



HOW TO IMPORT YOUR COURSE

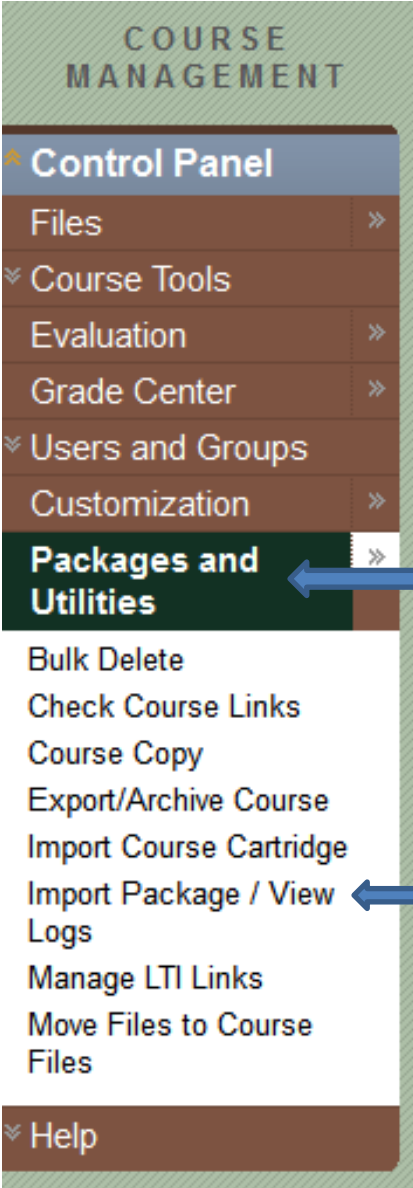
eLearning Services

Library: Room 4203

206-546-6966

eLearning@shoreline.edu

Step 1: Import your course materials



Packages and Utilities

Import Package/View Logs

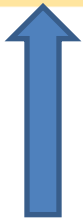
Step 2: Click on Import Package



Import Package / View Logs

Import a package file of course content for use in a course. You can also view the log files that are generated after each import. You must have the proper permissions to perform this operation. [More Help](#)

Import Package



No Import Log Files

Step 3: Prepare the “ Exported Course for Import”



Import Package

An Import package is a .ZIP file of exported Course content. Importing a 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. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Select Copy Options

* Destination Course ID PATRICIA_TEST_COPY

2. Select a Package

Click Browse to locate the Course Package:

Uploading large packages may take a long time.

* Select a Package

C:\Users\pwade2\Desktop\Blackboard\bb9\ExportFile_ Browse...

← Browse for the export file

3. Select Course Materials

Select materials to include. To recreate a course from an Archive Package, including user records, use Restore instead of Import.

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Rubrics
- Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

Check the same items that you selected when you created the export file

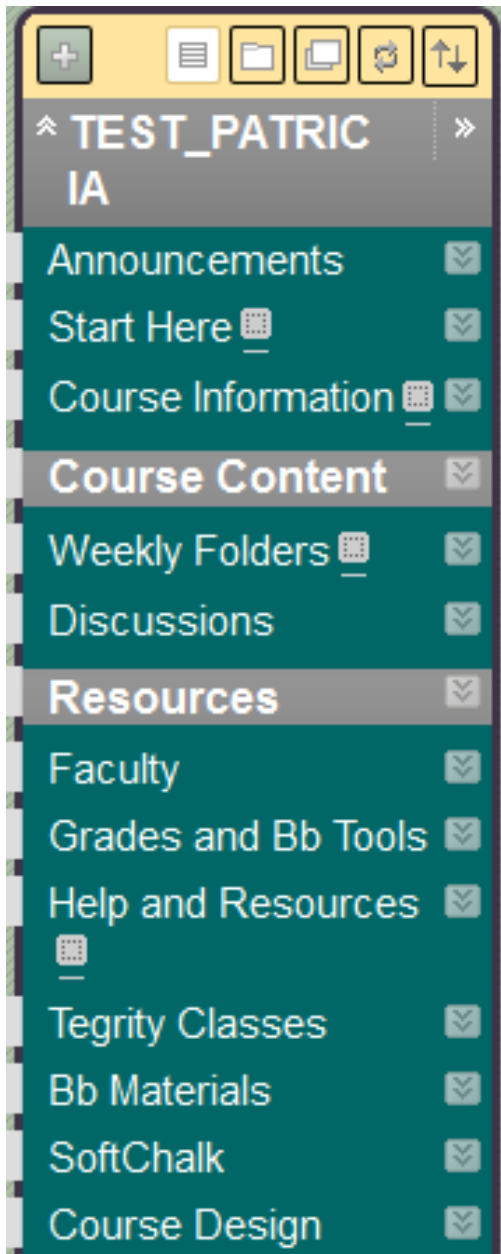
Click Submit

Cancel Submit

Step 4: Wait to receive email notification.

Success: This action has been queued. An email will be sent when the process is complete.

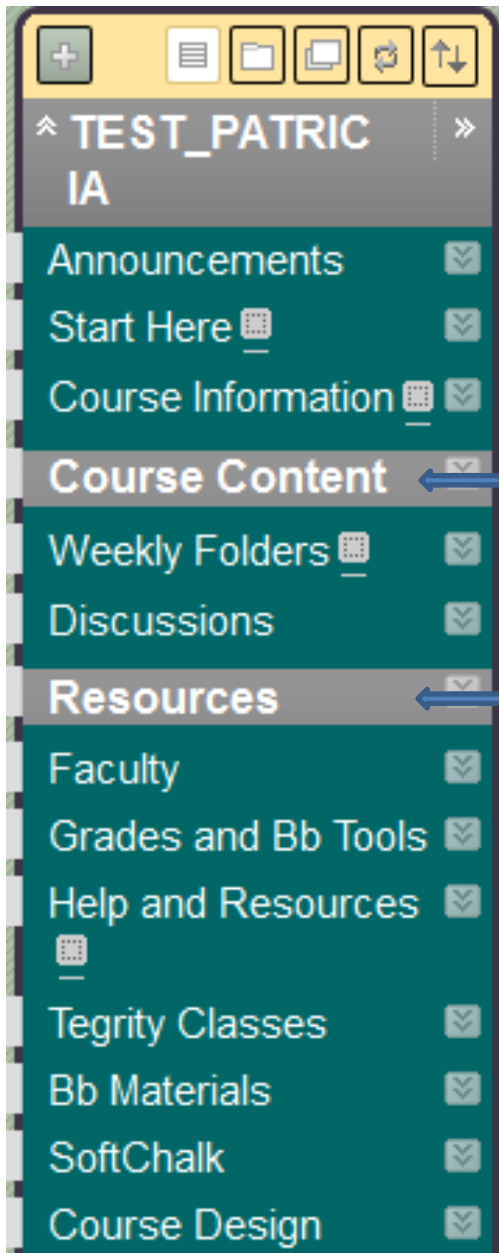
**It may take some time for the email to arrive in your inbox.
The content may take a little more time to settle into the content areas.**



NOTE: Please do not delete or rename the Tegrity button. (You can hide it if you don't use Tegrity)

The imported content buttons that are unique to your course will land below the existing buttons on the menu.

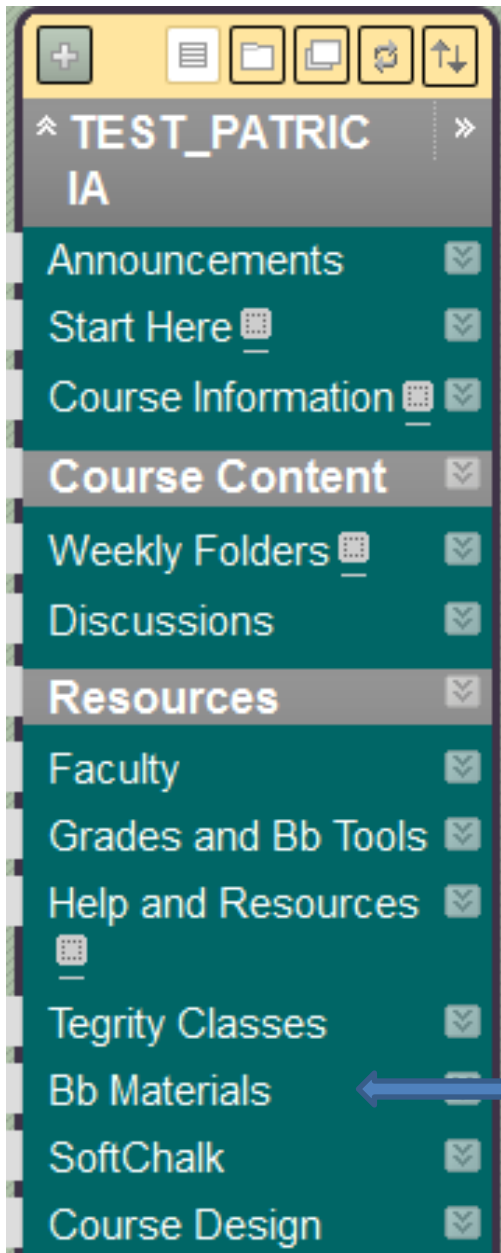
Blackboard Menu Structure



Course Content

These are sub-headers dividers and not live buttons.

Resources

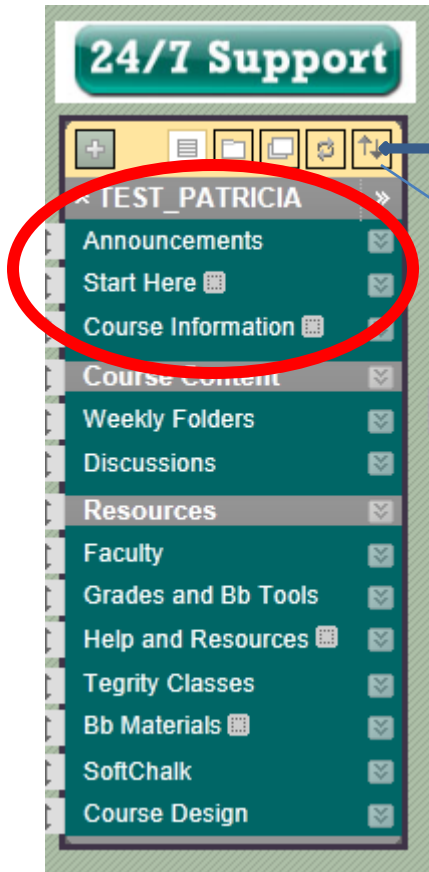


You are ready to rearrange your buttons or place your content into the Best Practices Menu.

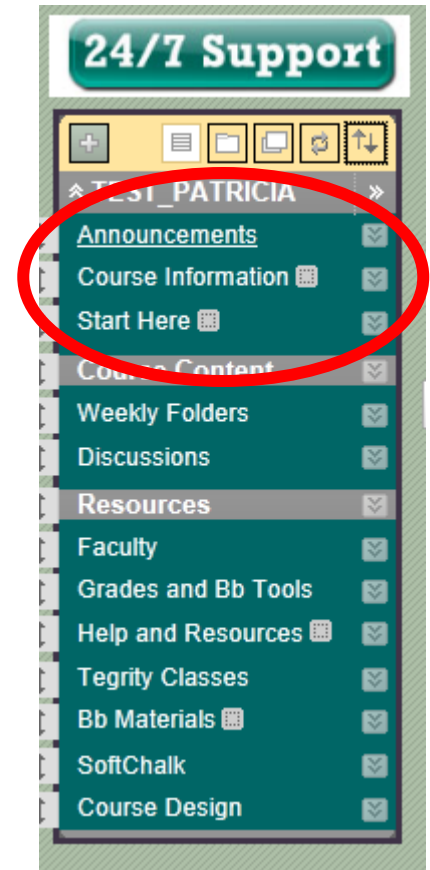
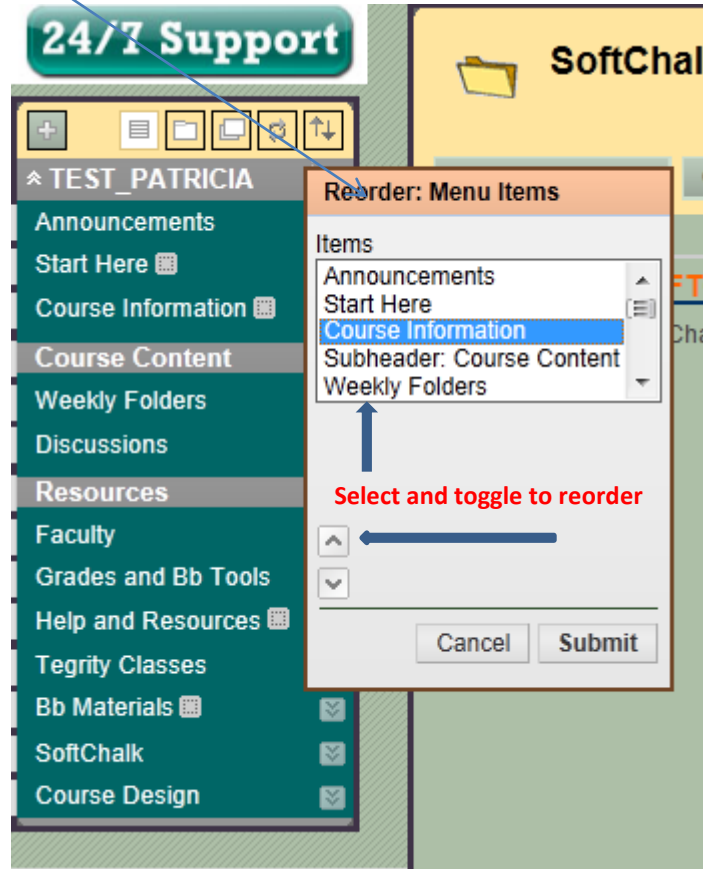
The Best Practice Menu Design: This design is based on a response from students requesting predictable menus from course to course to avoid “relearning” each course before accessing the content.

The imported content buttons that are unique to your course will land below the existing buttons on the menu.

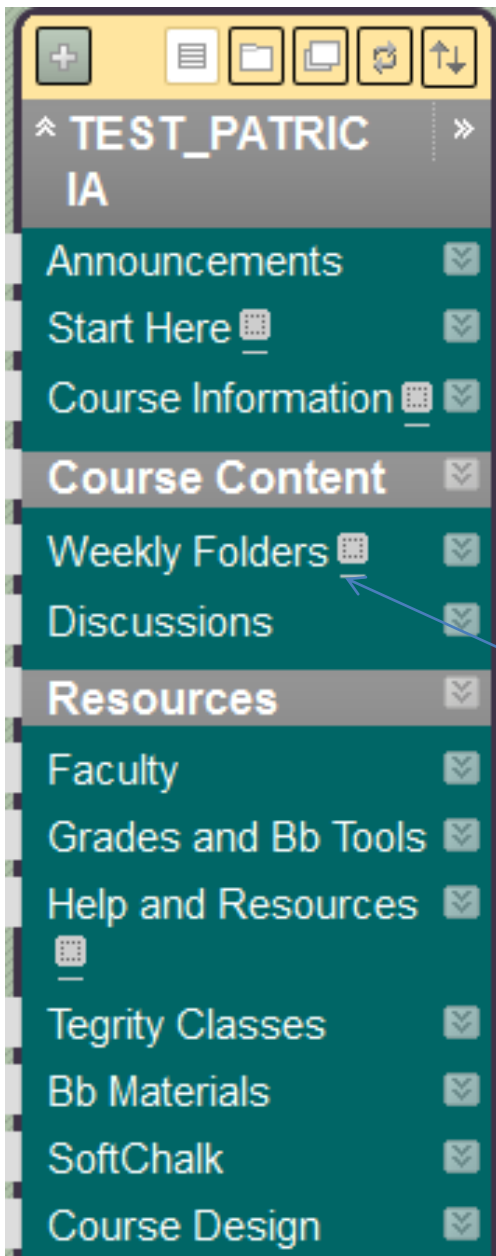
Reordering your buttons



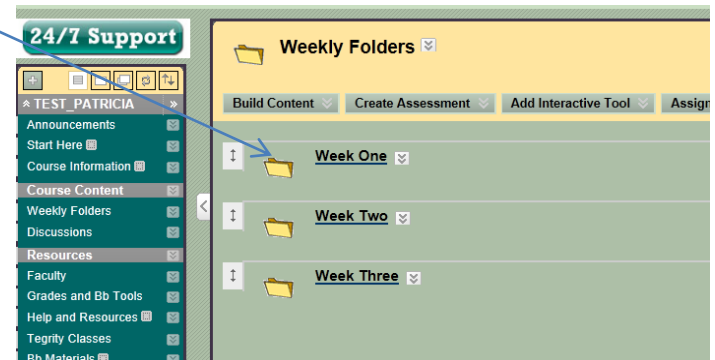
Click here







Step 1: Moving content into Best Practices Design



Click to create your folders for each week



 **Weekly Folders** 

- Build Content** 
- Create Assessment** 
- Add Interactive Tool** 
- Assign Textbook** 

Create	New Page	Mashups
> Item	Content Folder	> SlideShare Presentation
> File	> Blank Page	> YouTube Video
> SoftChalk ScoreCenter Content	> Module Page	
	> Tools Area	
<hr/>		
> Audio		
> Image		
> Video		
> URL		
<hr/>		
> Learning Module		
> Lesson Plan		
> Syllabus		
> Course Link		

Folder empty

Step 2: Preparing folder for content



Create Content Folder

A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)

* Indicates a required field.

1. Content Folder Information

* Name

Week One

Color of Name

Black

Text

A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The toolbar includes options for font style (Normal), font size (3), font face (Arial), bold (B), italic (I), underline (U), text color (abc), background color (abe), subscript (x₂), superscript (x²), bulleted list, numbered list, indent, outdent, link, unlink, and other standard text editing functions.

Name and submit

Created Folders ready for Content

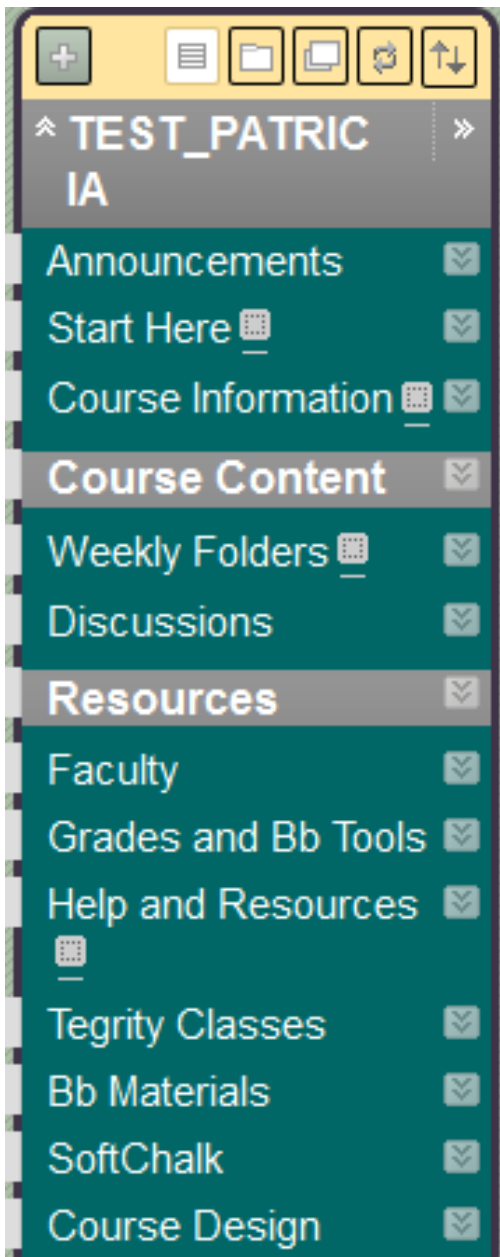
The image shows a screenshot of a course management system interface. On the left is a sidebar with a dark green background. At the top of the sidebar is a button labeled "24/7 Support". Below it are several icons for navigation. The sidebar lists the following options, each with a dropdown arrow:

- TEST_PATRICIA
- Announcements
- Start Here
- Course Information
- Course Content
- Weekly Folders
- Discussions
- Resources
- Faculty
- Grades and Bb Tools
- Help and Resources
- Tegrity Classes
- Bb Materials

The main content area has a yellow header bar with a folder icon and the text "Weekly Folders" with a dropdown arrow. Below the header are four buttons: "Build Content", "Create Assessment", "Add Interactive Tool", and "Assign". The main area contains three rows, each representing a week:

- Week One
- Week Two
- Week Three

Each row has a folder icon, a double-headed vertical arrow icon, and a dropdown arrow next to the week name.



Step 3. **Locate content to be moved**

Step 4: Moving content from “old” content area into the “Weekly Folders”

The screenshot shows a course design interface with a yellow header bar containing the text "Course Design" and a dropdown arrow. Below the header are four buttons: "Build Content", "Create Assessment", "Add Interactive Tool", and "Assign Textbook". The main content area displays a list of folders, each with a yellow folder icon, a title, and a dropdown arrow. The folders are: "Instructional Design and Quality", "Workshop Handouts", "Hybrids and Blended", "Discussion Board", and "Creating Tests". A context menu is open over the "Workshop Handouts" folder, showing options: Edit, Adaptive Release, Adaptive Release: Advanced, Set Review Status(Disabled), Metadata, Statistics Tracking (On/Off), User Progress, Copy, Move, and Delete. A blue arrow points from the text "Left click gray arrows" to the dropdown arrow of the "Workshop Handouts" folder. Another blue arrow points from the text "Select 'Move'" to the "Move" option in the context menu.

Course Design

Build Content Create Assessment Add Interactive Tool Assign Textbook

↑ **Instructional Design and Quality** ↓ ← **Left click gray arrows**
Tips on instructional design in online classes.
Information on issues of quality in online teaching.

↑ **Workshop Handouts** ↓
You can't make it to the sche... of the handouts that are given out.

↑ **Hybrids and Blended** ↓
Resources that address the... ce-to-face plus online meetings) and bl

↑ **Discussion Board** ↓
Tip sheets and instructions... Board.

↑ **Creating Tests** ↓
Tip sheets and instructions f... atures.

- > Edit
- > Adaptive Release
- > Adaptive Release: Advanced
- > Set Review Status(Disabled)
- > Metadata
- > Statistics Tracking (On/Off)
- > User Progress
- > Copy
- > **Move** ← **Select "Move"**
- > Delete

Step 5: Browse for the content to be moved



Move

Many Content Items, including Links, URLs, Content Folders, Learning Modules, Offline Content and Tools can be moved between Courses and Folders. Moving content deletes th

1. Content Information

Name

2. Destination


Destination Course

Destination Folder



3. Submit

Select the Destination Folder

 **Move**

Many Content Items, including Links, URLs, Content Folders, Learning Modules, Offline Content and Tools can be moved to a new location. Content from the original location. [More Help](#)

1. Content Information

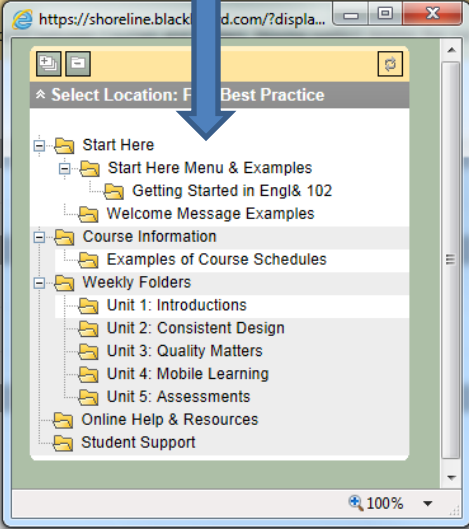
Name

2. Destination

Destination Course

Destination Folder

3. Submit



The image shows a file selection dialog box titled "Select Location: FLC Best Practice". The dialog displays a tree view of folders. A blue arrow points from the "Browse" button in the "Destination" section of the form to the dialog box. Another blue arrow points from the top of the dialog box to the "Start Here" folder in the tree view.

- Start Here
 - Start Here Menu & Examples
 - Getting Started in Engl& 102
 - Welcome Message Examples
- Course Information
 - Examples of Course Schedules
- Weekly Folders
 - Unit 1: Introductions
 - Unit 2: Consistent Design
 - Unit 3: Quality Matters
 - Unit 4: Mobile Learning
 - Unit 5: Assessments
 - Online Help & Resources
 - Student Support

The screenshot shows a course management interface. At the top, there is a yellow header bar with a folder icon and the text "Week One" followed by a dropdown arrow. Below this header are four grey buttons with dropdown arrows: "Build Content", "Create Assessment", "Add Interactive Tool", and "Assign Textbook". The main content area has a light green background and contains two folder entries. Each entry has a vertical double-headed arrow on the left, a folder icon, a title with a dropdown arrow, and a description. The first entry is titled "Workshop Handouts" and has the description "You can't make it to the scheduled workshop? Here are some of the handouts that are given out." The second entry is titled "Instructional Design and Quality" and has the description "Tips on instructional design in online classes. Information on issues of quality in online teaching." A blue arrow points from the text below to the second folder's description.

The content is now located in the Week One folder.

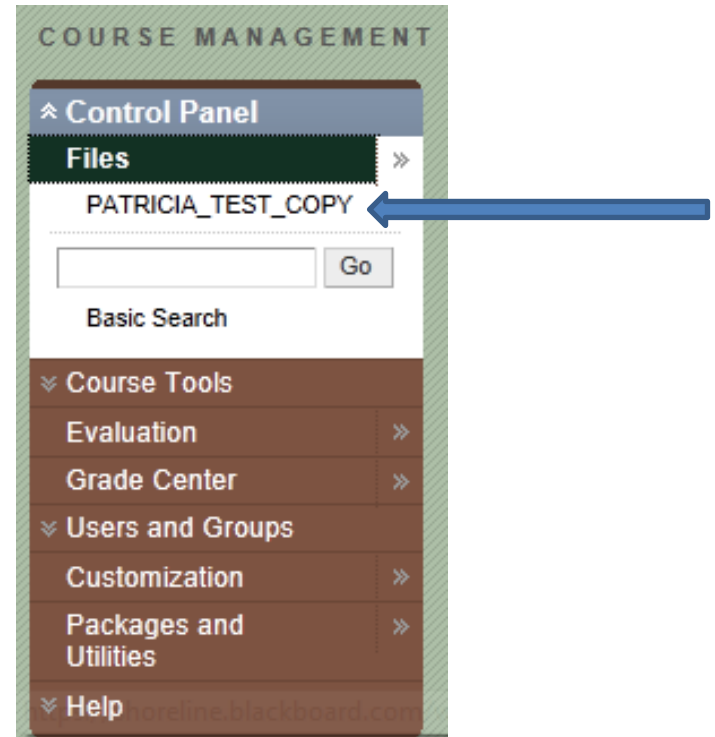
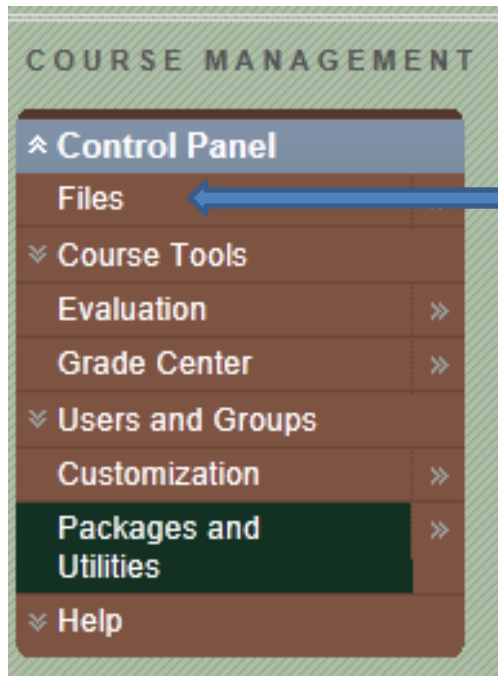
Continue moving folders and files to appropriate folders.

Step 6: Delete button from removed content folder

The screenshot displays the Blackboard course management interface. At the top left, there is a '24/7 Support' button. Below it, a navigation menu for 'TEST_PATRICIA' is visible, listing various course components such as Announcements, Start Here, Course Information, Course Content, Weekly Folders, Discussions, Resources, Faculty, Grades and Bb Tools, Help and Resources, Tegrity Classes, Bb Materials, SoftChalk, and Course Design. The 'Bb Materials' item is highlighted with a square icon, and a red arrow points to it with the text 'Square shape indicates folder is empty'. To the right, a success message reads 'Success: eLearning website'. Below this, a folder named 'Bb Material' is shown with a folder icon and buttons for 'Build Content' and 'Create'. A context menu is open over the 'Bb Material' folder, listing options: '> Rename Link', '> Hide Link', and '> Delete'. A blue arrow points to the 'Delete' option. The bottom of the screen shows the text 'COURSE MANAGEMENT'.

Square shape indicates folder is empty

Important: Making the Course files available to your students



Notice: You will see your course and your files can be opened and viewed by you.

Making the Course files available to your students

Upload ▾ Create HTML Object Create Folder


Download Package Copy Move Delete


<input type="checkbox"/>	File Type	Name	
<input checked="" type="checkbox"/>	Folder	<u>PATRICIA TEST COPY ImportedContent 20111110100859</u>	▾
<input type="checkbox"/>	Folder	<u>shoreline-SC7</u>	▾
<input type="checkbox"/>	Folder	<u>SoftChalk</u>	▾
<input type="checkbox"/>	Image	<u>BlackboardHeader.gif</u>	▾
<input type="checkbox"/>	PDF	<u>Downloadgradebook.pdf</u>	▾
<input type="checkbox"/>	DOC	<u>Important new step to give students permission to access files i</u>	
<input type="checkbox"/>	HTML	<u>index.html</u>	▾
<input type="checkbox"/>	PDF	<u>installationguide.pdf</u>	▾
<input type="checkbox"/>	Image	<u>Photo0 inn</u>	▾




Click on gray arrows


- > Open
- > 360° View
- > Edit
- > Permissions
- > Download Package
- > Copy
- > Move
- > Delete

Adding course users

Add Course User List  Click Here

 Delete

User/User List	Read	Write	Remove	Manage
<input type="checkbox"/> TEST_PATRICIA (PATRICIA_TEST_COPY) Course Builder (User List) 	✓	✓	✓	✓
<input type="checkbox"/> TEST_PATRICIA (PATRICIA_TEST_COPY): Instructor (User List) 	✓	✓	✓	✓
<input type="checkbox"/> TEST_PATRICIA (PATRICIA_TEST_COPY): Teaching Assistant (User List) 	✓	✓	✓	✓

 Delete

Notice: Course Builder = Instructor, not students

Permission for instructor to read, write, remove and manage

Giving your students permission to view files

1. Choose Courses

Select check boxes from the list of courses below or enter the Course IDs. Click **Browse** to search for courses. Separate multiple Courses with commas.

* Courses TEST_PATRICIA (PATRICIA_TEST_COPY)

2. Select Roles

* Roles

<input checked="" type="checkbox"/>	All Course Users	Check here and Submit
<input type="checkbox"/>	Student	
<input type="checkbox"/>	Instructor	
<input type="checkbox"/>	Teaching Assistant	
<input type="checkbox"/>	Course Builder	
<input type="checkbox"/>	Grader	
<input type="checkbox"/>	Guest	

3. Set Permissions

Permissions

<input checked="" type="checkbox"/>	Read
<input type="checkbox"/>	Write
<input type="checkbox"/>	Remove
<input type="checkbox"/>	Manage

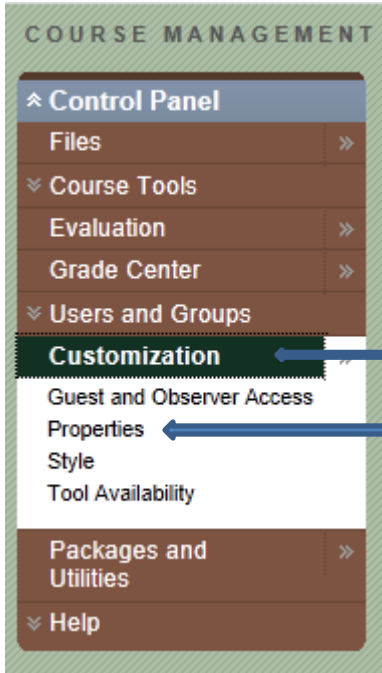
Permission for students to view files

Add Course User List				
Delete				
User/User List	Read	Write	Remove	Manage
<input type="checkbox"/> TEST_PATRICIA (PATRICIA_TEST_COPY): All Course Users (User List) ▼	✓			
<input type="checkbox"/> TEST_PATRICIA (PATRICIA_TEST_COPY): Course Builder (User List) ▼	✓	✓	✓	✓
<input type="checkbox"/> TEST_PATRICIA (PATRICIA_TEST_COPY): Instructor (User List) ▼	✓	✓	✓	✓
<input type="checkbox"/> TEST_PATRICIA (PATRICIA_TEST_COPY): Teaching Assistant (User List) ▼	✓	✓	✓	✓

Notice: **All Course users = Instructor and students**

Permission for students to read only

Open Your Course

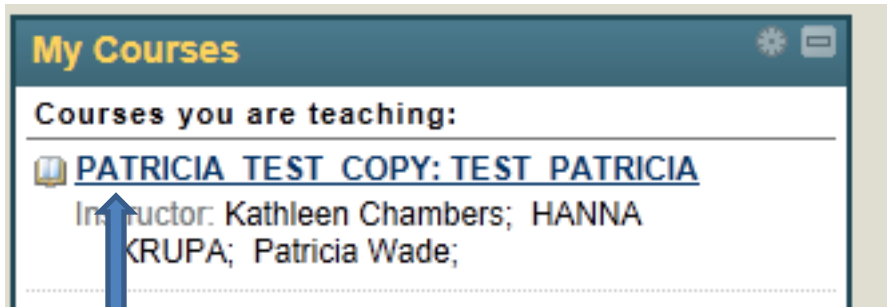


A screenshot of the course configuration form, divided into four sections:

- 1. Name and Description**
 - Course Name: TEST_PATRICIA
 - Course ID: PATRICIA_TEST_COPY
 - Description: (empty text area)
- 2. Classification**
 - Subject Area: Education
 - Discipline: Higher Education
- 3. Set Availability**
 - Make this course available to users?
 - Make Course Available: Yes No
- 4. Set Course Duration**

Note: *Open the files for students to view.* Students will still not be able to access the files or course until you perform the step on this page.

Checking Course Availability



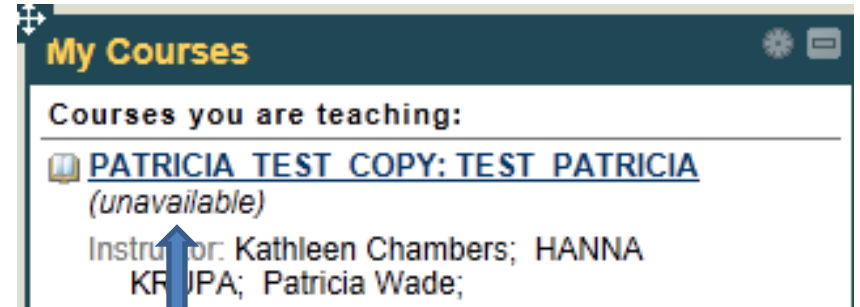
My Courses

Courses you are teaching:

[PATRICIA TEST COPY: TEST PATRICIA](#)
Instructor: Kathleen Chambers; HANNA KRUPA; Patricia Wade;

This screenshot shows a window titled "My Courses" with a sub-header "Courses you are teaching:". Below this, there is a single course entry: "PATRICIA TEST COPY: TEST PATRICIA" with a book icon to its left. Underneath the course title, the instructors are listed as "Kathleen Chambers; HANNA KRUPA; Patricia Wade;". A blue arrow points from the word "Available" below to the course title.

Available



My Courses

Courses you are teaching:

[PATRICIA TEST COPY: TEST PATRICIA](#)
(unavailable)
Instructor: Kathleen Chambers; HANNA KRUPA; Patricia Wade;

This screenshot shows a window titled "My Courses" with a sub-header "Courses you are teaching:". Below this, there is a single course entry: "PATRICIA TEST COPY: TEST PATRICIA" with a book icon to its left. The course title is followed by "(unavailable)" in italics. Underneath, the instructors are listed as "Kathleen Chambers; HANNA KRUPA; Patricia Wade;". A blue arrow points from the word "Unavailable" below to the course title.

Unavailable



Contact eLearning with any questions.

eLearning Services

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