

## **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

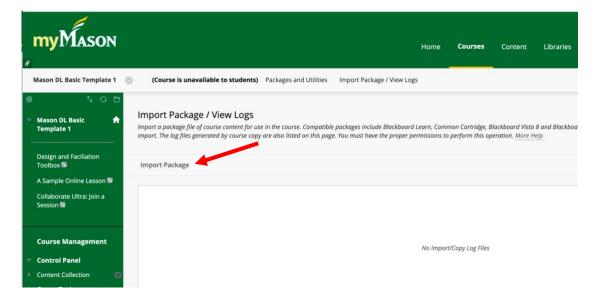
3. Click on "**Packages and Utilities**" under the Course Management Control Panel.

**Course Management** 

Control Panel
 Content Collection
 Course Tools
 Evaluation
 Grade Center
 Users and Groups
 Customization
 Packages and Utilities
 Bulk Delete
 Course Copy
 Export/Archive Course
 Import Course Cartridge
 Import Package / View Logs
 Manage LTI Links
 Help

4. Choose "Import Package/View Logs"

## 5. Click to Import Package



6. Browse your computer and select the ZIP file

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| t₂ O ⊟<br>Aason DL Basic A<br>emplate 1 | Import Package<br>An Import package is a .2IP file of exported Course content. Importing a<br>discussion board posts and assessment attempts. <u>More Help</u> | oackage into an existing Cour | se copies the content of | the package into the exist             | ing Course. Import j | packages do not include u | iser enrollments or i | records, such c | as     |  |
| esign and Faciliation<br>polbox 🖾       |  | < > ≡• 🖻                      |                          | Downloads                              | 0                    | A Search                  |                       |                 |        |  |
| Sample Online Lesson 🖾                  |  | Eirefox.app                   | Name                     |  | Date Marked          | ✓ Size                    | Kind                  |                 |        |  |
| llaborate Ultra: Join a                 | SELECT COPY OPTIONS  | Applications                  |                          | asic-Template-1                        | 11:52 PM             |                           | Folder                |                 |        |  |
| ssion 🖾                                 |  | 🖄 Documents                   | Mason-DL-B               | asic-Template-1.zip<br>Isic Template 1 | 11:49 PM<br>11:18 PM | 1.2 MB                    |                       |                 |        |  |
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| ntent Collection                        |  |                               |                          |  |                      |                           |                       |                 |        |  |
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- Scroll down and click the Select All button. Make sure that "Availability" and "Enrollment Options" are NOT checked.
- Select mater to include. To recreate a course from an archive package, inc Select All Unselect All Content Areas Adaptive Release Rules for Content Announcements Blogs 🗸 Calendar Contacts Content Alignments Discussion Board Include starter posts for each thread in each forum (anonymized) Include only the forums, with no starter posts Glossary Grade Center Columns and Settings 🕑 Group Settings Journals Retention Center Rules Rubrics Settings Availability 🛃 Banner Image Course Guest Access Course Observer Access Duration Enrollment Options Language Pack Navigation Settings Tasks Tests, Surveys, and Pools 🛃 Wikis Click Submit to proceed.

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.

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|                                    | Home Page<br>About This Course                             | Build Content $\lor$ Assessments $\lor$ Tools $\lor$ Partner Content $\lor$ |      |         |         |           |         |               |                |           |  |
|                                    | Schedule Quick View  |   |      |         |         |           |         |               |                | 4         |  |
|                                    | Reading Links  | Course Overview   |      |         |         |           |         |               |                |           |  |
|                                    | E-reserves   |   |      |         |         |           |         |               |                |           |  |
|                                    | Assignment Info  |   |      |         |         |           |         |               |                |           |  |
|                                    | Documents & Handouts<br>Difficulty Blog                    |   |      |         |         |           |         |               |                |           |  |
|                                    | Discussion Board   |   |      |         |         |           |         |               |                |           |  |
|                                    | Course Wiki  |   |      |         |         |           |         |               |                |           |  |
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| anks to                            | Design and Faciliation<br>Toolbox 🖾                        |   |      |         |         |           |         |               |                |           |  |
| Showers and                        | A Sample Online Lesson 🖾                                   |   |      |         |         |           |         |               |                |           |  |
| risa Olesova for<br>veloping these | Collaborate Ultra: Join a<br>Session 🗟                     |   |      |         |         |           |         |               |                |           |  |
| sources.                           |  |   |      |         |         |           |         |               |                |           |  |