## 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.

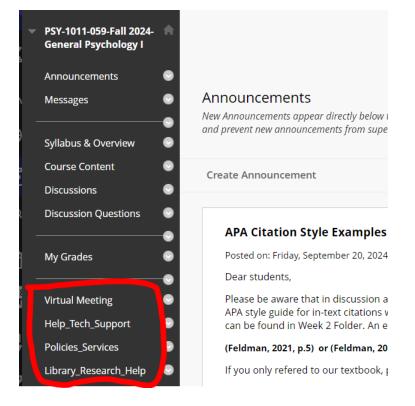
Step 2. Import the backup .zip file.

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

(1) Enter the course. On the Blackboard Courses page, click on the course name such as PSY-F1011-Fall2024-

General Psychology I.

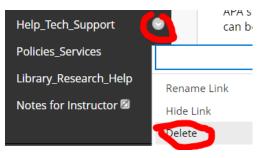
(2) You will see the MxCC template in the course. There are a group of links on the Course Menu. If you use the same links in your previous course, you should delete the links here.



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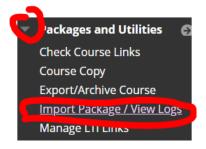
(3) Click on the action icon next to a link such as Help\_Tech\_Support and click on "Delete".



(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) Under SELECT A PACKAGE, click on "Browse Local Files" button.

SELECT A PACKAGE		
Click <b>Browse</b> to locate the course p	ackage:	
Uploading large packages may take a long time.		
Select a Package	Browse Local Files	

(4) Locate the backup .zip file on your computer and click on "Open".

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## **MxCC Distance Learning Documentation**

(5) Select the links and tools you would like to import: Content Areas, Discussion Board-Include only the forums, with no starter posts, Grade Center Columns and Settings, Rubrics, Settings, Tests, Surveys and Pools.

$\checkmark$	Content Areas
	Content Alignments
	Discussion Board
	$\bigcirc$ Include starter posts for each thread in each forum (anonymized)
	Include only the forums, with no starter posts
	Glossary
$\checkmark$	Grade Center Columns and Settings
	Group Settings
	Journals
	Retention Center Rules
$\checkmark$	Rubrics
$\checkmark$	Settings
	Banner Image
	Course Guest Access
	Course Observer Access
	Language Pack
	✓ Navigation Settings
~	Tests. Surveys, and Pools
(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.