

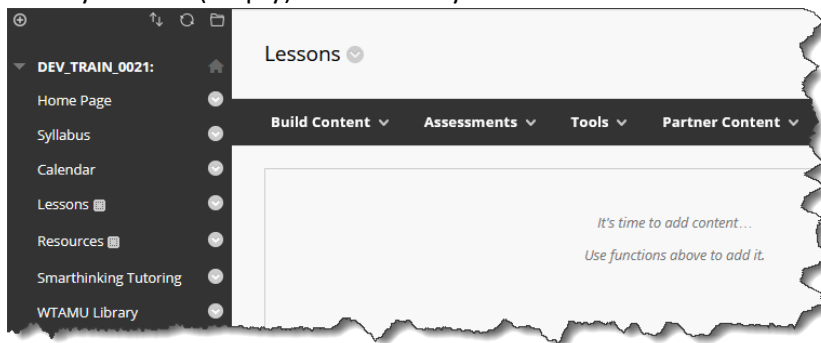
## USING AN ARCHIVE TO IMPORT CONTENT FROM ARCHIVED COURSE

If you have created an archive from a previous course, follow the directions below to import your archived course into a new semester.

### STEP 1: PREPARE THE NEW COURSE FOR CONTENT FROM ARCHIVE

To ensure that the content that you pull in does not reorder from its original state, delete all of the Course Menu items (starting from the bottom) to import a clean course as it originally existed.

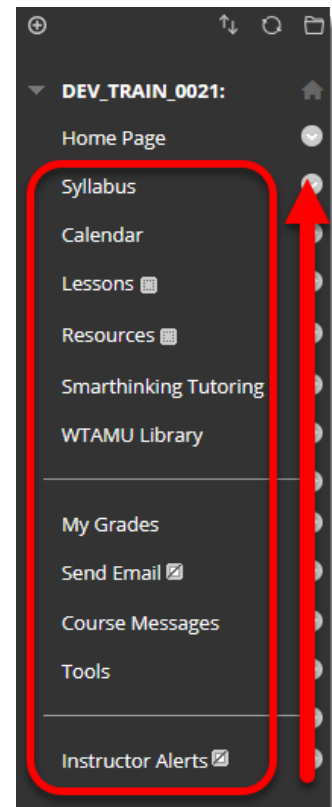
- A. Go to your new (empty) course. Verify that the Lessons area has no content in it.



- B. After verifying there is no content in your new course, clean your course menu of all items brought in by the default course shell by **deleting menu items from the bottom up**, leaving only the “**Home Page**” in the course menu.

**Removing all course menu items** will ensure that no duplicate items appear in your course menu that might confuse your new students or will need to be removed or cause items to reorder in your course menu.

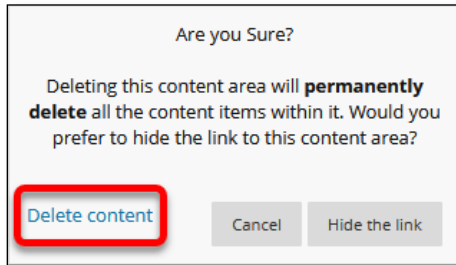
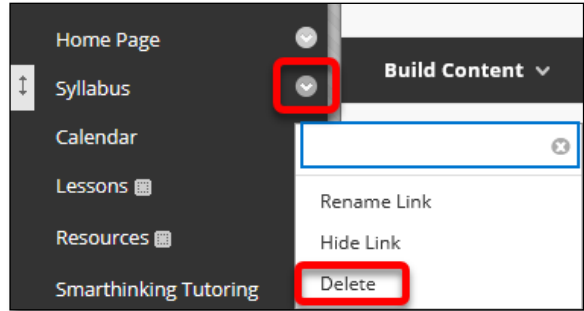
This will include deleting the horizontal separators (dividers).



Delete Course Menu Items by:

1. Select the **contextual dropdown menu** for each menu item (except for Home Page).
2. Select **Delete**.
3. In the confirmation window, select **Delete content**.

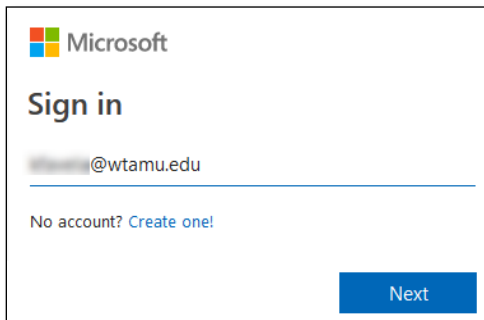
*Note: If you delete a content area, all content within this area will also be deleted. Make sure you are deleting the course menu items of your empty course.*



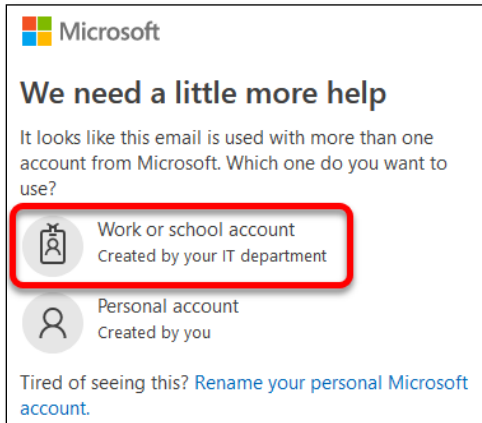
## STEP 2: LOCATE YOUR ARCHIVED CONTENT ZIP FILE

Start by ensuring you know the location of your archived content Zip file. If you did not save it to your computer or U Drive, you likely saved it to your OneDrive account as our instructions provided. To access your file from OneDrive:

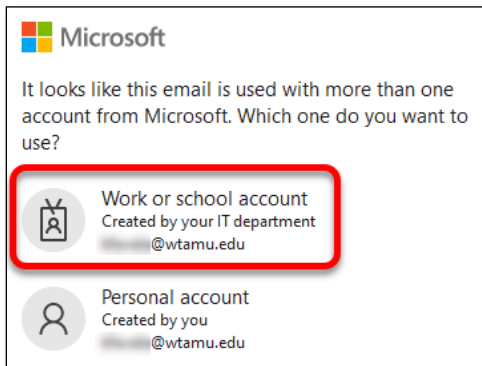
- A. In your preferred browser, go to <https://onedrive.live.com>.
- B. Click on the **Sign In** button.
- C. Enter your full WT Email address in the Sign in box.



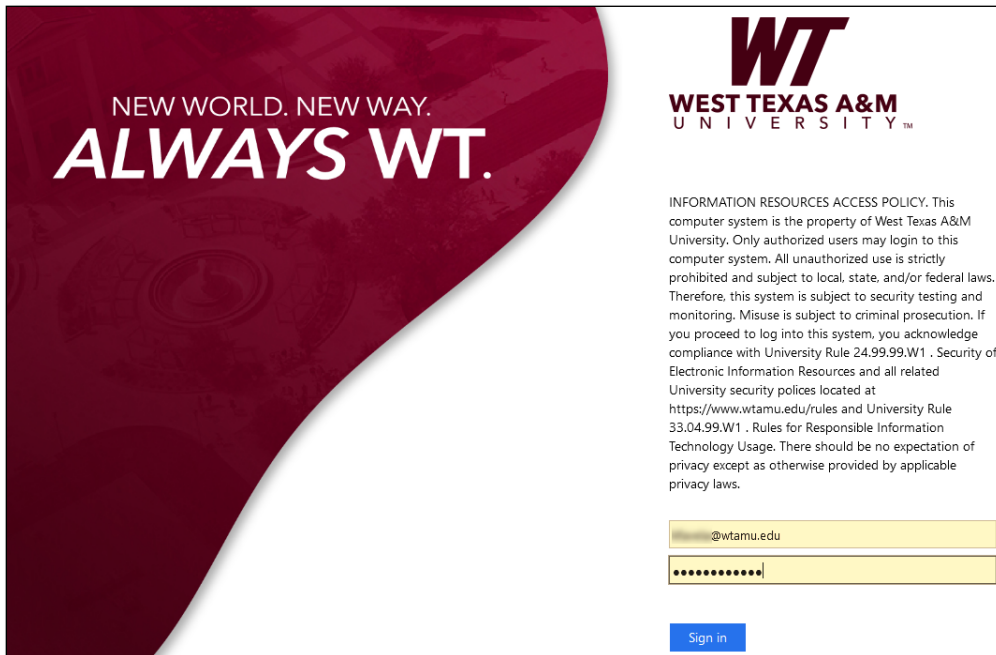
- D. Select the option for **Work or School account created by your IT department.**



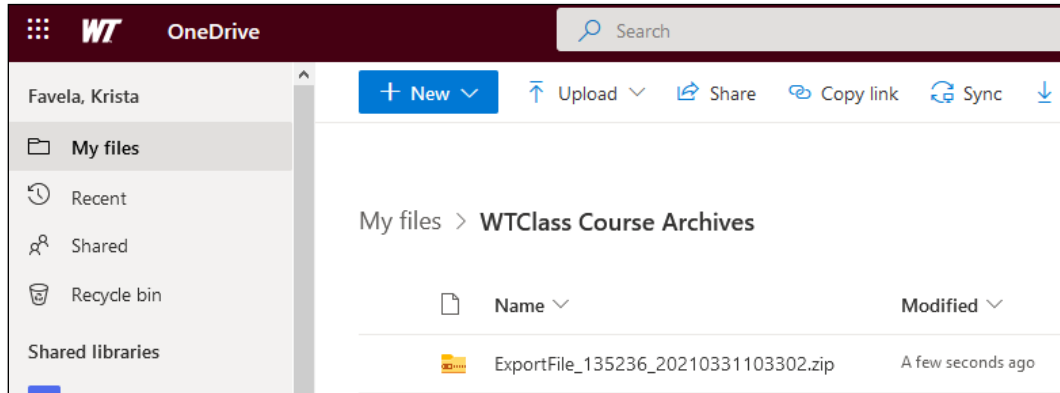
- E. If requested, click again on the option for **Work or School account created by your IT department.**



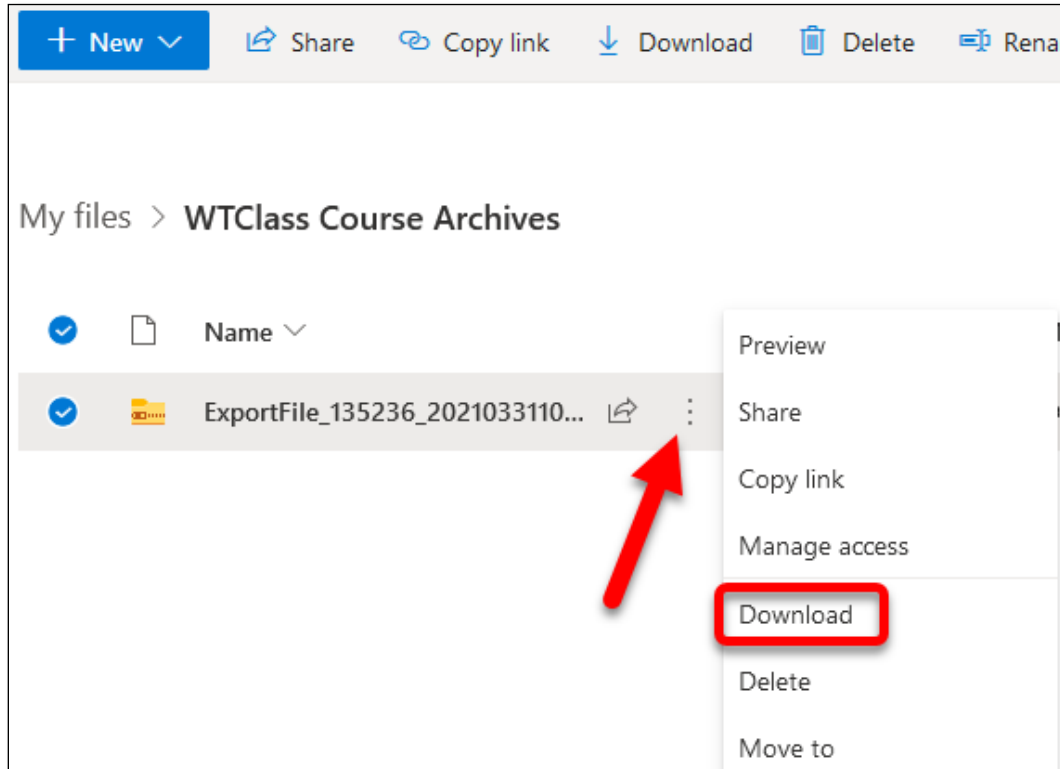
- F. Enter your full WT email address and Single Sign On password.



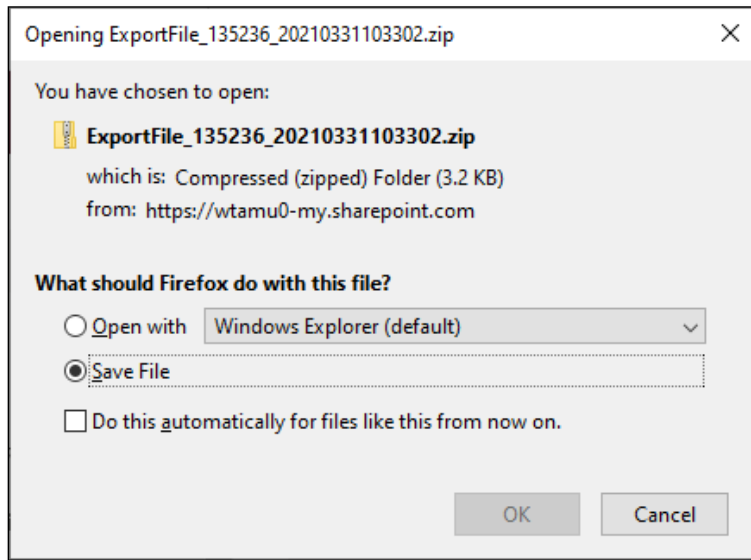
- G. Once inside the web version of OneDrive, locate the file you previously saved, it may be within a folder.



- H. Click on the three dots that appear to the right of the file name (may only appear when you move your mouse over the file) and select Download.



- I. Save the file to your computer.



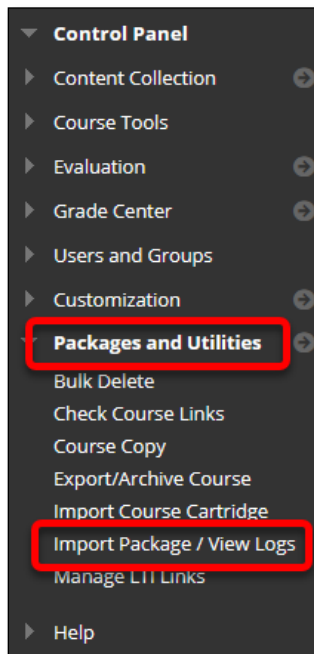
- J. The file will be downloaded to your Downloads folder.

Repeat these steps for any additional archive/export files to save them to OneDrive

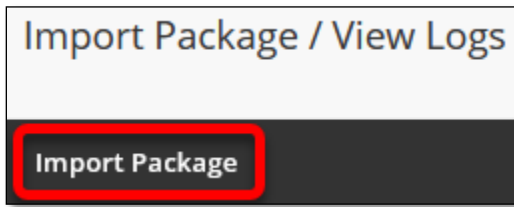
### STEP 3: IMPORTING ARCHIVED CONTENT INTO THE NEW COURSE

A course import package is a ZIP file of exported course content. Importing a course package into an existing course copies the content of the package into the existing course.

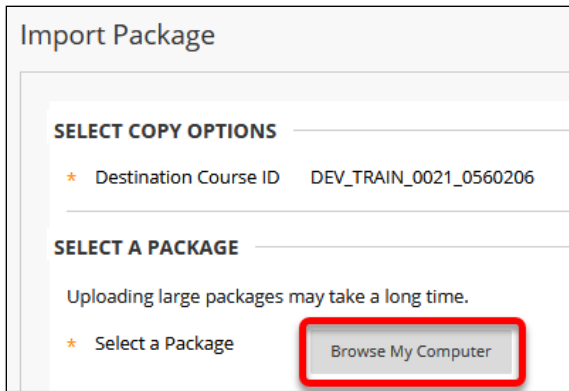
- A. Go to your new (empty) course. Go to the **Control Panel > Packages and Utilities > Import Package/View Logs**.



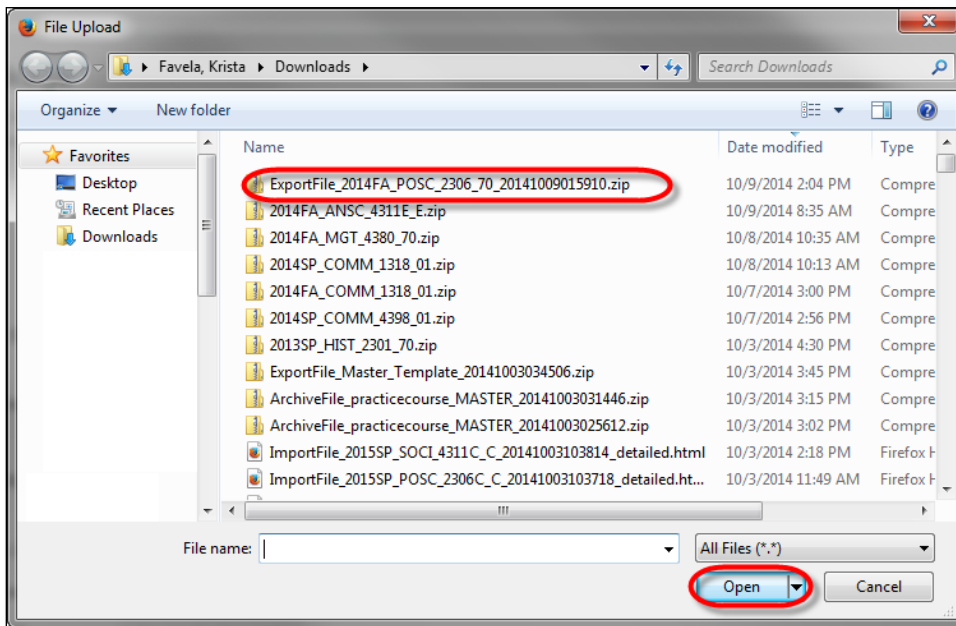
- B. In the action bar, select **Import Package**.



- C. In the Select a Package section, select the **Browse My Computer** button.



- D. **Select and Open** the previously saved file



- E. Select the **Select All** button, change the setting under Discussion Board to **Include only the forums, with no starter posts**.

### SELECT COURSE MATERIALS

- 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
  - Availability
  - Banner Image
  - Course Guest Access
  - Course Observer Access
  - Duration
  - Enrollment Options
  - Language Pack
  - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

- F. Click **Submit**.
- G. When you receive an email that the Import process has been completed, you may begin editing your content.



*Note:* Content may begin to appear before you receive an email. Until you receive an email the system may still be processing your content. **Do not re-import your file** or you will have imported the content twice.



#### **What if not all my content appears?**

If your course is missing content or no content appears, log out of Blackboard, and wait 15 minutes before returning. If content is still missing contact the Help Desk or an Instructional Designer. **Do not re-import your file** without first speaking with an Instructional Designer.

## CLEAN-UP SUGGESTIONS

Old content such as discussion posts, and announcements may have copied over from the original course and should be deleted from the new course.

- Delete old Announcements (May be done through the Export/Import process)
- Delete old Discussion posts (May be done through the Export/Import process)
- Update Due Date on Tests
- Update Due Dates on Assignments
- Update Opening/Closing Dates on Content
- Replace Files
- Clean up extra Grade Center columns.

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### DO NOT PERFORM AN IMPORT MULTIPLE TIMES.

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If you experience a problem while exporting or importing your course, contact the Help Desk or an Instructional Designer before attempting to import your file again.