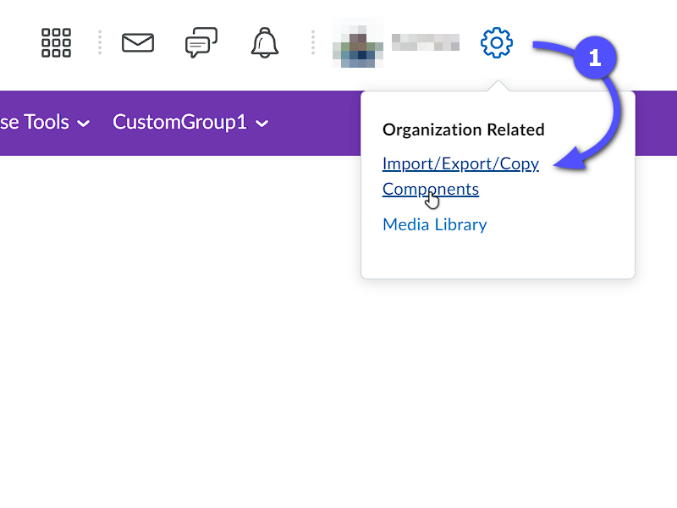
How to import questions to Brightspace Question Library from Blackboard archive

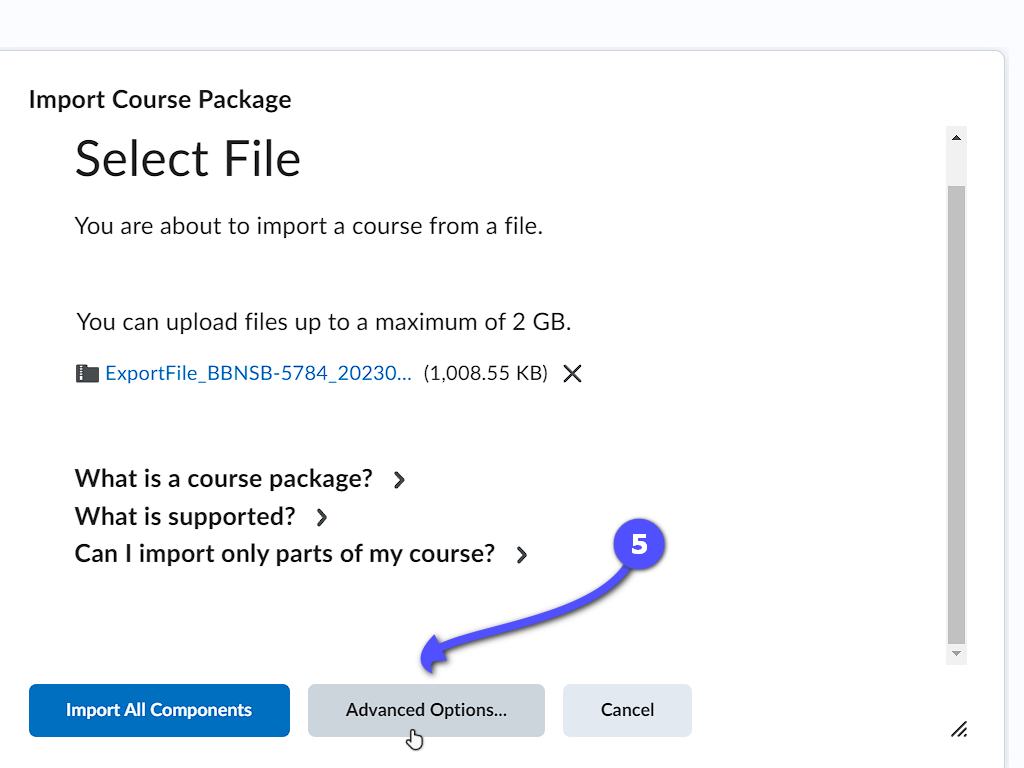
Before proceeding with this guide, make sure to have an archive copy of your Blackboard site.

Once you have your course archive zip file ready,

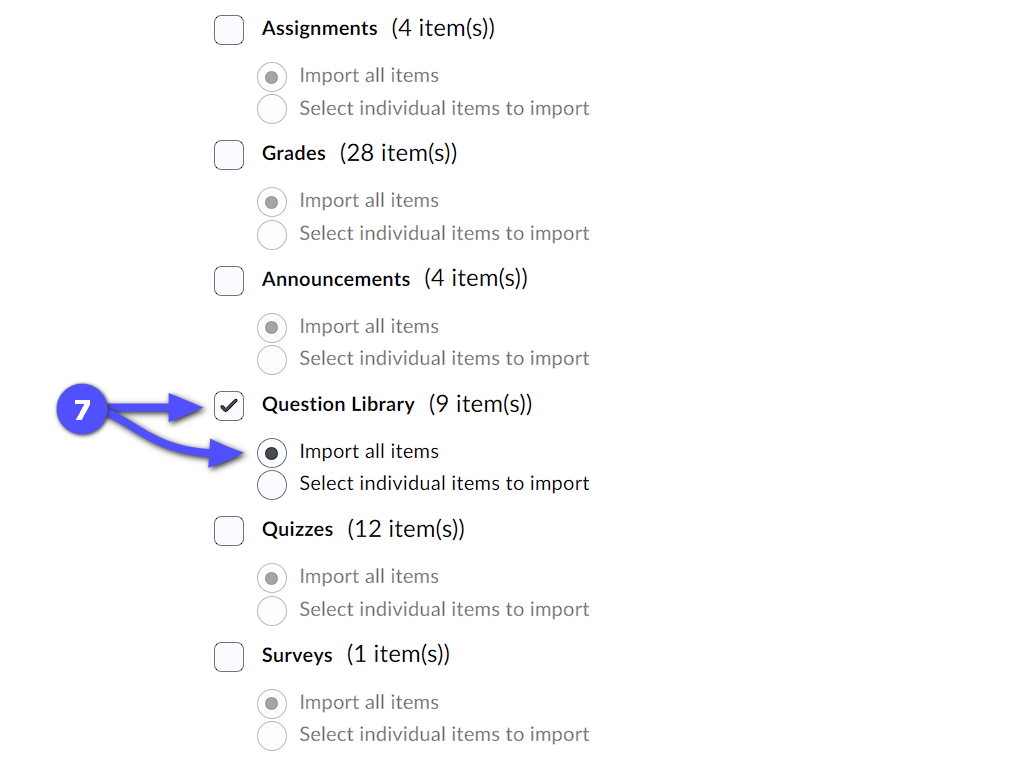
1. Navigate to your course site and click on the gear icon next to your name at the top right and click **Import/Export/Copy Components**.
2. Scroll down and make sure to select both **Import Components** and **from a course package**.
3. Click **Start**.

 arrow 2 points to import components
arrow 3 points to start button

1. On the file upload popup, select your archive copy by clicking on **Upload**.
2. Click **Advanced Options…** to select only the materials to be imported into Question Library. (This may take a few minutes, depending on the size of your archived course.)

arrow 4 points to upload button
arrow 5 points advanced options button 

1. Click **Continue** and click **Continue** again in Step 2.
2. Scroll down and tick the **Question Library** option and select **Import all items**.



1. Click **Continue** and click **Continue** again for Steps 3 and 4. Wait until the process finishes.
2. Once the process finishes, click **View Content** or simply navigate to **Quizzes > Question Library** to view the imported materials from the archive.

