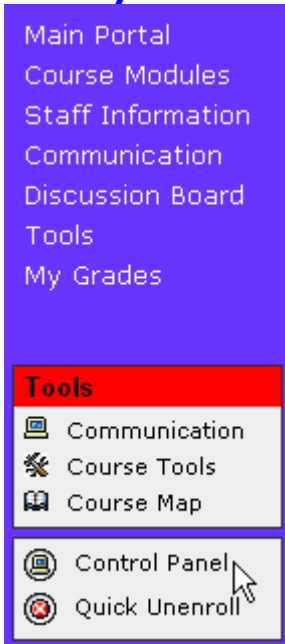


Importing Your Irving ISD Blackboard Course

You will need your export or archive file that you created from the old system (.zip file). Additionally, you will need to talk to your campus ITS or building Blackboard manager to have them create a course for you in the new system and make you an instructor of that course. You will only be able to import your package once that is complete.

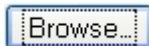
1. **Go to your course control panel**

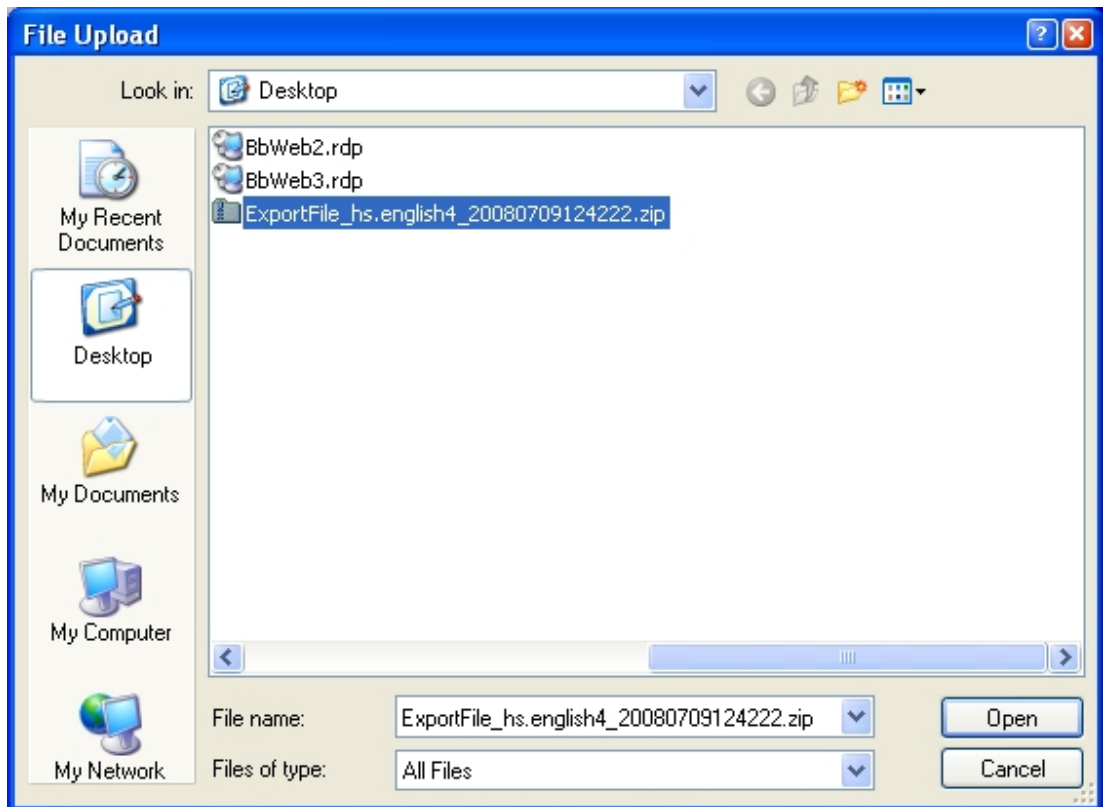


2. **Click on 'Import Package'**



3. **Click the 'Browse...' button and select your .zip file export package (that you created from the old system)**

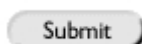




4. **Select the course materials you want to import**

- Content**
- Adaptive Release rules for content**
- Announcements**
- Calendar**
- Collaboration Sessions**
- Discussion Board**
- Early Warning System Rules**

5. **Click 'Submit' and you will get a message saying that your export has been queued. You will receive an email (make sure your email address is up-to-date in Bb) when your import is complete.**



NOTE: The OLD Blackboard 7.3 system now has a **RED BANNER** at the top of its screen:



ONLY use the OLD system to export your courses. The OLD SYSTEM will go OFFLINE on September 15th.