This is based on what your ZIP file contains.

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Settings
- Contacts
- Tasks
- Tests, Surveys, and Pools

Click on the Submit button  to start the import processing.

You should receive this message on the next screen to let you know that you submitted successfully then you will wait for an email letting you know that the process has completed.

Success: This action has been queued. An email will be sent when the process is complete.

You can go back into the Import Package/View Logs area to click on the link to view the details of the import process. The successfully imported materials will be available within your course at this time.

Import Log Name	Import DateTime
ImportFile_Course-Development-010_20100408115219_detailed.txt	Apr 8, 2010 11:52:37 AM CDT