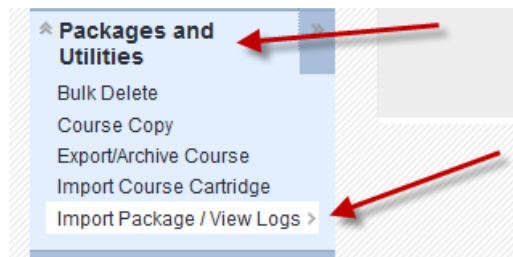
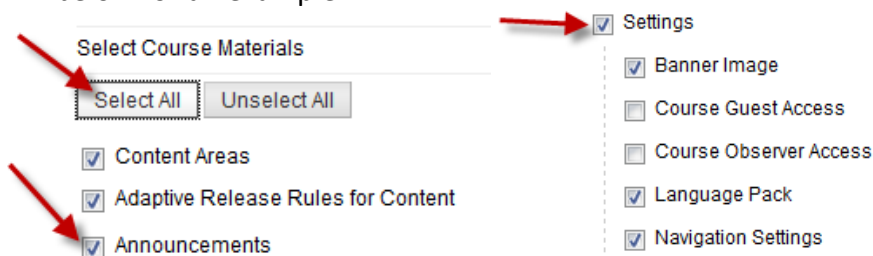


## Import a Blackboard Course Export (Backup)

1. Go into the Blackboard course or template you want the Export restored to.
2. Go to **Control Panel, Packages and Utilities, and Bulk Delete**.
  - a. (Note: Bulk Delete Not Available in Live Courses).
3. Select all options **EXCEPT USERS**. Type **Delete** and click **Submit**.
4. Delete all files in **Files** area.
5. Go to **Control Panel, Packages and Utilities, and Import Package/View Logs**.



6. Choose **Import Package**. Browse your computer and find the Export file.
7. Click on the **Select All** button to select all the **Select Course Materials** default options.
  - a. Under **Settings**, only the default text boxes should be checked. Refer to image below for an example.



- b. Remove the check mark for **Announcements**' text box, only if you do not want to post last Semester's Announcements. Otherwise, the dates will be carried over from last term.
8. Click **Submit**.
  9. Check your course carefully. Look for duplicate menu items, content items, etc. **Delete** those not needed.

