

Importing the Basic Bb Menu Structure into your New Empty Shell Site

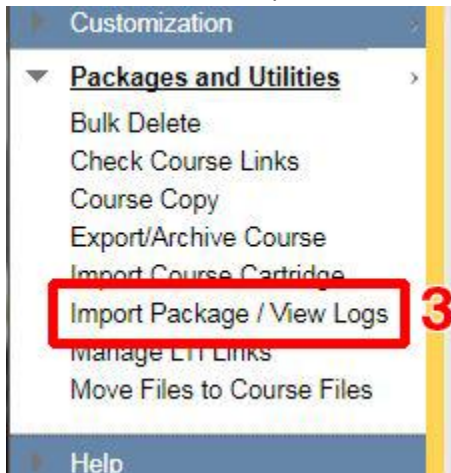
1. Open the new empty shell site from your course list:



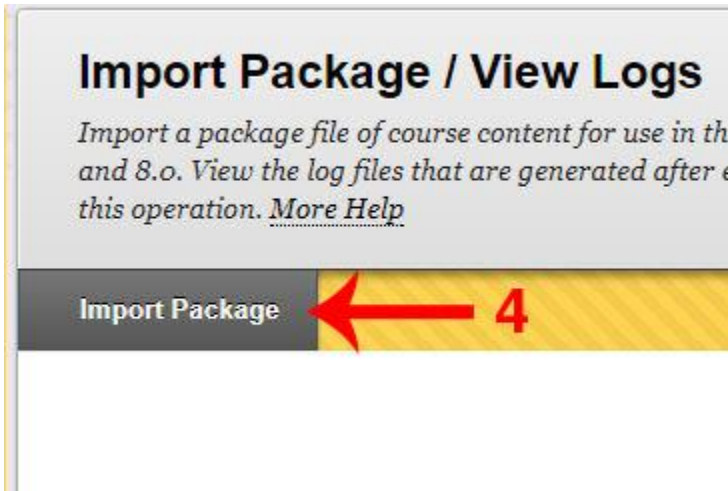
2. On the Control Panel menu, click the "Packages and Utilities" menu item:



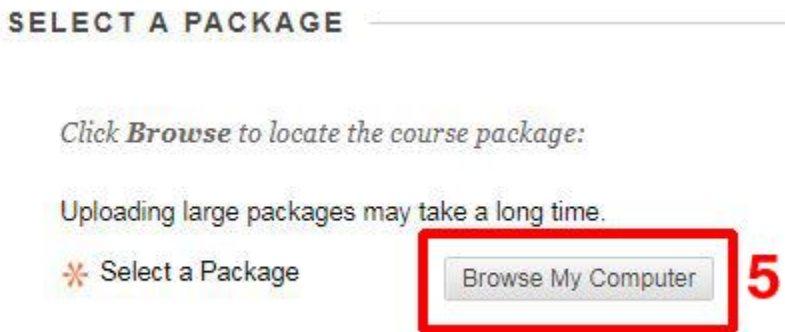
3. Once the menu has expanded, select the submenu item "Import Package / View Logs":



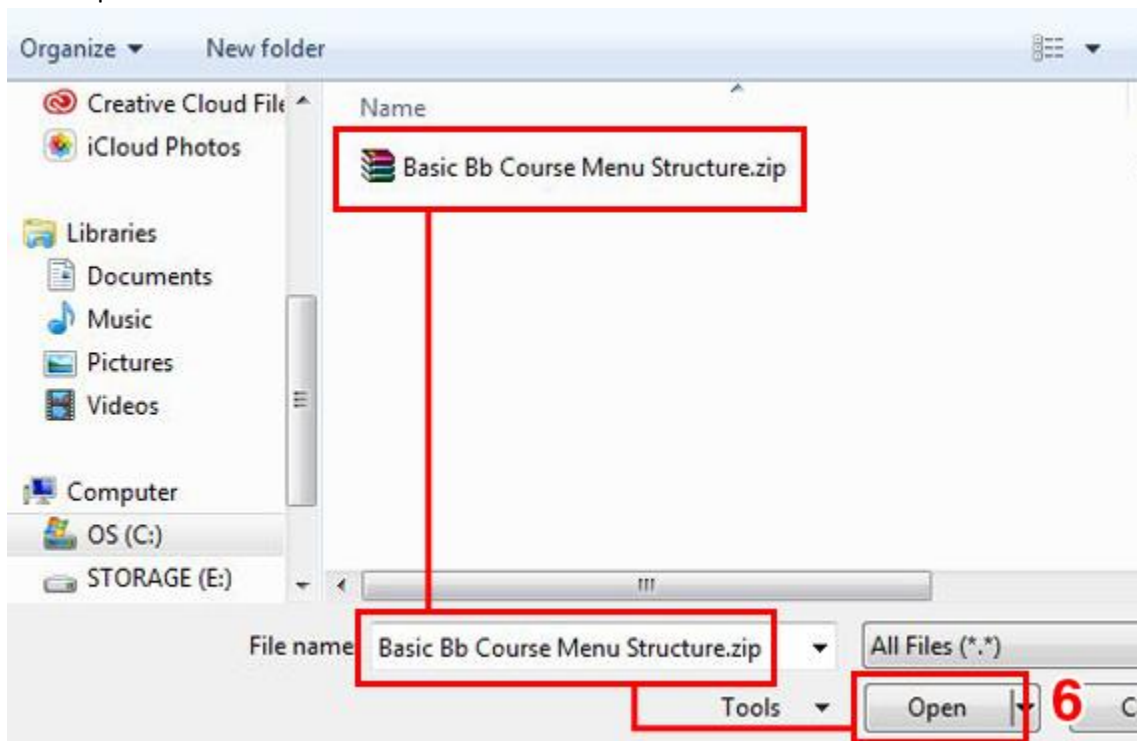
4. On the “Import Package” screen, click the “Import Package” button:



5. Under the “SELECT A PACKAGE” heading, click the “Browse My Computer” button:



6. Once the “Open” dialog window appears, navigate to the “Basic Bb Course Menu Structure.zip” file, select it and click “Open”:



7. Verify that the file name is showing in bold for the selected file:

SELECT A PACKAGE

Click **Browse** to locate the course package:

Uploading large packages may take a long time.

* Select a Package

Browse My Computer

Selected File

File Name

Basic Bb Course Menu Structure.zip

Do not attach

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8. Under the “SELECT COURSE MATERIALS” heading, click the “Select All” button. A check mark should appear in every box to the left of the items on the list below (some indented submenu items may not have the box checked – this is OK):

SELECT COURSE MATERIALS

Select materials to include. To recreate a course from an arc

Select All

Unselect All

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board

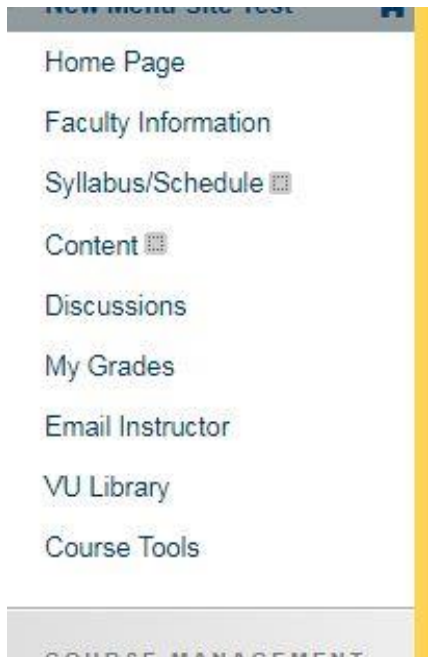
9. Once that is complete, click the “Submit” button:

Cancel

Submit

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10. After submitting the package to be imported, the import process will begin running. You will be returned to the “Import Package” screen. The import process should not take more than a few minutes to complete.



11. Once the process is complete, you can refresh or reenter your Blackboard site. You should now see the basic menu structure appear in your site. You can now add or edit the menu items as needed to complete your course setup.

****NOTE – We recommend to only import this Basic Menu Structure file into a new empty shell site. If you import this file into a site that already contains a menu structure, it will not overwrite the current menu items, but will add and/or merge the menu items contained in the file into the current menu that exists in the site.**