# How to Import SAGE Coursepacks: Blackboard

### How to Import a SAGE Coursepack into Your LMS

With the SAGE Publishing Coursepack file on your computer, navigate to the course you'd like to add the Coursepack to.

## **For Blackboard Ultra**

#### 1. Click on the three dots.

SAGE_Vantage_Kuther_Adolescence_1e_MasterCourse_UV SAGE Vantage Kuther Adolescen	nce 1e MasterCourse Ultra View		
Multiple Instructors View.all			
Details & Actions	Course Content		
Roster     Noster     Course derugsen in your course     Course ind manage souves     Course in private     Suudenst cur't access this course     Mark standance     Mark standance     Create and nanoursements     Create and nanoursements		C Abe	
Books & Tools <u>View course &amp; Institution tools</u> Question Banks		Get started! Use this space to build your course. Select the plus to begin!	
Manage banks           ① Conversion Exceptions           Review at Course exceptions           ③ Student Preview           Enter student oreview mode		0	

#### 2. Click on Import Content.



#### 3. Click on Import Content.



4. Navigate to the Coursepack file on your computer, then select it by double clicking on it or select it and then click "open".



## 5. You will see file upload and populate the Content Area.

SAGE_Vantage_Kuther_Adolescence_1e_MasterCourse_UV SAGE Vantage Kuther Adolescence	1e MasterCourse Ultra View
Multiple Instructors View all	
Details & Actions	Course Content
Roster View everyone in your course	Textbook Information
Course Groups	
Course is private Students can't access this course	Student Resources           Visible to students
Attendance Mark attendance	
Announcements <u>Create announcement</u>	<ul> <li>Instructor Resources</li> <li>Ø Hidden from students</li> </ul>
Books & Tools <u>View course &amp; institution tools</u>	Undeployed Tests
Question Banks Manage banks	Hidden from students Undeployed Tests
Conversion Exceptions <u>Review all course exceptions</u>	
Student Preview <u>Enter student preview mode</u>	

## For Blackboard Learn

Look to the bottom left-hand side of the screen and you'll see the Course Management options. Follow these steps:

- 6. Find "Course Management" on the bottom left hand side of your screen.
- 7. Find "Packages and Utilities". Click to see the different options.
- 8. Click "Import Package / View Logs".

			1	
	COURSE MANAGEMENT		÷	
*	Control Panel			
•	Content Collection	$\rightarrow$		
•	Course Tools			
•	Evaluation	$\rightarrow$		
•	Results Center	$\rightarrow$		
•	Users and Groups			
Þ	Customization	2		
•	Packages and Utilities	~	1	
	Bulk Delete			
	Course Copy			
	Export/Archive Course		-	
	Import Course Cartridge		- 3	5
	Import Package / View Log	is _	~	_
	Manage LTI Links			
	Move Files to Course Files	5		
•	Help			

9. Click "Import Package".

SAGE			
Reckages and Utilities >	Import Package / View Log	s	
+ 🖻 C 11	Import Pac	4	iew Logs
<ul> <li>How to Import a Coursepack</li> </ul>	Import Package		
Home Page			
Content 🗉			
Discussions			
Groups			
Tools			
Help			

10. Under "Select a Package", click "Browse My Computer".

SELECT COPY OPTIONS	S
* Destination Course ID	How_to_Import_a_Coursepack
SELECT A PACKAGE	
Uploading large packages n	may take a long time.

11. Navigate to the Coursepack file on your computer, then select it.

12.Click "Open".

Import Pack	age	
ſ	C Open	Cancel
SELECT COPY C	Organize • New folder	
* Destination C	Favorites	
SELECT A PACK	Desktop Downloads Recent Places  ExportFile_Neck_1e_full_Coursepack_201 4/18/2016 2:48 PM Compress	
Uploading large g	Corpbox	
🔆 Select a Pack	Libraries	
SELECT COURS	Documents     Music     Pictures     Videos	
Select All Unt	File name:	
Content Area	Open 🔽 Cancel	
Announcemen	is all	

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

SELECT A PACKAGE			
Uploading large packages may	y take a long time. Browse My Computer		8
Selected File	File Name Do not attach	ExportFile_Neck_1e_full_Coursepack_20160418054137.zip	



- 15. Click "Availability".
- 16. Click "Navigation Settings".
- 17. Click "Test, Surveys, and Pools".

Glossary
Group Settings
Journals
Results Center Columns and Settings
Retention Center Rule
Rubrics 10
Settings
Availability
Banner Image
Course Guest Access
Course Observer Access
Duration
Enrollment Options
Language Pack
Navigation Settings
□ Tasks 12
Tests, Surveys, and Pools
Wikis

18.Click "Submit".

Tasks	
<ul> <li>Tests, Surveys, and Pools</li> </ul>	
Wikis	
	13
	Cancel Submit

14.- 16. 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.

Edit Mode is: ON Import Package / View Logs Import: How\_to\_Import\_a\_Coursepack is Running. To access the detailed log, click here Import Package / View Logs Import Package



a. Now you'll see 3 new content areas in the navigation panel. These include "Textbook Information", "Student Resources", and "Instructor Resources".



To find the assessments that were loaded into your course:

- b. Navigate to "Course Management" on the left-hand side of your screen.
- c. Click "Course Tools" to expand the Course Tools menu options.
- d. Click "Test, Surveys, and Pools".



Here you will find links to both Tests and Pools. Your Coursepack has a variety of pre-built tests that will be added to your LMS, for you to use at your discretion. Any of these tests can be deployed in any content area you like.

Tests,	Surveys, a	nd Pools	
Tests			
Surveys			
Pools			

You can preview and/or edit any of the pre-built assessments.

Tests	
Build Test Import Test	
Name 🛆	Deployed
Chapter 01 Journal Article Open-Ended Questions	No
Chapter 01 Journal Article Quiz	No
Chapter 01 Multimedia Quiz	No
Chapter 01 Post-Test (Full Version)	No
Chapter 01 Post-Test (Randomized Version)	No
Chapter 01 Pre-Test	No
Chapter 01 Test Bank	No
Chapter 02 Journal Article Open-Ended Questions	No
Chapter 02 Journal Article Quiz	No
Chapter 02 Multimedia Quiz	No
Chapter 02 Post-Test (Full Version)	No
Chapter 02 Post-Test (Randomized Version)	No
Chapter 02 Pre-Test	No
Chapter 02 Test Bank	No