

## Import Instructor Resources Directly to Your Blackboard Course

March 2020

Follow these instructions to import a ZIP file of basic resources directly into your active Blackboard course. These resources **will not overwrite anything** currently in place in your course, and they will default to a **hidden** status: only you (not your students) will be able to see and access them.

This very basic package contains resources you might find helpful, especially if you are new to using Blackboard as a home base for instruction.

This package will add (without deleting anything you already have) three items to the course menu (hidden from the students):

1. A Design and Facilitation Toolbox
  - a. Collaborate Ultra: Help for faculty
  - b. How to record your lecture and/or post YouTube and other supplemental videos
  - c. Sample Discussion Board prompts and rubrics
  - d. Online course facilitation guide to support good communication strategies
  - e. Additional tips and resources
2. A Sample Online Lesson to use as a model as you develop plans for your students
3. A Tool Link for Collaborate Ultra (Join a Session) to use as an example as you develop your first synchronous class session

### Instructions for Download:

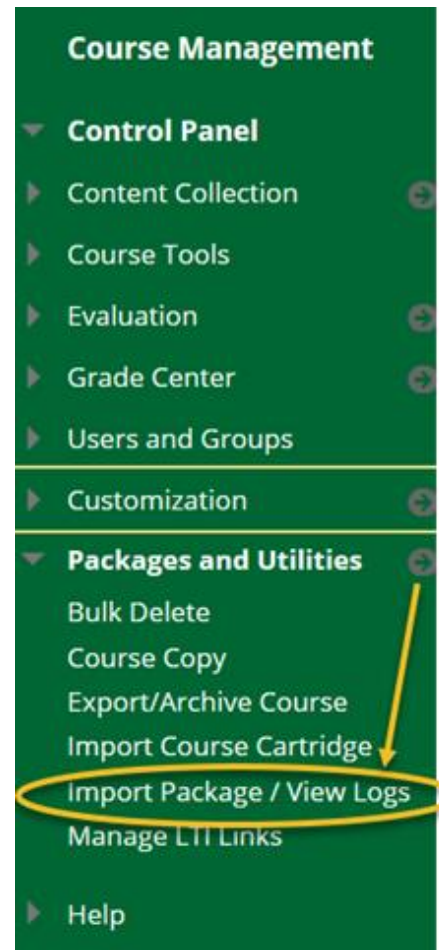
1. Click to [download this .zip file](#) onto your computer
  - a. The file might go to your Downloads folder depending on the browser you are using
  - b. The file might get automatically converted to a folder by your computer; if this happens, you will need to **look for the original zip file** (grey icon) rather than the folder (blue icon) when you upload to Blackboard in Step 6
2. Then [log into Blackboard](#) and open your course



secret project.zip

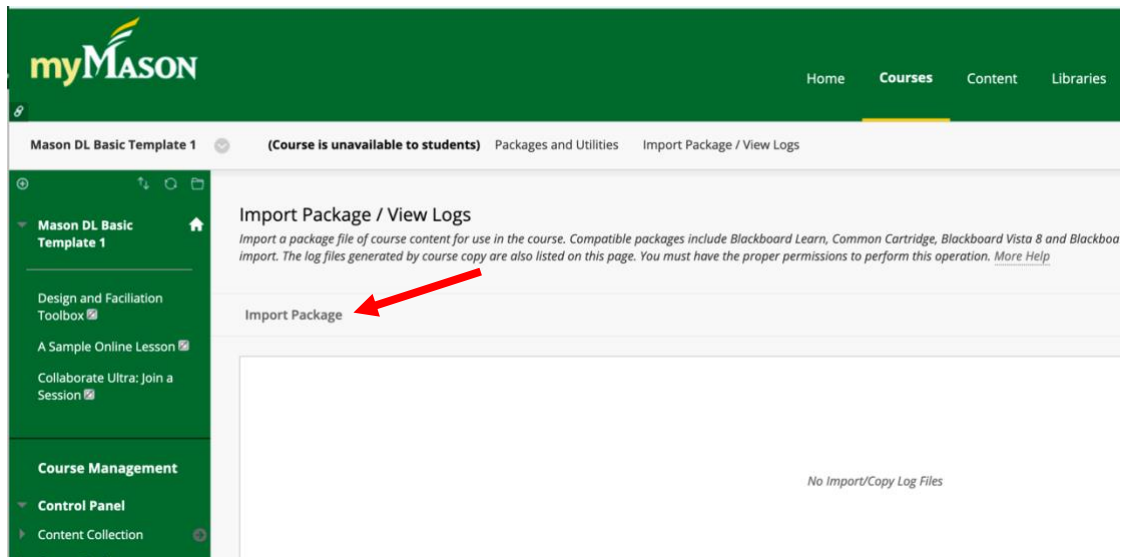


3. Click on **“Packages and Utilities”** under the Course Management Control Panel.

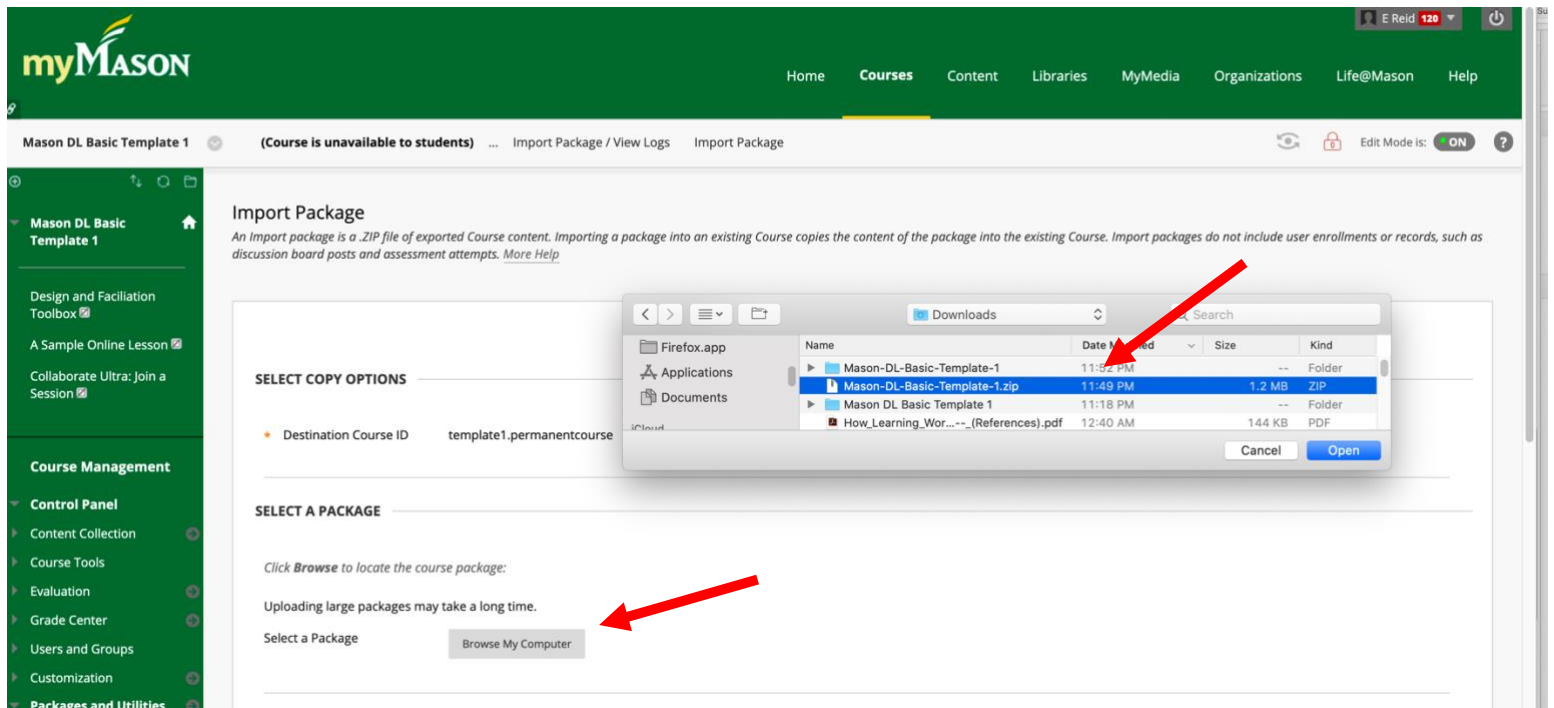


4. Choose **“Import Package/View Logs”**

## 5. Click to Import Package

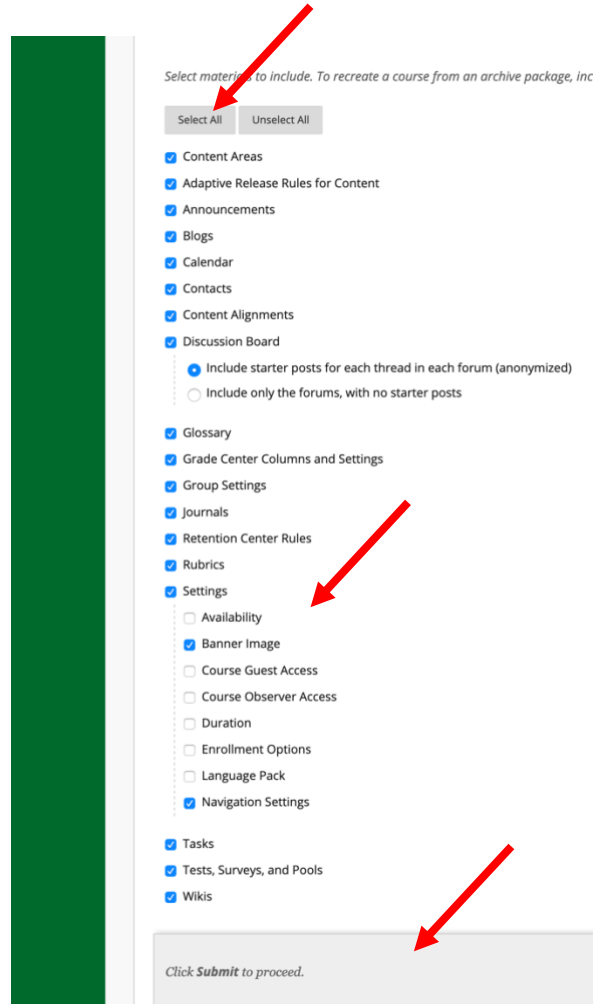


## 6. Browse your computer and select the ZIP file

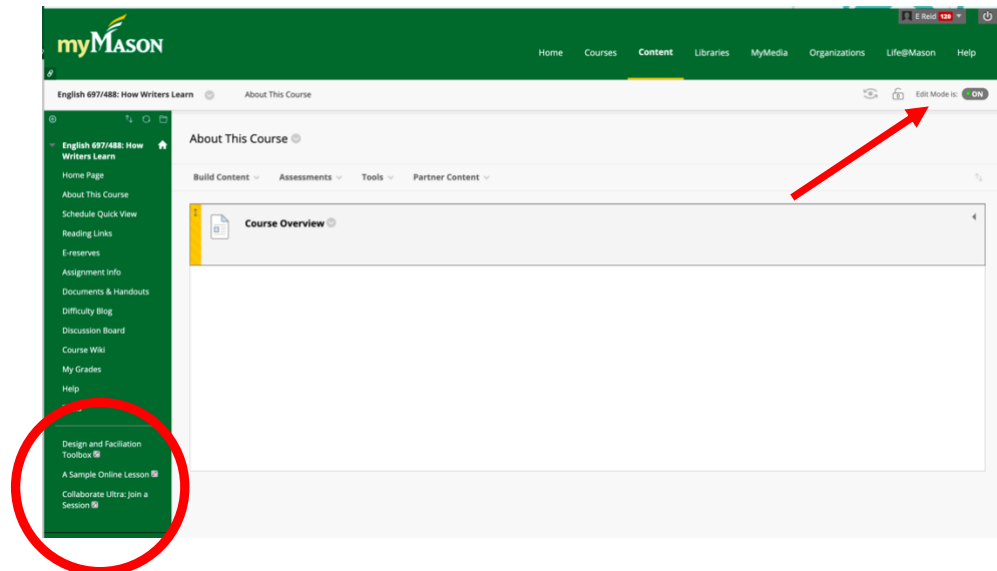


7. Scroll down and click the **Select All** button. Make sure that “Availability” and “Enrollment Options” are **NOT** checked.

8. Click on Submit.



9. When Edit Mode is turned on, you as instructor will be able to see and access the three new Menu items in the left-hand menu. They will be hidden from students.



Thanks to  
Ala Showers and  
Larisa Olesova for  
developing these  
resources.