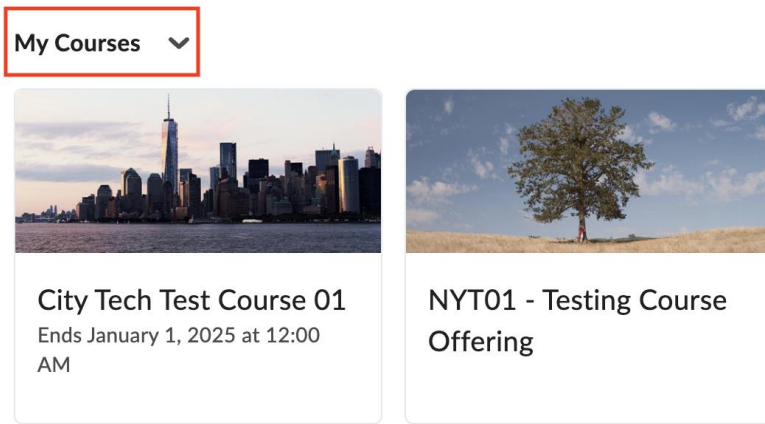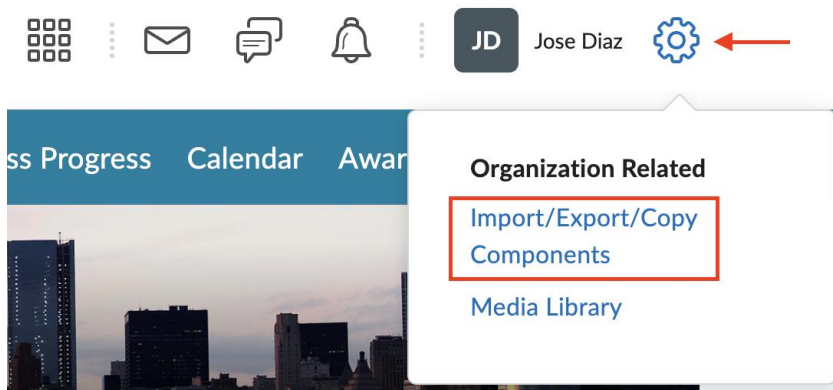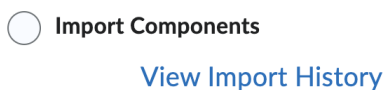# How to Import my Blackboard Course into Brightspace

1. Before importing content into Brightspace, you will first need to export your Blackboard course or have access to the course cartridge file (.zip). Please visit this link for [instructions on how to export your Blackboard course.](#)

2. In the **My Courses** widget, click on the course you would like to access.

3. Once you are on the course. click on the **Gear icon and select Import/Export/Copy Components**

4. Navigate to the bottom of the page and select **Import Components**.

5. Click **Start**.

Start

6. An Import Course Package pop-up window will appear. Click the **Upload** button, then locate and select your downloaded Blackboard export file. Alternatively, you can drag and drop your downloaded Blackboard export file to the gray dotted line area.

Import Course Package

Drag and drop your course package here or use the "Upload" button to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

⊕ Upload

You can upload files up to a maximum of 2 GB.

7. Click **Import All Components**.

8. As your course is importing, you will see the import progress through three stages: **Uploaded**, **Converting**, and **Importing.**

Import Course Package

Importing
"D2LExport_779923_Noterm-FIT-DEV-DIAZ 2_2023101023.zip"

✔ Uploaded > ✔ Converted > ✔ Imported

Your course package was successfully imported!
Check out the contents of your course and make sure everything is good to go.
View Processing Logs

View Content   Import Another Package   Review and Manage Dates

9. Once the import process is complete you can click **View Content** to be directed to the course shell.

View Content

10. All imported content will be visible in your Brightspace course.