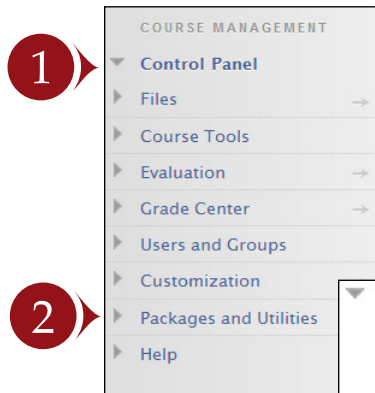
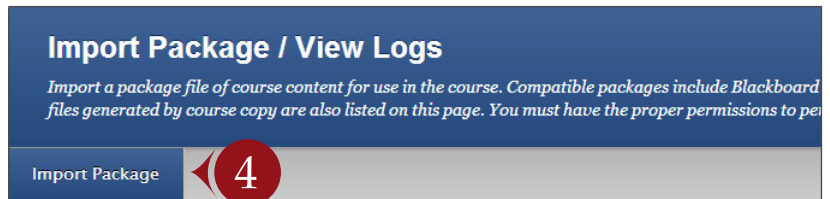


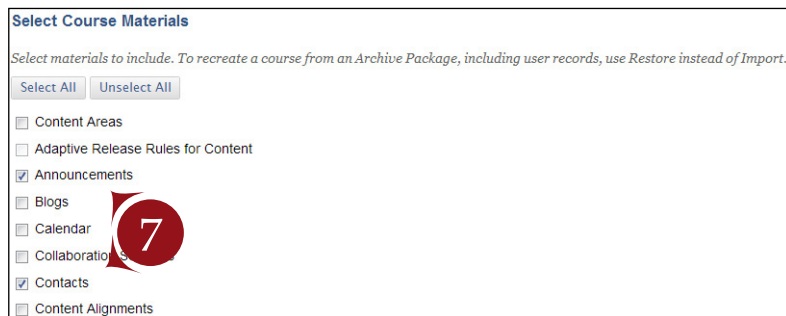
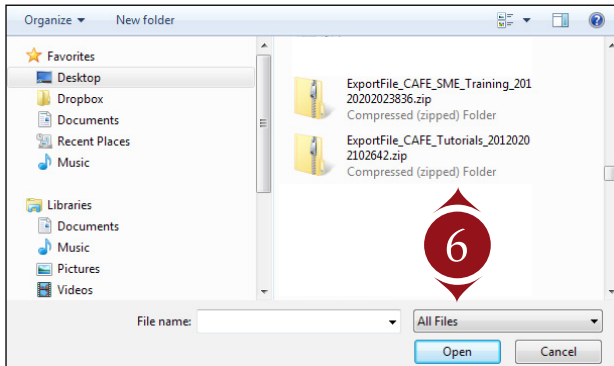
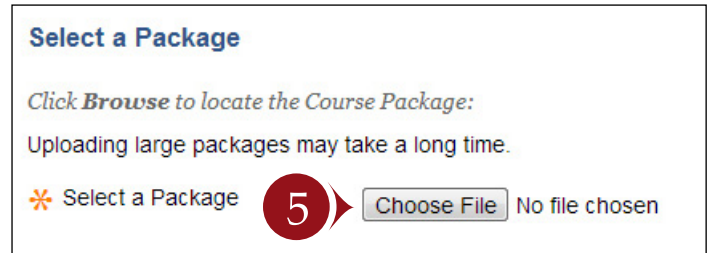
Loading Announcements and Faculty Information



1. Navigate to the Control Panel.
2. Expand Packages and Utilities.
3. Click Import Package/View Logs.
4. Click Import Package.



5. Click Choose File.
6. Select the corresponding export file to upload and click Open.
7. Select Announcements and Contacts.



8. Click Submit. You will receive a confirmation email when the process is complete.



Note: You should edit the imported announcements to restrict the date range. When you edit the announcement, "Posted by: Blackboard Administrator" will be replaced by your name.

