# How to Manually Import a Blackboard Course into Brightspace

Up to four years of Blackboard courses (content only, not student data) are migrated to Brightspace as part of the LMS transition. Follow the steps in this guide to manually import other Blackboard courses into Brightspace.

Blackboard Steps

1. Navigate to the course you would like to migrate.
2. Expand the **Control Panel** area in the **Course Management** section of the left-hand menu.
3. Expand the **Packages and Utilities** section.
4. Select the **Export/Archive Course** link.
5. Select the **Export Package** link on the **Export/Archive Course** page.
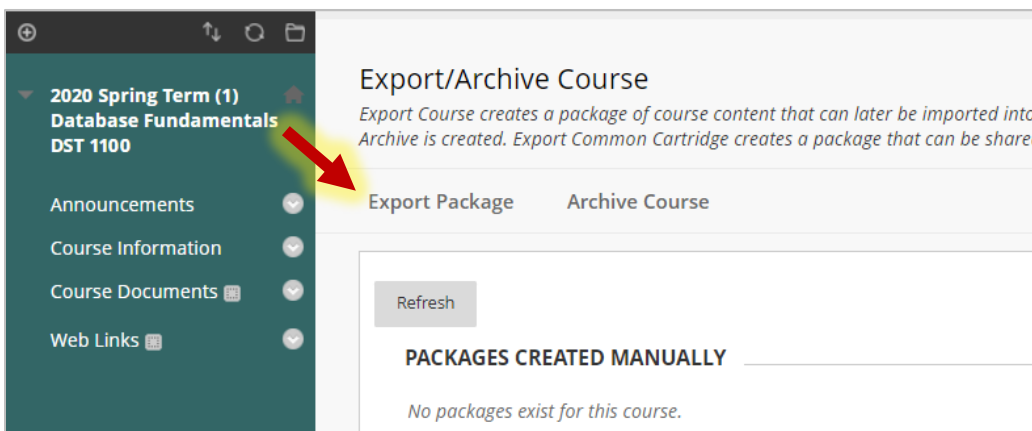
6. On the **Export Course** page:
   - Select the **Copy links and include copies…** radio buttons in the **File Attachments** section;
   - Click the Select All button in the **Select Course Materials** section;
   - Click the **Submit** button at the bottom of the page.
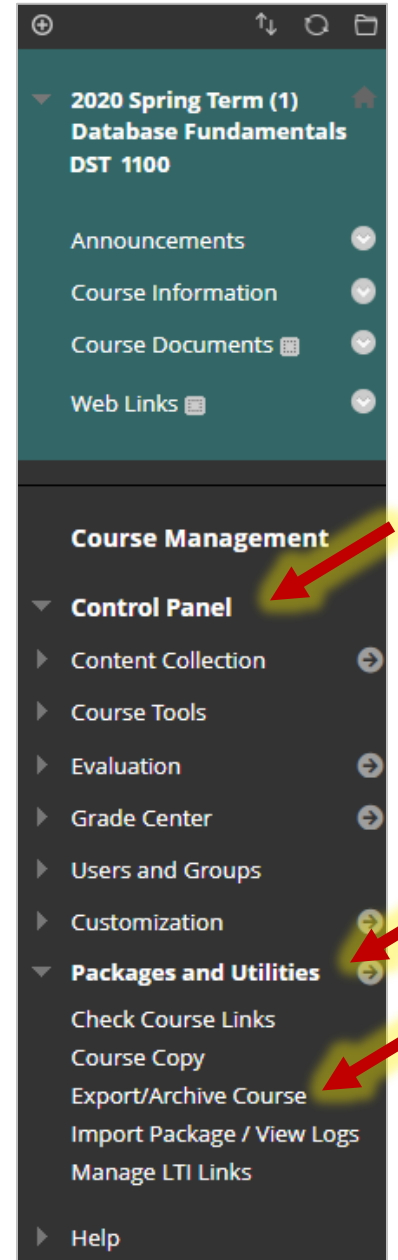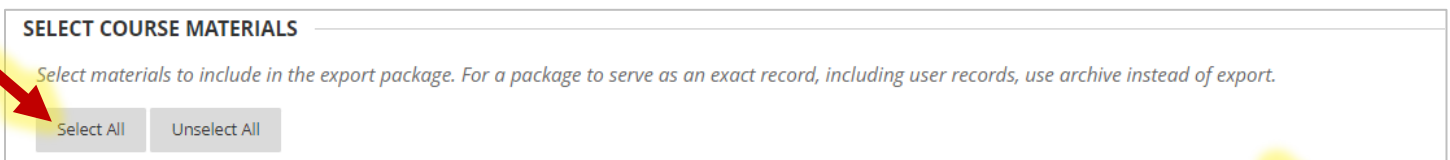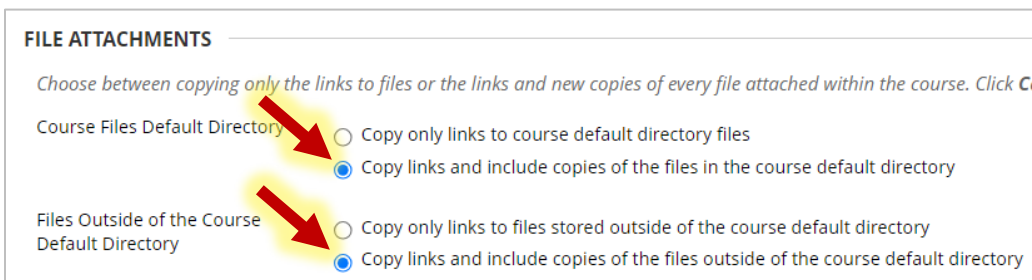
7. The export process will take some time. You will receive an email from Blackboard when the export process has been completed.
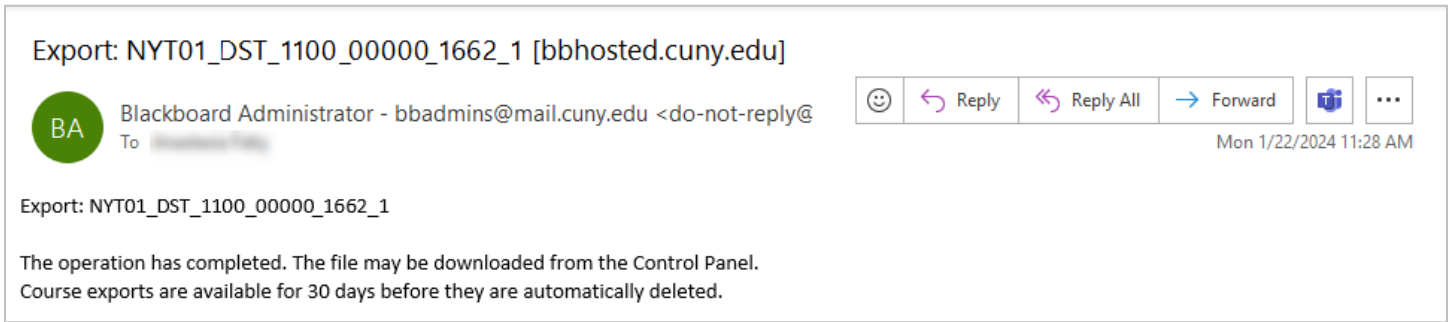
8. Follow steps 1-4 to navigate back to the **Export/Archive Course** page.
9. Select the link for your newly created package from the **Packages Created Manually** section.

10. Save the ZIP file on your computer when prompted. You will be importing this ZIP file to Brightspace.
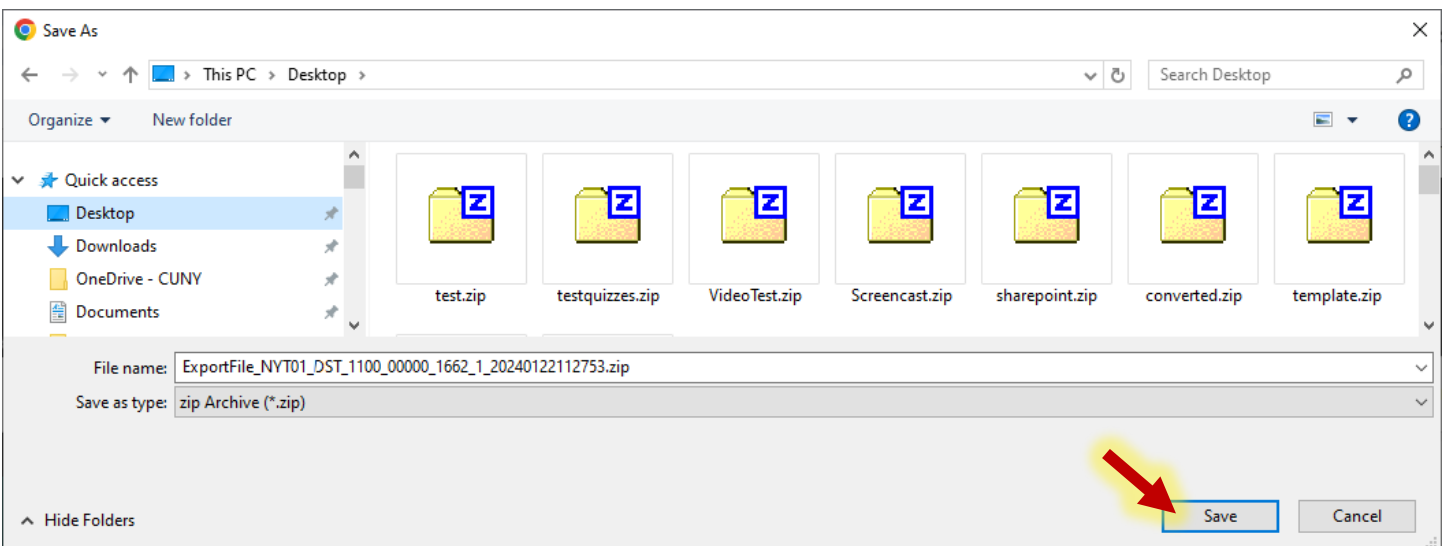
Brightspace Steps

1. Navigate to brightspace.cuny.edu and log in with your CUNY Login (Username: Firstname.Lastname##@login.cuny.edu).
2. Scroll down the homepage until you locate the **Practice Sites** widget. Click the **Get Started** button.
3. Enter the **Course Name** – make sure it's easily identifiable by including your name and course name/number.
4. Select **CUNY Practice Site** from the **Course Type** dropdown menu. Click the **Next** button.

5. Confirm the course name by clicking the **Finish** button.
6. Once the course is successfully created, select the **Go to course homepage** option.

7. Select the **Course Admin** option from the navigation bar across the top of the page.
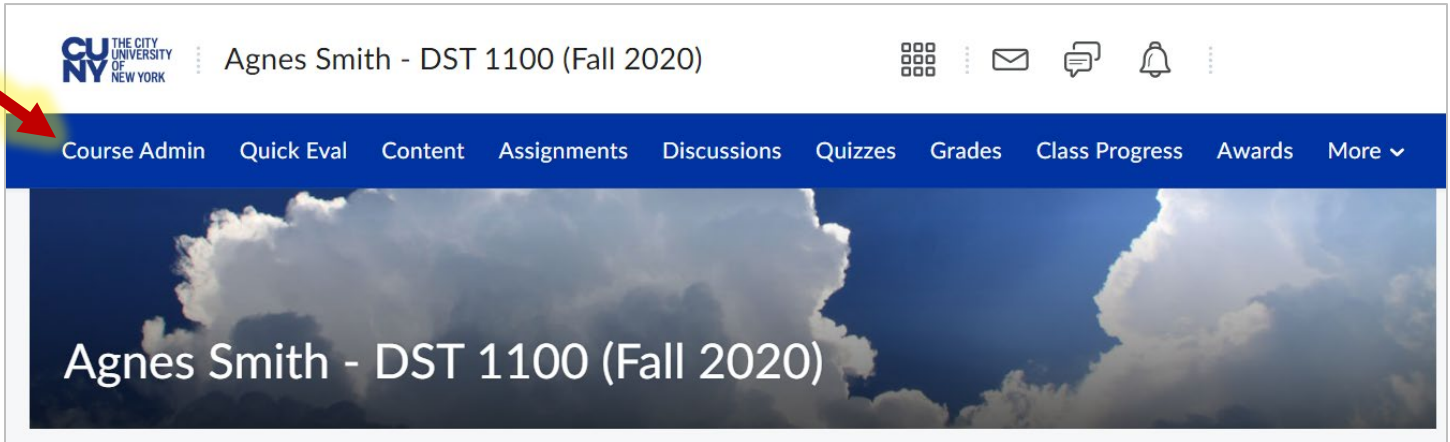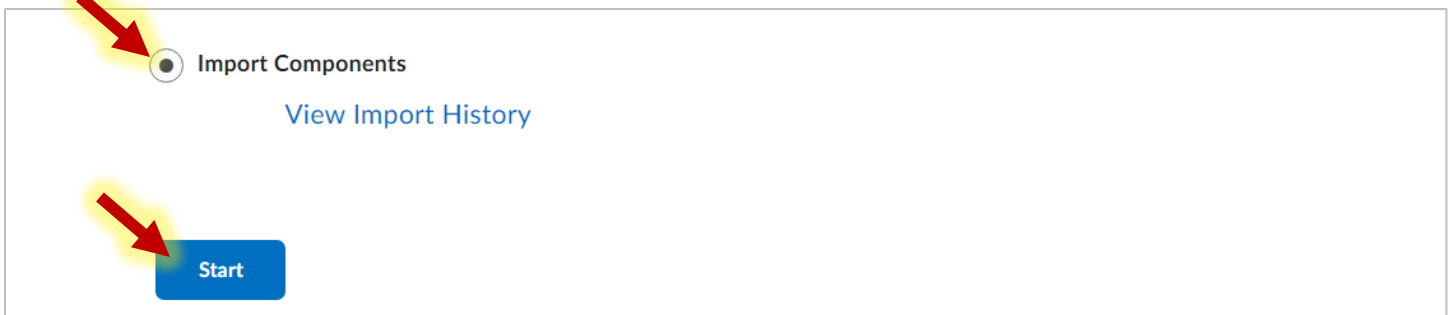

8. Select **Import/Export/Copy Components** from the list of course administration tools.
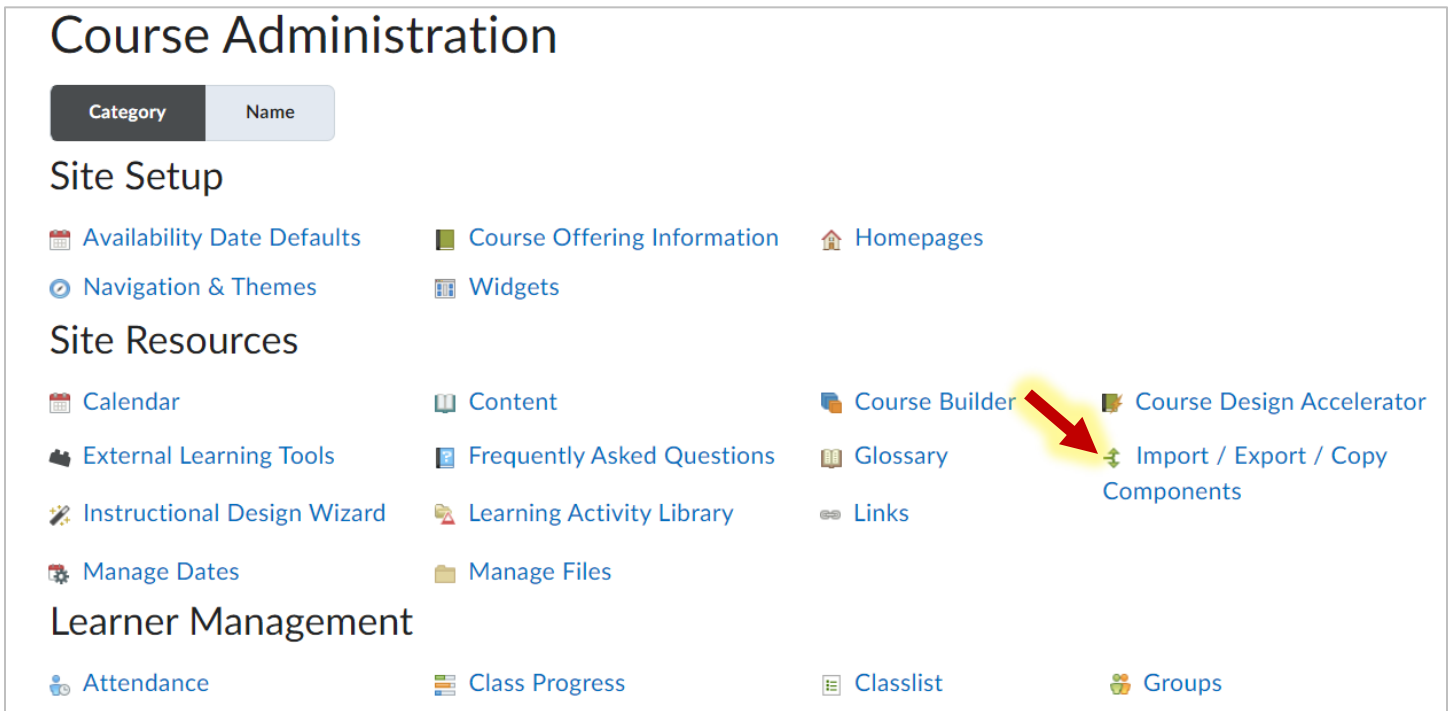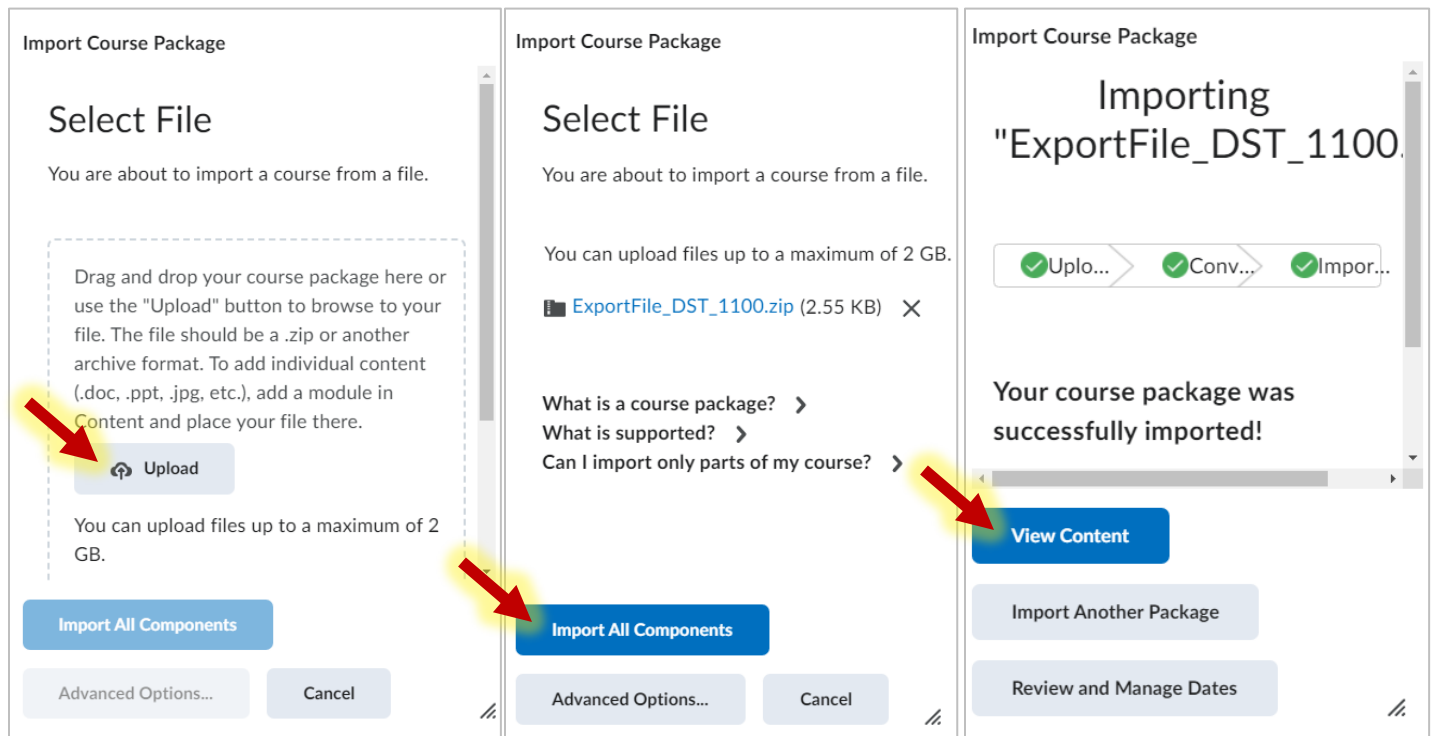

9. On the **Import/Export/Copy Components** page, scroll down and select the **Import Components** radio button.
10. Click the **Start** button.

11. In the **Import Course Package** pop-up window, click the **Upload** button and select the ZIP file you saved in step 10 of **Blackboard Steps** section of this guide.
12. Once the ZIP file has uploaded, click the **Import All Components** button.
13. The process of uploading, converting, and importing can take up to 10-15 minutes. Once the process is complete, you will be able to click the **View Content** button, which will take you into the Content area of your course.

Helpful Resources

Frequently Asked Questions - https://www.cuny.edu/academics/brightspace-transition/faq/

CUNY Instructor Training Series - https://www.cuny.edu/academics/brightspace-transition/spring-2024-workshops/

Brightspace Guided Training - https://community.d2l.com/brightspace/kb/articles/4885-welcome-to-brightspace-guided-training

D2L Community Website - https://community.d2l.com/brightspace/

Contact the LMS Transition team – LMSTransition@cuny.edu