

Import Archive File

If you have archived a previous course site and want to import this material into an existing course, follow these steps.

1. In the **Control Panel** area under the **Package and Utilities** section, click **Import Package/View Logs** and then click **Import Package** button.

2. To add your archived file from your computer, in the **Select a Package** section click on the **Browse** button.

3. In the **File Upload** dialog box, select your .zip file and click the **Open** button.

4. In the **Select Course Materials** section, select the materials to include in the import process.

5. Click the **Submit** button, at the lower right, to finish the import process. Depending on the file size of your course, this process may take several minutes. Once the import process is complete, you will receive an email from Blackboard.