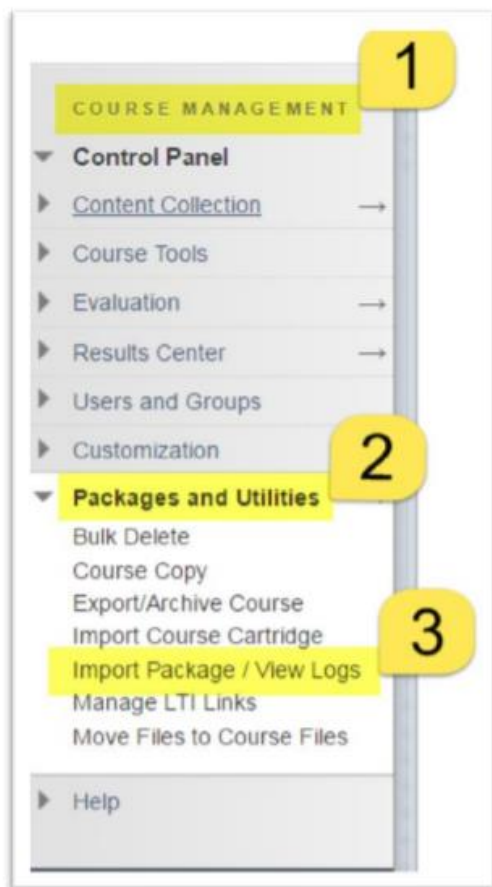


How to Import SAGE Course Cartridges: Blackboard

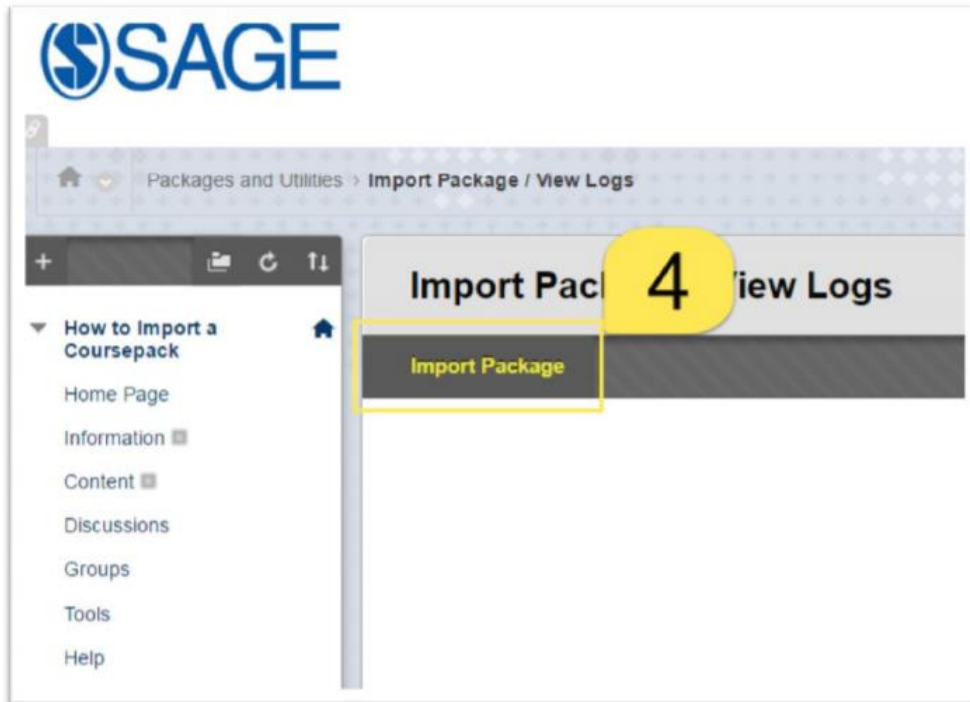
How to Import a SAGE Course Cartridge into Blackboard

After you have downloaded your Course Cartridge to your computer, navigate to the course you'd like to add the Course Cartridge to within Blackboard. Look to the bottom left-hand side of the screen and you'll see the Course Management options. Follow these steps:

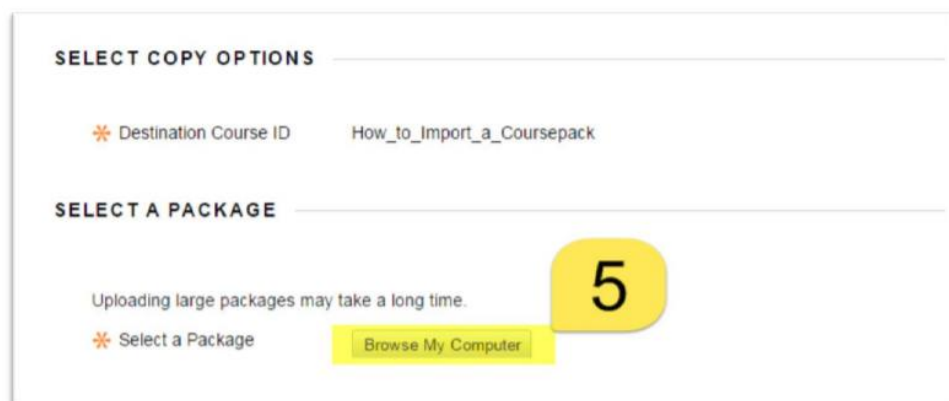
1. Find "Course Management" on the bottom left hand side of your screen.
2. Find "Packages and Utilities". Click to see the different options.
3. Click "Import Package / View Logs".



4. Click "Import Package".



5. Under “Select a Package”, click “Browse My Computer”.

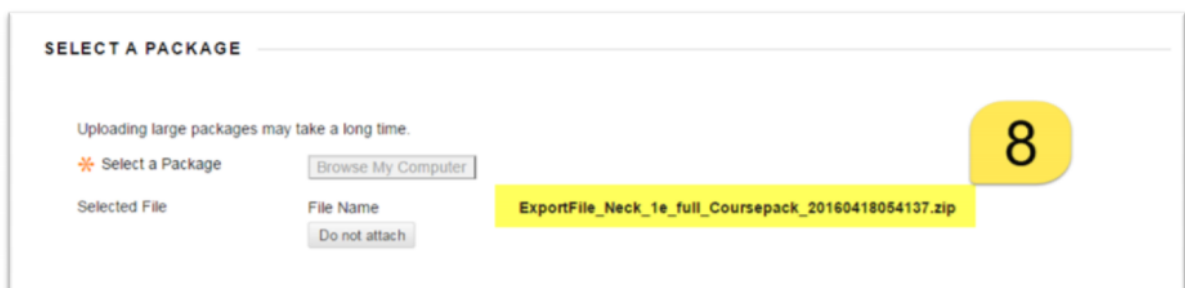


6. Navigate to the Course Cartridge file on your computer, then select it.

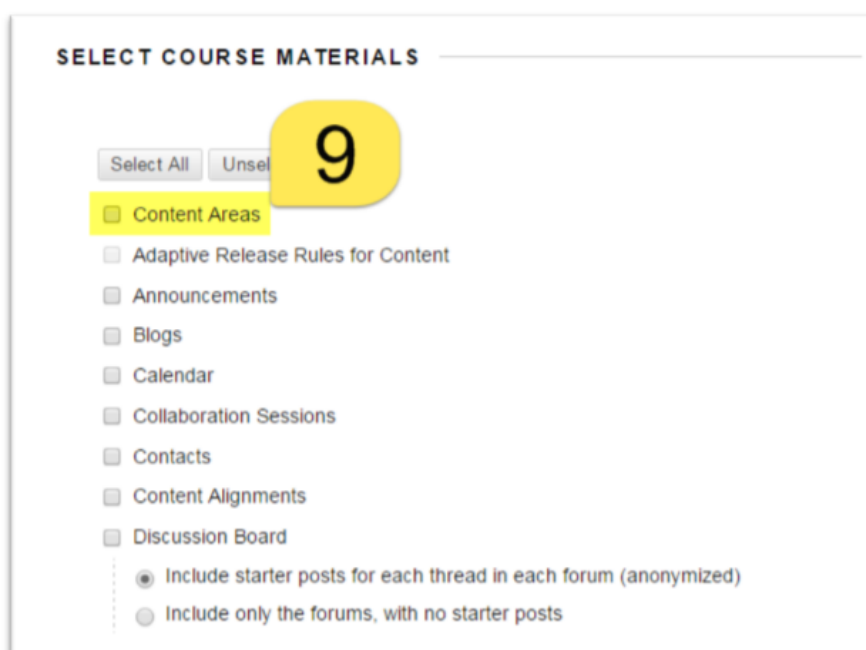
7. Click “Open”.



8. If your Course Cartridge looks like what's shown in the image below, you are ready for the next step.



9. Click the "Content Areas" box.

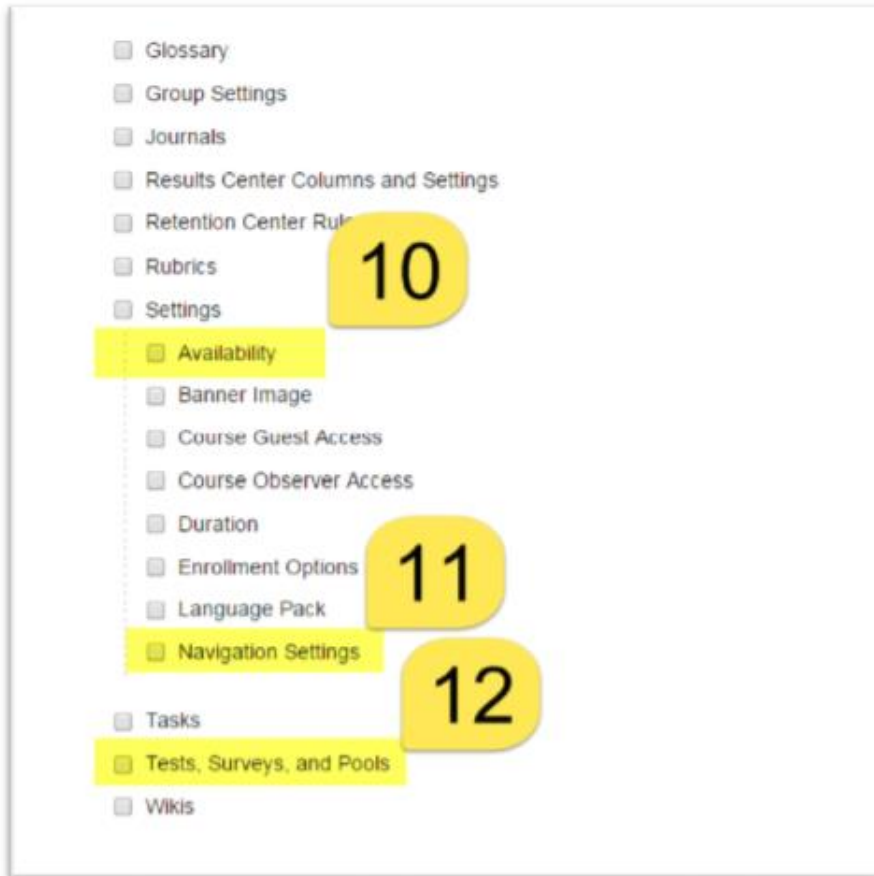


10. Click "Availability".

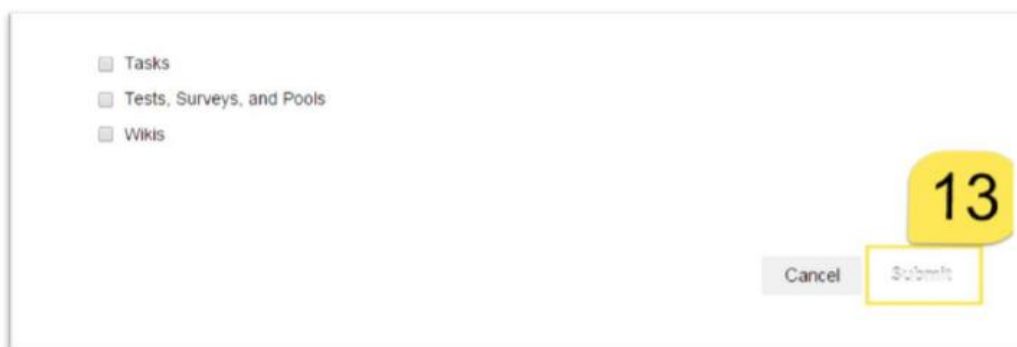
11. Click "Navigation Settings".

12. Click "Test, Surveys, and Pools".

This will import these areas into your course.

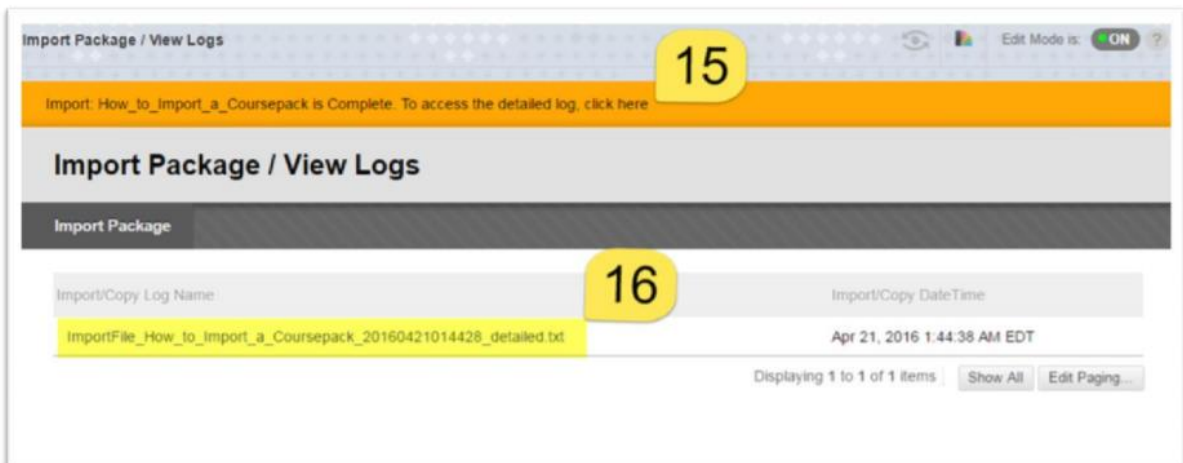
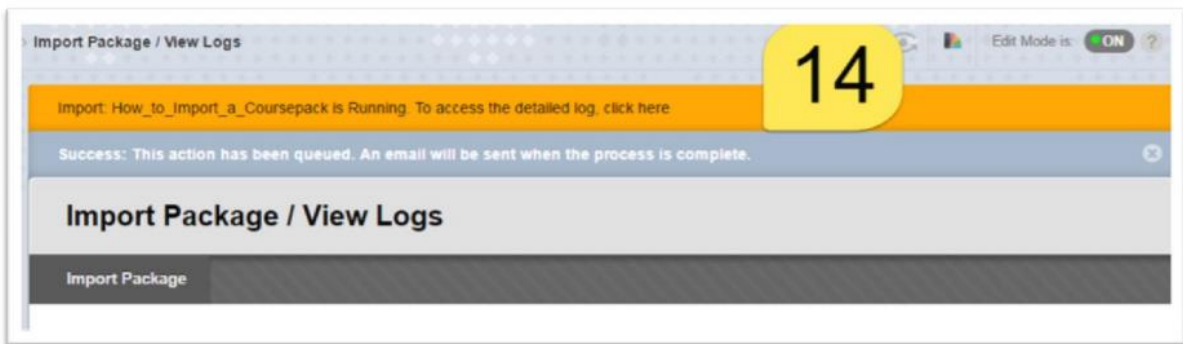


13. After you have clicked the relevant areas click submit.

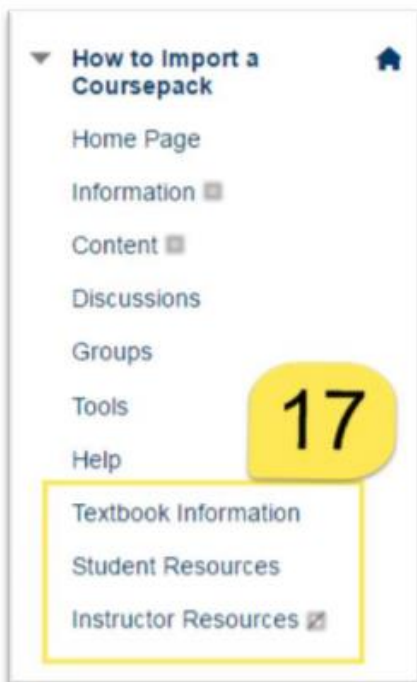


The process will now begin to run and it will take anywhere from 2-5 minutes to load. You'll see what's shown in image 14 during the process and in images 15 & 16 once it's complete.

*** *You will receive an email to the account attached to your LMS when it has been completed. If you have any issues with the content not loading, contact your LMS support team.**



17. Now you'll see 3 new content areas in the navigation panel. These include "About the book", "Student Resources", and "Instructor Resources".

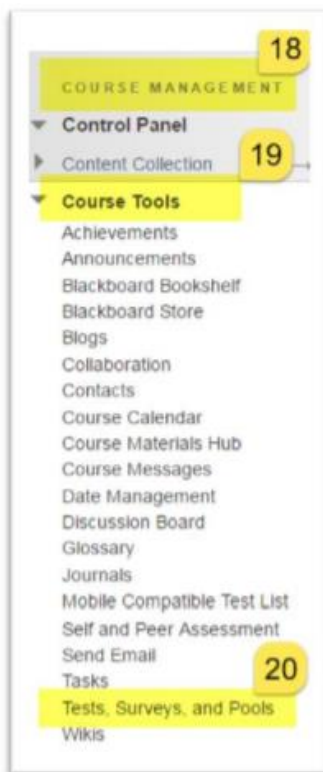


To find the Testbank questions that were loaded into your course:

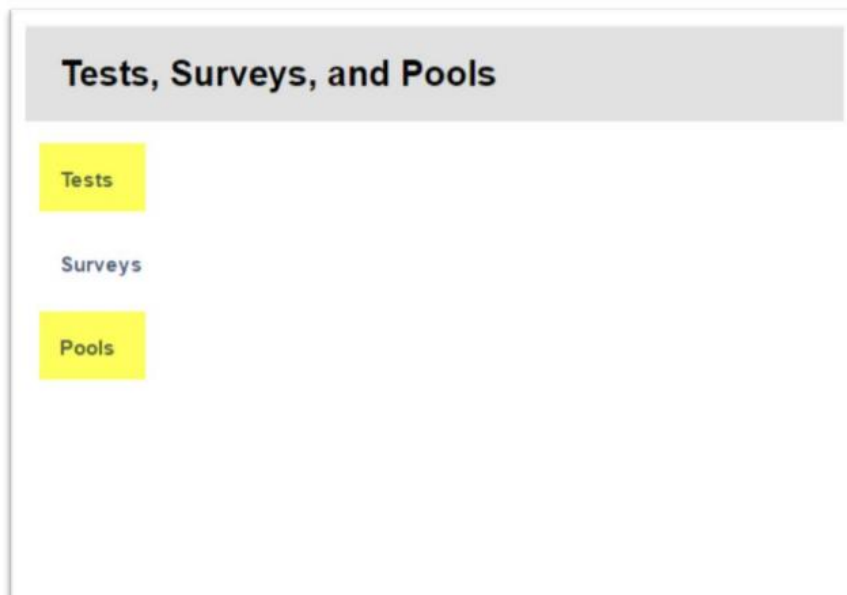
18. Navigate to “Course Management” on the left-hand side of your screen.

19. Click “Course Tools” to expand the Course Tools menu options.

20. Click “Test, Surveys, and Pools”.



Here you will find links to the Pool's area.



You can preview and/or edit any of the test questions in the pools area.