MxCC Distance Learning Documentation

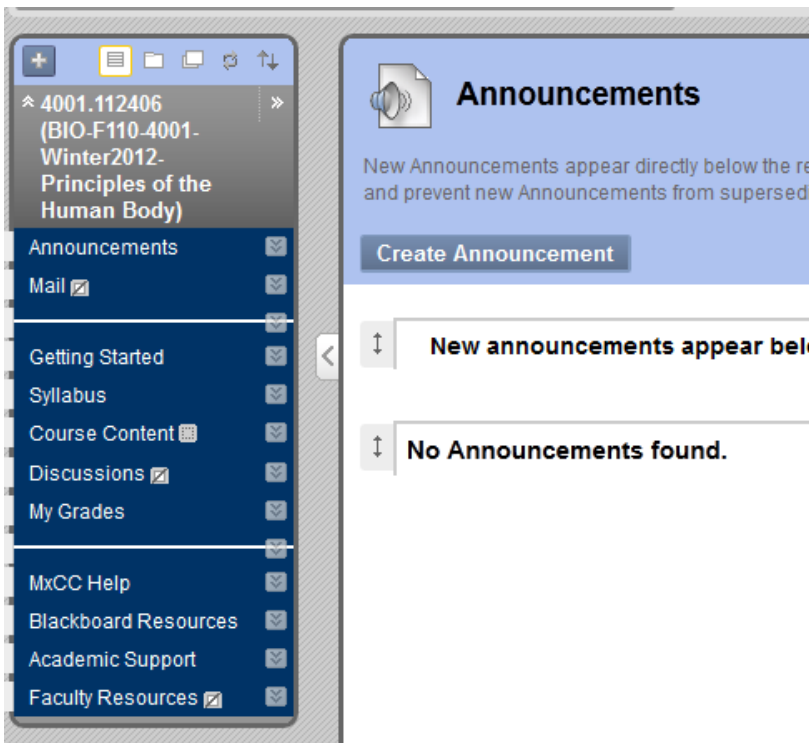## Blackboard Learn: How to Import a Backup File (Restore a course)

To reuse the same content form a course, you may use "Import" feature to import a "backup .zip" file without student data to an existing course. If you would like to restore a backup .zip file with students' data for a grade challenge, you will first contact Distance Learning to create a blank shell in Blackboard. Then you will use the same step to import the backup .zip file with student data. There are two steps in importing a backup file to a course.

Step 1. Examine the course that you would like to import content from a .zip backup file.

Step 2. Import the backup .zip file.

**Step 1. Examine the course that you would like to import content from a .zip backup file.**

(1) Enter the course. In **My Blackboard** Page, click on the course name such as <u>PSY-F111-3299-Fall2012-General Psychology I</u>.

(2) You will see the MxCC template in the course. There are a group of links in Course Menu. If you use exactly the same links in your previous course, you should delete the links here.
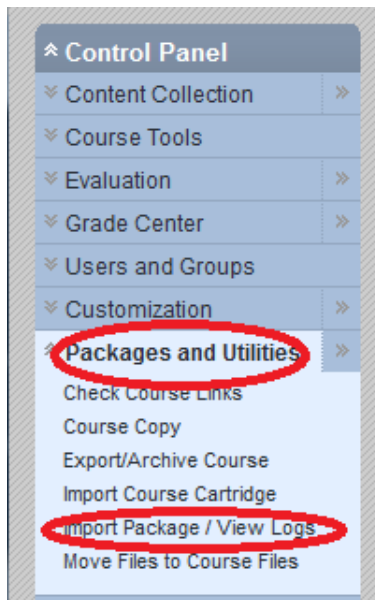
(3) Click on the action icon next to a link such as Syllabus and click on "Delete".
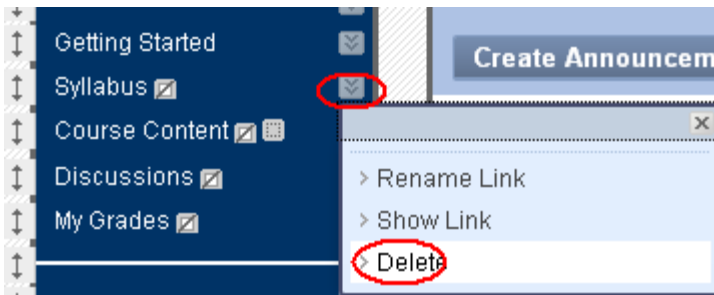
(4) Use the same steps as (3) to delete all duplicate links in the Course Menu.

Step 2. Import the backup .zip file.

(1) To import a content backup file, under "Control Panel", click "Packages and Utilities" and then click "Import Packages/View Logs".

(2) Click on "Import Packages" button.

(3) Click on "Browse" button.

(4) Locate the backup .zip file on your computer and click on "Open".
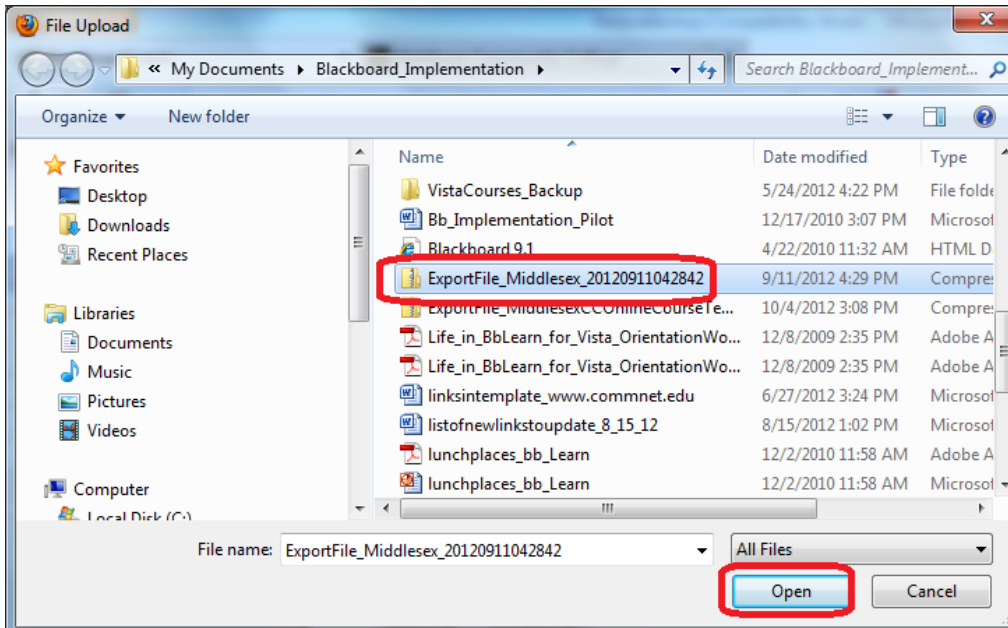
(5) Select the links and tools you would like to import. *To avoid duplicate links, do not select "MxCC Help", "Blackboard Resources", "Academic Support", and "Faculty Resources" since these links are already in the new course.

☑ Content Areas
 ☑ Home Page
 ☑ Syllabus
 ☑ Course Content
 ☑ Discussion Questions
 ☑ Glossary
 ☐ Blackboard Resources
 ☐ Faculty Resources
 ☑ Videos Links all

(6) Click "Submit".

(7) Depending on the size of your course, you may need to wait for a few minutes until the .zip file has been completed imported to the course.

(8) You may need to log out Blackboard and log back on to see the imported content.