Essential Tips and Tricks for Import Success

1. When importing the .zip package from Blackboard6/7/8/9 you should select *Select specific content*, then import.

2. Click on the *Select Content* button.

3. To select content, click in the box of all items you want to import. You can expand the items by clicking the triangle on the left of the title. This lets you view all modules, assignments, discussions, etc. that are included in the package.
4. Blackboard had an error years ago, which resulted in placing Pearson Publishing Group (PPG) files in all courses. The issue was resolved, but instructors who copied their courses over many quarters may still have these documents in the Blackboard course. These are not useful and should be removed from the import by NOT checking the box next to them.

5. Wait for the process to complete. If you have issues listed (as illustrated in the image below), don’t worry. There may be missing links that will need to be added, as well as other refining to do.