

## Importing Course Packages

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. Import packages do not include user enrollments or records, such as discussion board posts and assessment attempts.

**Note:** Never upload an exported course package that has been edited since it was created and downloaded. Opening the ZIP file and changing any of the files in the exported course package will result in unstable and unpredictable behavior when the course is imported.

## How to Import a Course Package

1. On the **Control Panel**, expand the **Packages and Utilities** section and select **Import Package/View Logs**.
2. Click **Import Package**.
3. Provide the path to the course package or click **Browse** to search for the package.
4. Select the course materials to include.
5. Click **Submit**.

## About Content Areas

Content from menu content areas that have the same name in the package as in the existing course will be added in the same content area. Nothing will be removed from the course and replaced with content from the package. Imported content is appended to existing content in the same content area.

## About Discussion Board Forums

You can decide whether to copy starter posts for each thread in each forum (anonymously) or include only forums with no starter posts.

## About Course Links

Links to parts of a course that are not imported will break when the links appear in the destination course. For example, if there is a link to a test in a content area and assessments are not imported, the link to the test is broken.

## How to View Import Logs

1. On the **Control Panel**, expand the **Packages and Utilities** section and select **Import Package/View Logs**.
2. In the **Import Log Name** column, click the package link.

Options to email and download the log are available. You can also expand each log detail to view more information.

## Importing Common Cartridge Packages

Blackboard supports the [IMS Global Learning Consortium's](#) Common Cartridge project to encourage the sharing of content across learning management systems (LMS) such as Blackboard Learn.

Course packages in Common Cartridge 1.0 and 1.1 format can be imported into Blackboard Learn in the same way as other course packages. To enable reuse in a broad number of LMS, the package is limited to widely available features. Types of content not supported by common cartridge will not be included when a course is exported and imported in common cartridge format.

- Files, items, discussion forums, web links (URLs), and assessments will be included, but certain components may be excluded (for example, topics in discussion forums are exported, but grading, which is not supported by other LMS, is not).
- The IMS Common Cartridge standards do not currently support all assessment question types or attributes, so exported tests and pools will not include incompatible questions.

Common cartridge imports a course into a single folder of content. Each content area is then imported as a sub-folder inside the main course folder. As an example, if a common cartridge package was exported from a Blackboard Learn course and then re-imported, the result would be a course with a single content area containing a folder for each original content area, and a Web Links content area containing all the web links.

Contact your institution for detailed information about common cartridge specifications, or see [Creating Common Cartridge Course Packages](#).

