Restoring a Course to Blackboard Learn Production Server

- 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.

🔝 Blackboard Learn			Academic Web	<
Richard Smith 🆓 My Places 🏪 Home 🔽 Help 🥡 Logout				
My Institution C	ourse	es	System Admin	
BI0_100d_Master_Shell Home Page				Edit Mode is: ON
+ Control II	sti » Sti »		Home Page Add Course Module	Customize Page 14
Discussions	× ×		My Announcements 🔶 🗆 🛙	My Calendar 🔷 🗆 🖾
Tools	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	<	No course announcements have been posted in the last 7 days.	12:00 AM - 11:59 PM on 3/19/11: <u>Chapter 10 SSA</u> Chapter 10 SSA is due by midnight
Course Content Announcements	×		My Tasks	12:00 AM - 11:59 PM on 3/21/11: SafeAssign submission
Assessments Assignments	8		My Tasks: No tasks due.	The final draft of one's journal article summary MUST be submitted to SafeAssign by midinght tonight. Failure to submit one's final draft to SafeAssign by midinghtwill itsuit in a garde of zero (0) being assigned for the journal article summary assignment. NO exceptions.
Chat	8		more task	12:00 AM - 11:59 PM on 3/21/11:
Discussions Learning Modules	~		What's New	Journal Article Summary due in one week The journal atticle summary must be submitted to the instructor for grading no later than midnight next Monday, March 28.
Mail Media Library Glossary III	× ×		Courses/Organizations (1)	One should note that submitted to SafeAssign is NOT the same as submitted the summary to the instructor for grading. Instructors will NOT access papers from SafeAssign for grading.
SCORM III	×			12:00 AM - 11:59 PM on 3/21/11:
Web Links Z	¥			Last Day to Withdraw with a W Today is the last day to withdraw from Session A classes with a "W." Students who remain enrolled in the class after this day will receive a letter grade for the course: A, B, C, D, F, or WF.
COURSE MANAGE	MEN	T	and the second s	and the second sec

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