

# Importing the Blackboard Orientation Module

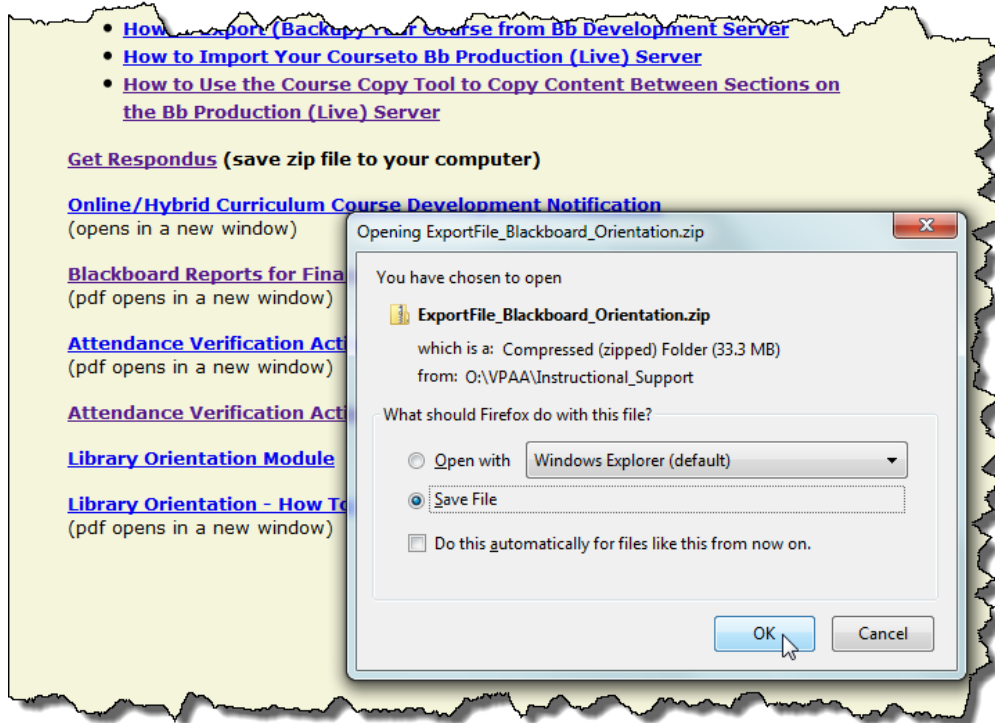
1. Login To eTC , go to the Faculty Tab and click the first link – “Blackboard Resource Center.”



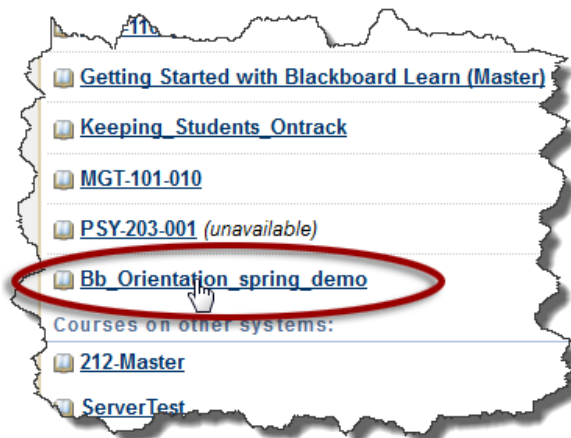
2. Click the next-to-last link “Blackboard Orientation Module”



3. Save the file to your computer, making sure you know where it is stored.

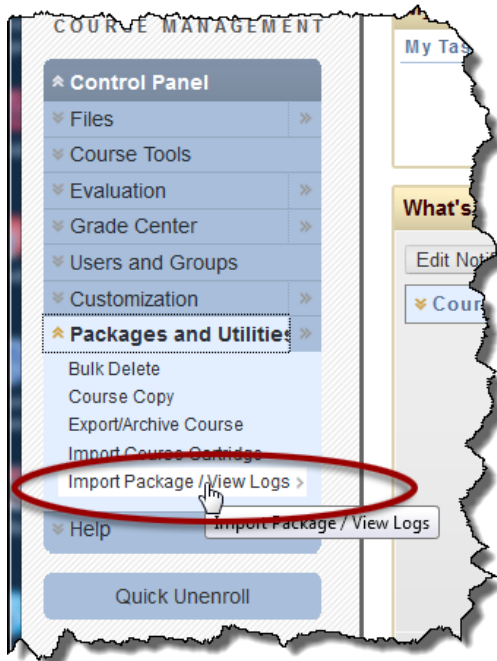


4. Login to Blackboard and navigate to the course into which you want to import the module.



Note: Your course name will be different! ☺

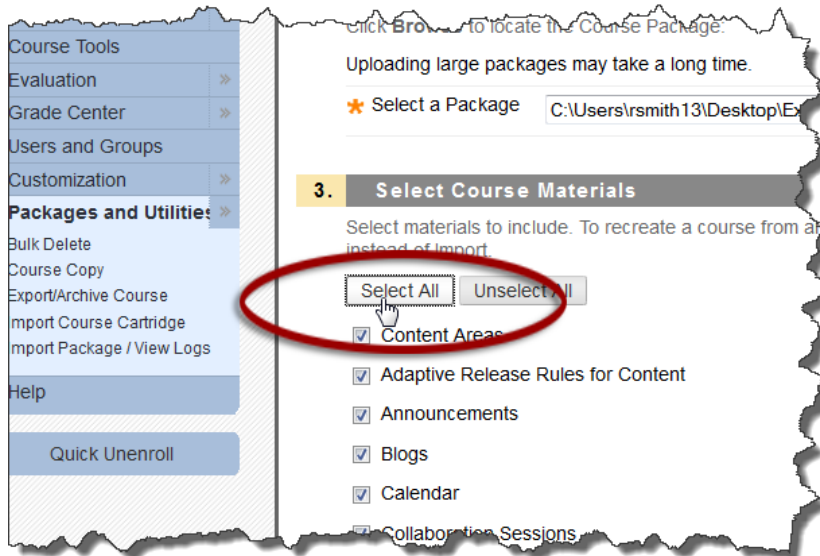
5. Go to the Course Management Control Panel and select “Import Package/View Logs.”



6. In Step2 on the resulting “Import Package” screen, click the “Browse” button and select the “ExportFile\_Blackboard\_Orientation.zip” file you downloaded earlier.



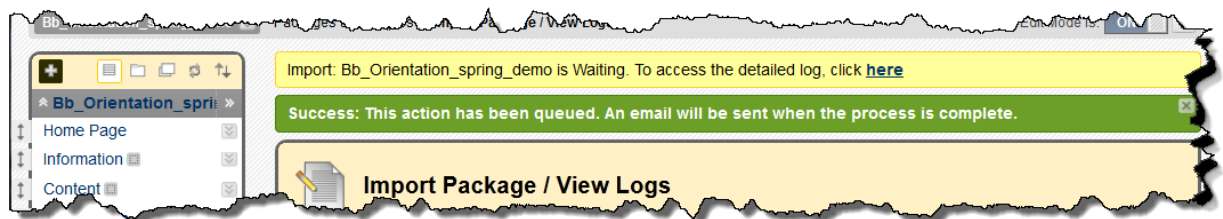
7. In Step 3, click “Select All”



8. In Step 4, click “Submit.”



Blackboard will give you two messages at the top of the screen.



9. When the import is complete, you will see “Blackboard Orientation” in the course navigation panel.