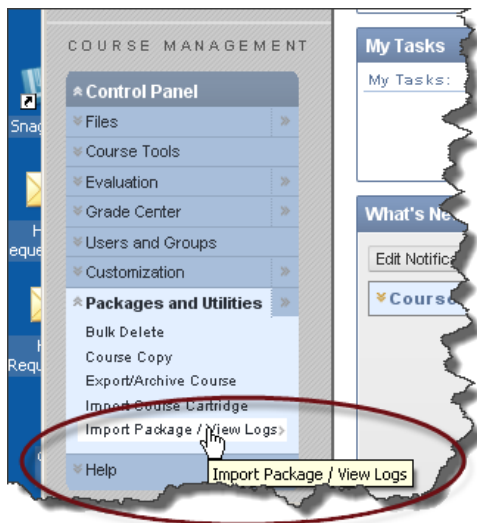
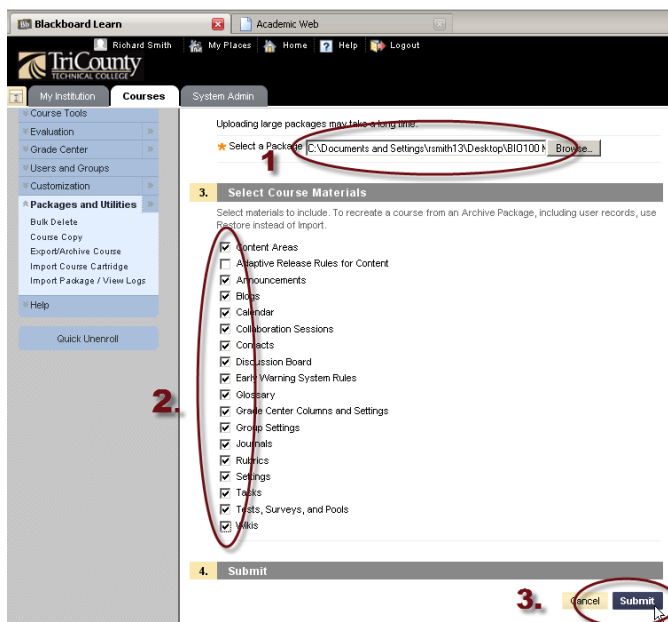


Restoring a Course to Blackboard Learn Production Server

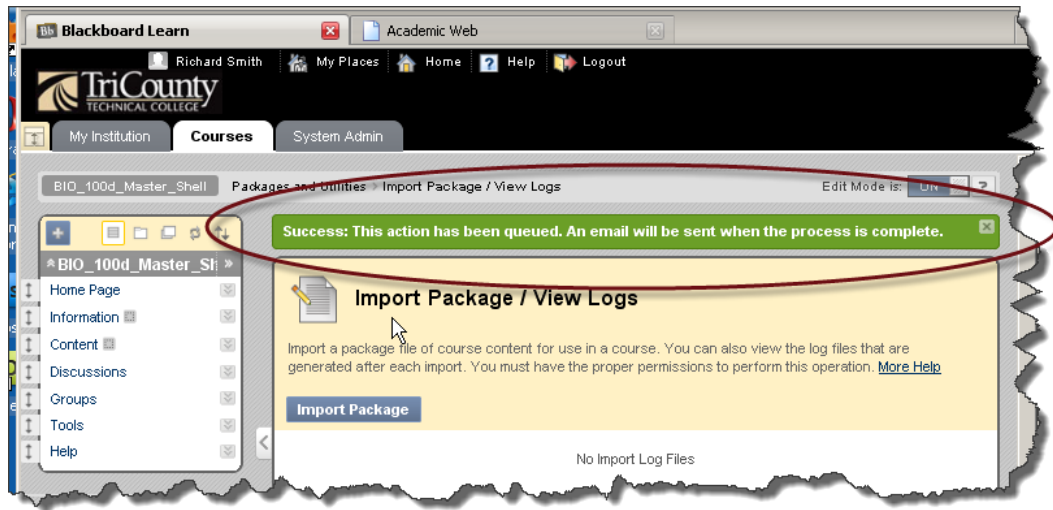
- 1- Go to the Blackboard Learn production server and enter your active directory user name and password (same as eTC).
The production (live) server address is: <http://bb.tctc.edu>
- 2- Click on the course section that you want to import the content into.
- 3- In the Course Management portion of the left column, choose **“Import Package/View Logs”** from the dropdown list under **“Packages and Utilities”**.



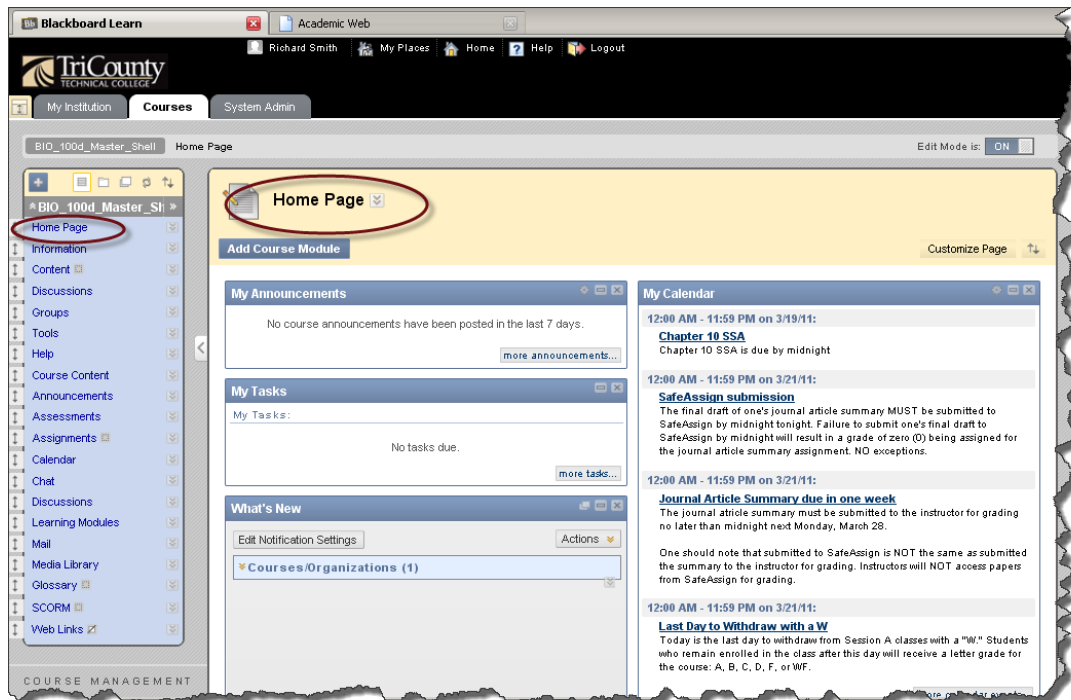
- 4- Click the **“Import Package”** button, and (1) choose your backup file, (2) choose the items you would like to import (most backups will not have everything listed) and (3) click the **“Submit”** button.



- 5- You will receive an email after the course is finished importing (how cool is that?!)
And, because Blackboard Learn has an open email system, the email will be sent to your regular eTC email account!



- 6- Now you can enter your course and check it.



Remember, if you have trouble with any of these steps, please contact the Instructional Support Department.

Sarah Shumpert – 646-1834
sshumper@tctc.edu

Richard Smith – 646-1763
rsmith13@tctc.edu