

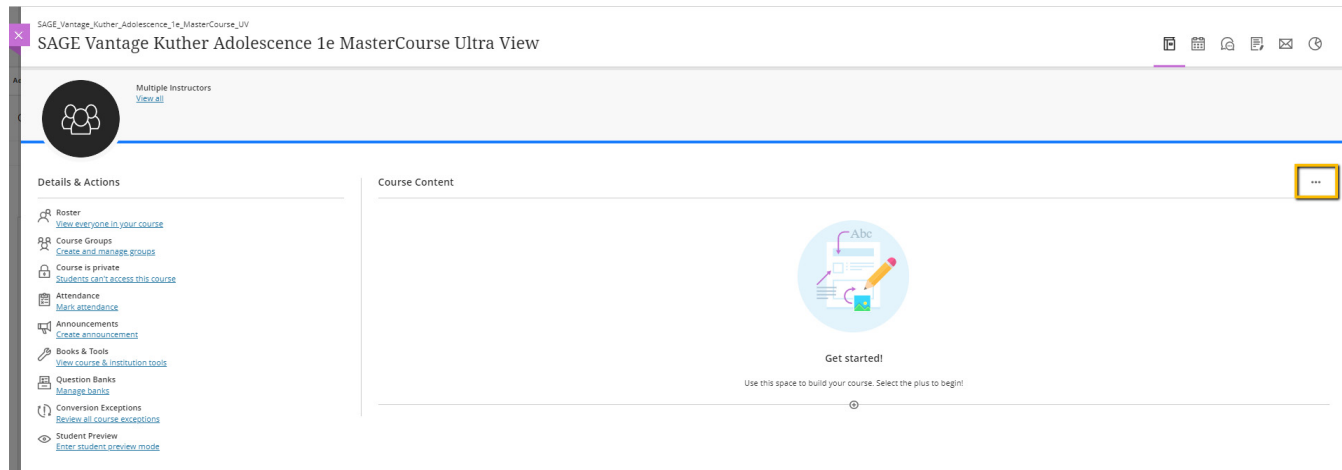
How to Import SAGE Coursepacks: Blackboard

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.

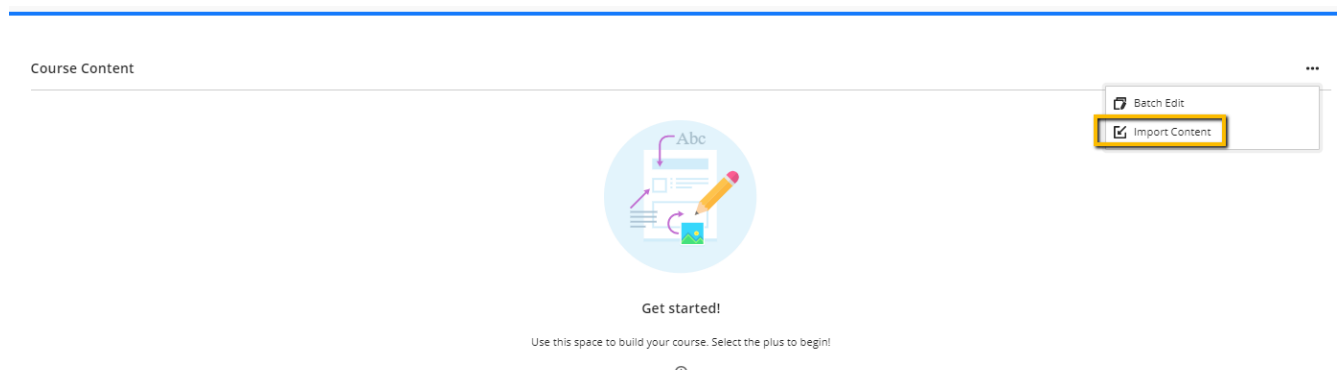
For Blackboard Ultra

1. Click on the three dots.



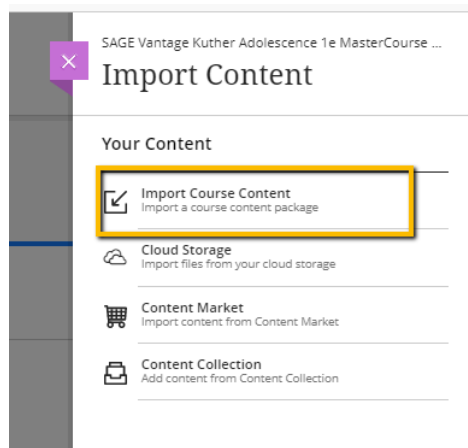
The screenshot shows the Blackboard Ultra interface for a course titled "SAGE Vantage Kuther Adolescence 1e MasterCourse Ultra View". The page has a left-hand navigation menu with options like "Roster", "Course Groups", "Attendance", etc. The main content area is titled "Course Content" and contains a "Get started!" message with a plus icon. A yellow box highlights the three dots menu icon in the top right corner of the "Course Content" area.

2. Click on Import Content.



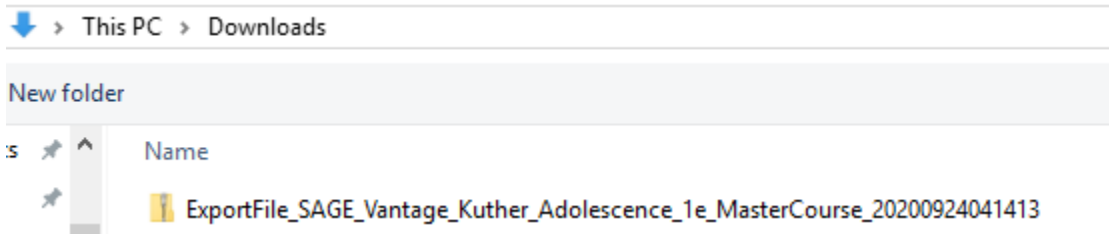
This screenshot shows the same "Course Content" area as the previous one. A yellow box highlights the "Import Content" option in the menu that appears when the three dots are clicked. The "Import Content" option is located below the "Batch Edit" option.

3. Click on Import Content.

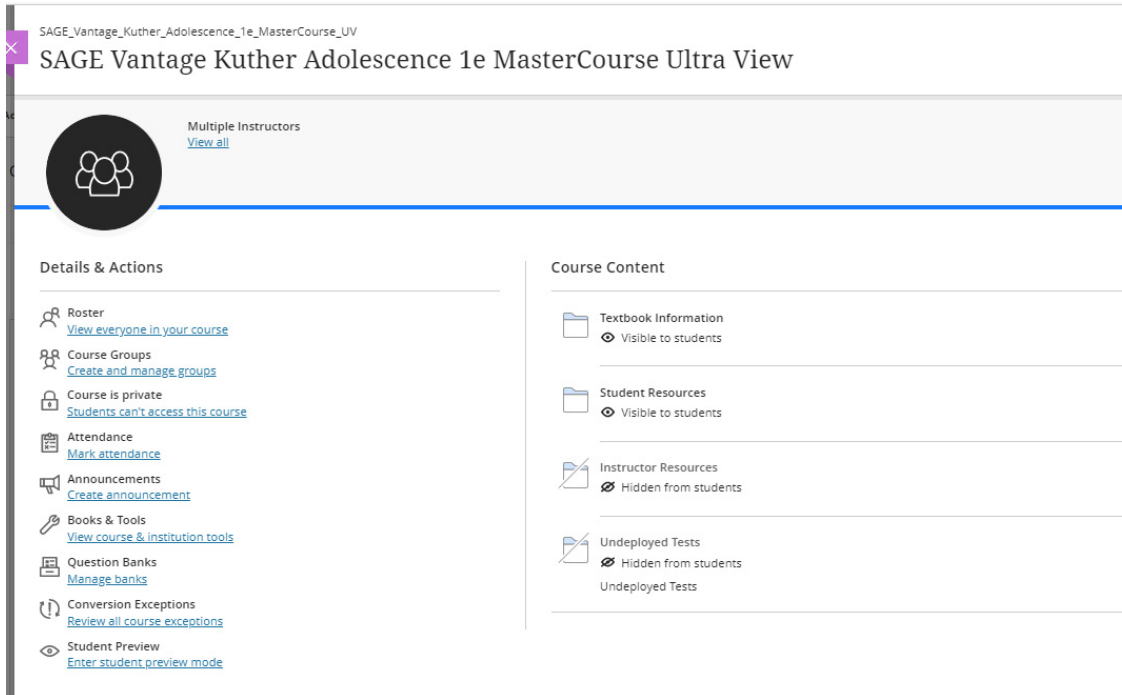


The screenshot shows the "Import Content" dialog box. The title is "Import Content". Under the "Your Content" section, the "Import Course Content" option is highlighted with a yellow box. Below it are other options: "Cloud Storage", "Content Market", and "Content Collection".

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



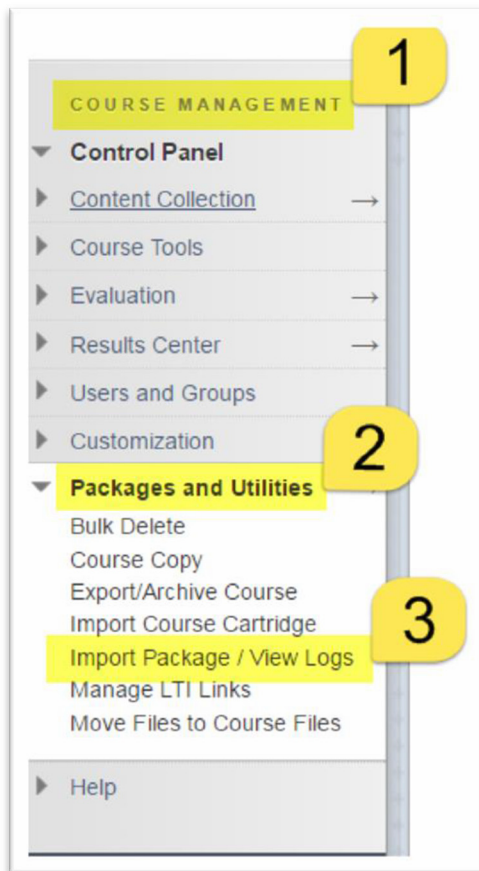
5. You will see file upload and populate the Content Area.



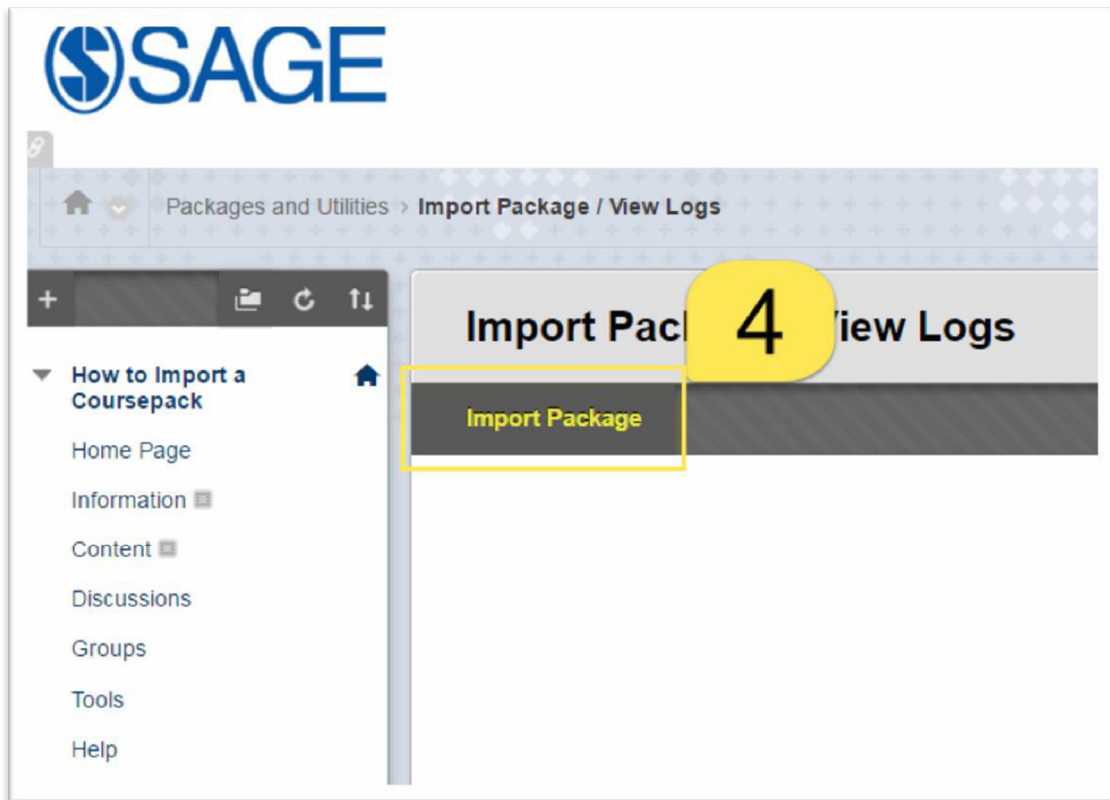
For Blackboard Learn

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

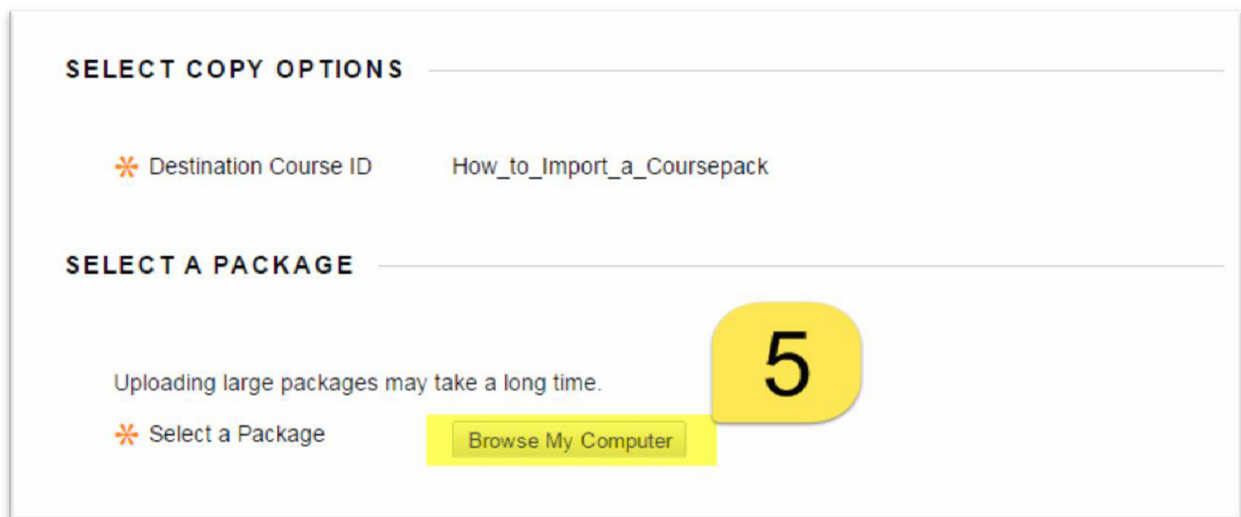
6. Find “Course Management” on the bottom left hand side of your screen.
7. Find “Packages and Utilities”. Click to see the different options.
8. Click “Import Package / View Logs”.



9. Click “Import Package”.

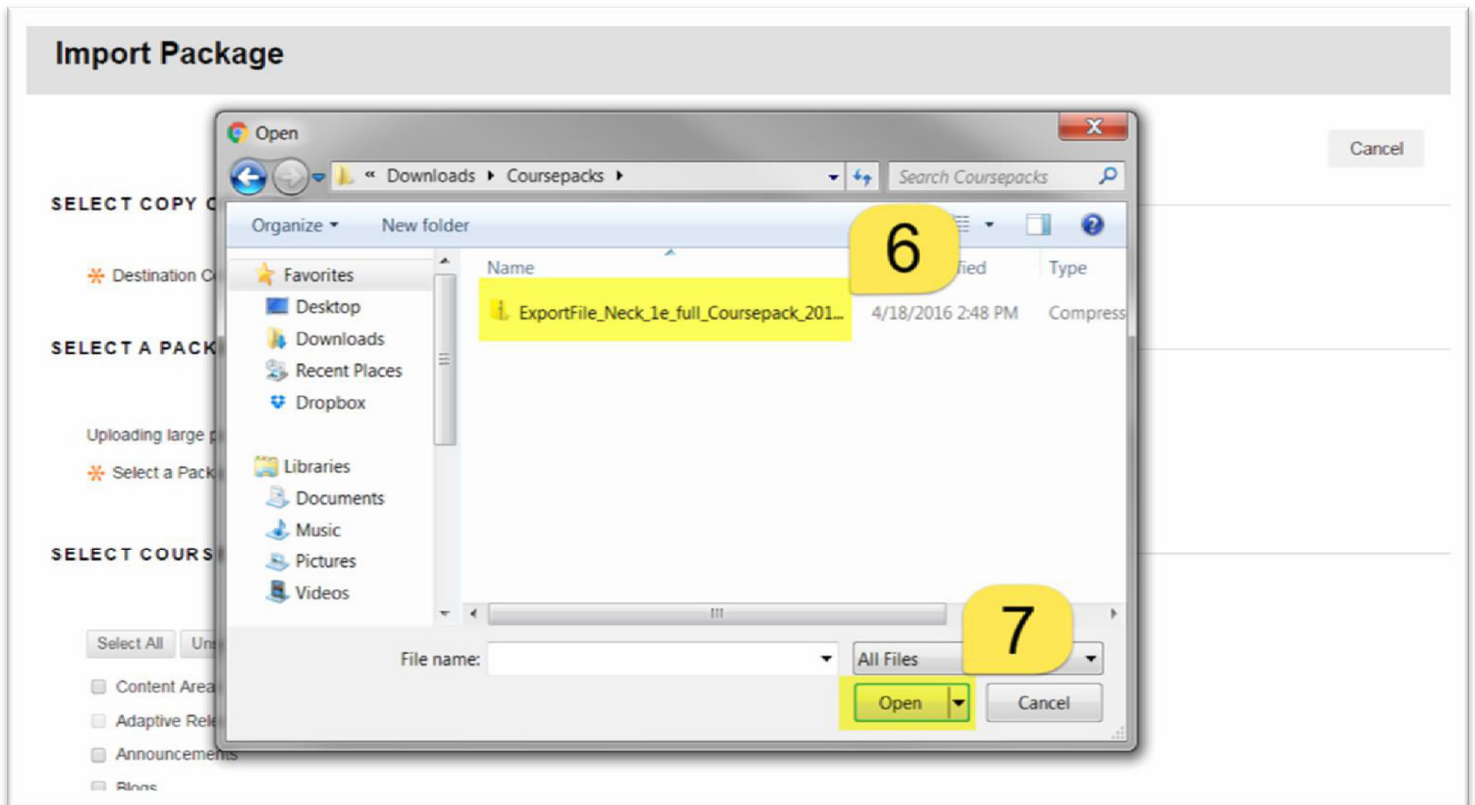


10. Under “Select a Package”, click “Browse My Computer”.



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

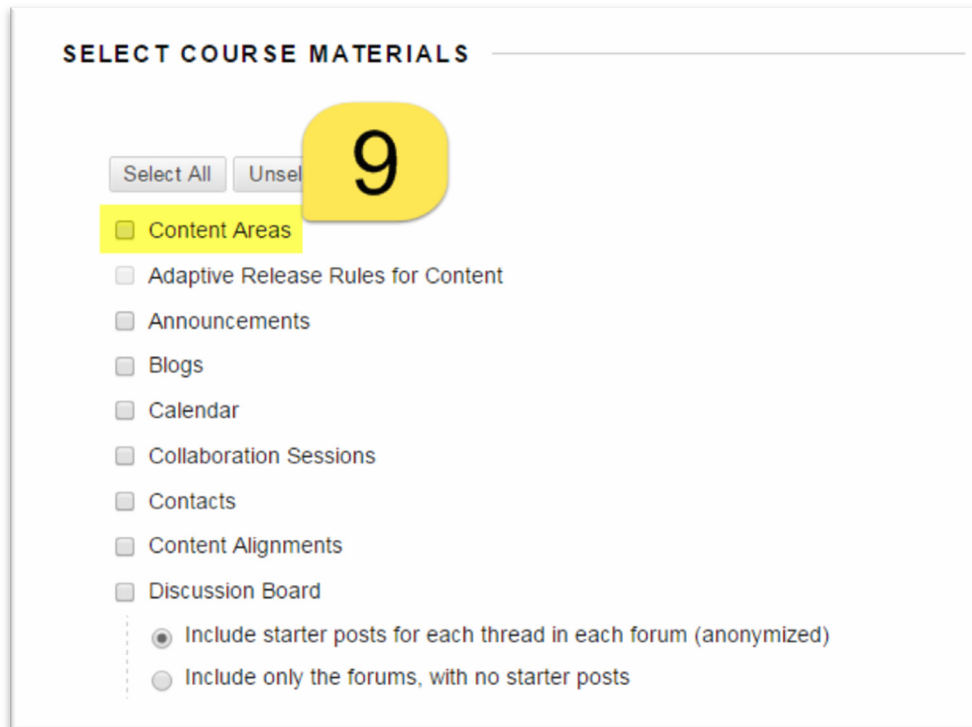
12.Click "Open".



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



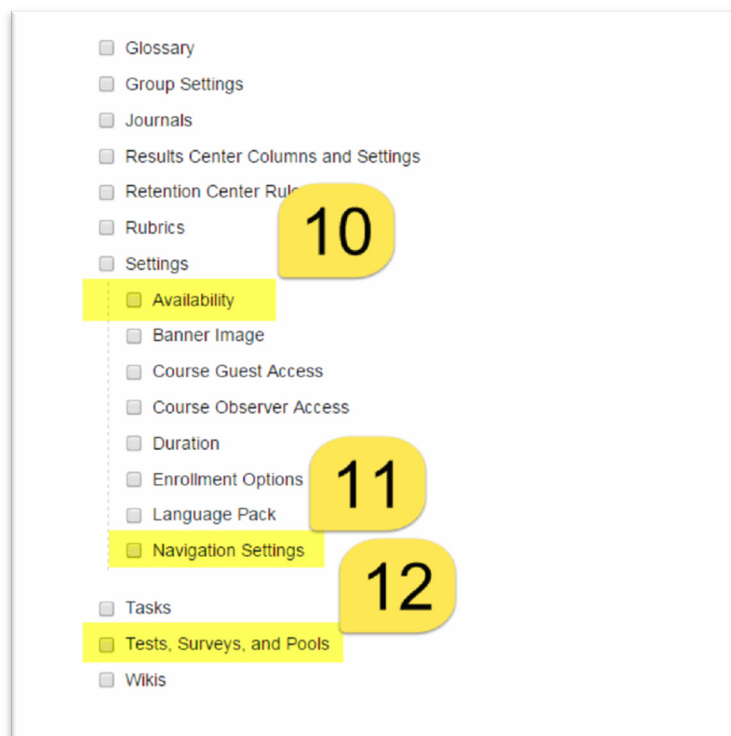
14. Click the “Content Areas” box.



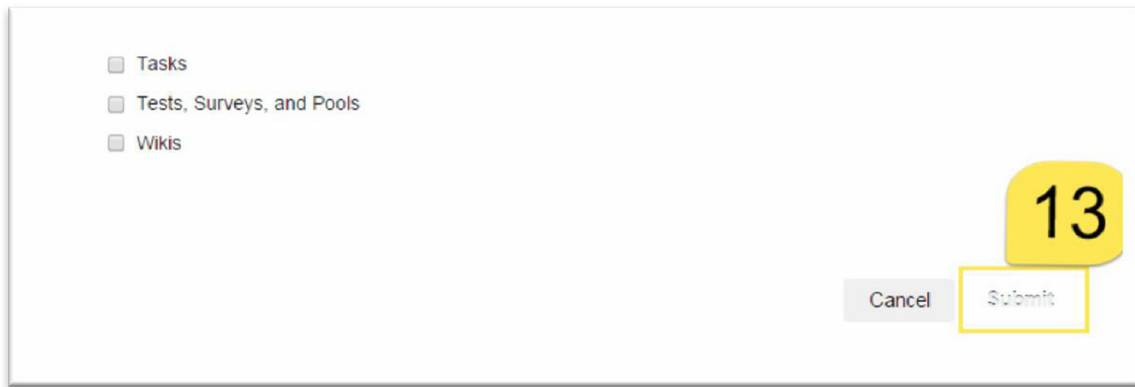
15. Click “Availability”.

16. Click “Navigation Settings”.

17. Click “Test, Surveys, and Pools”.

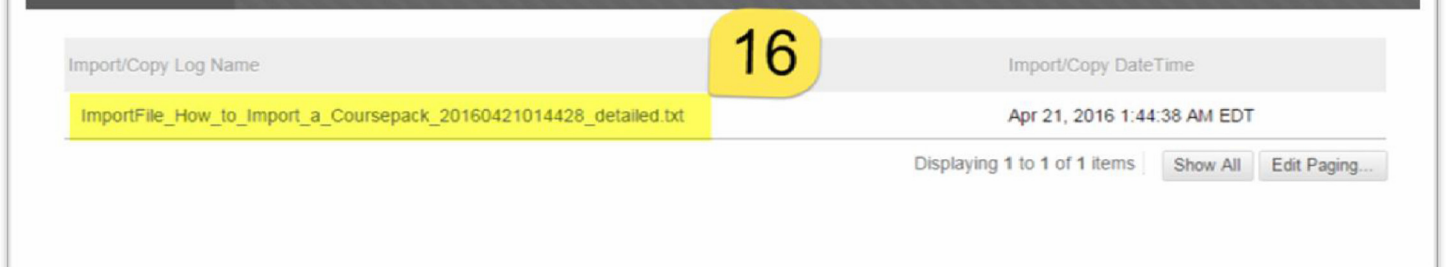
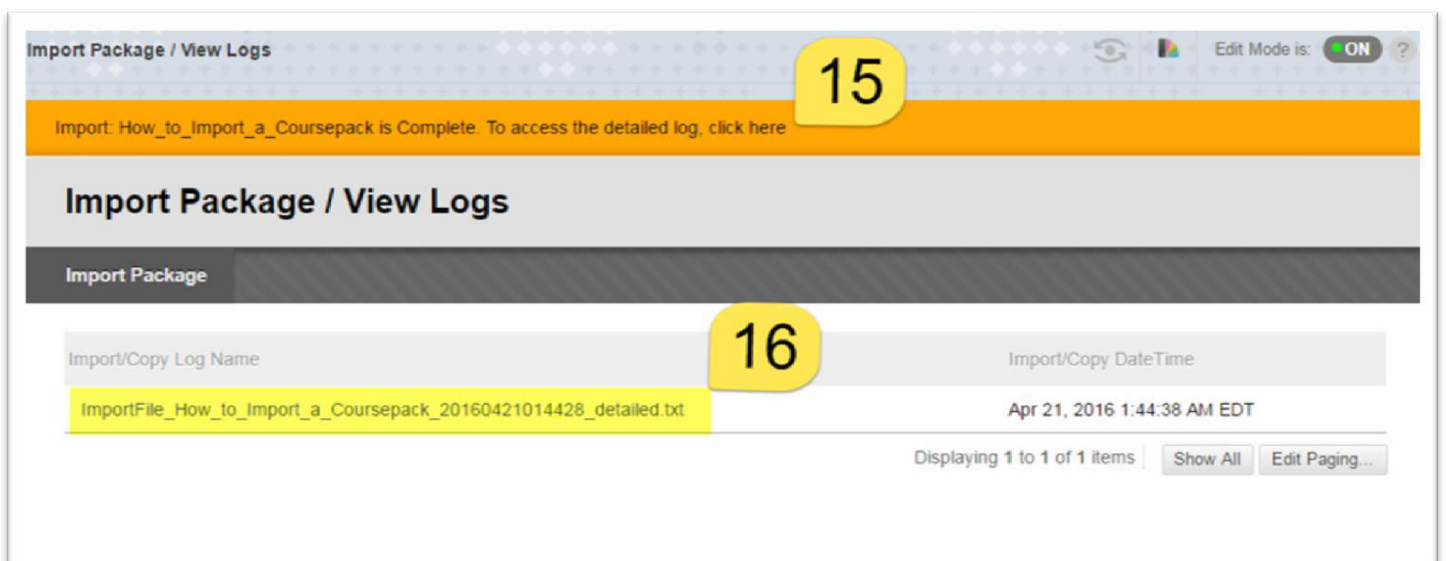
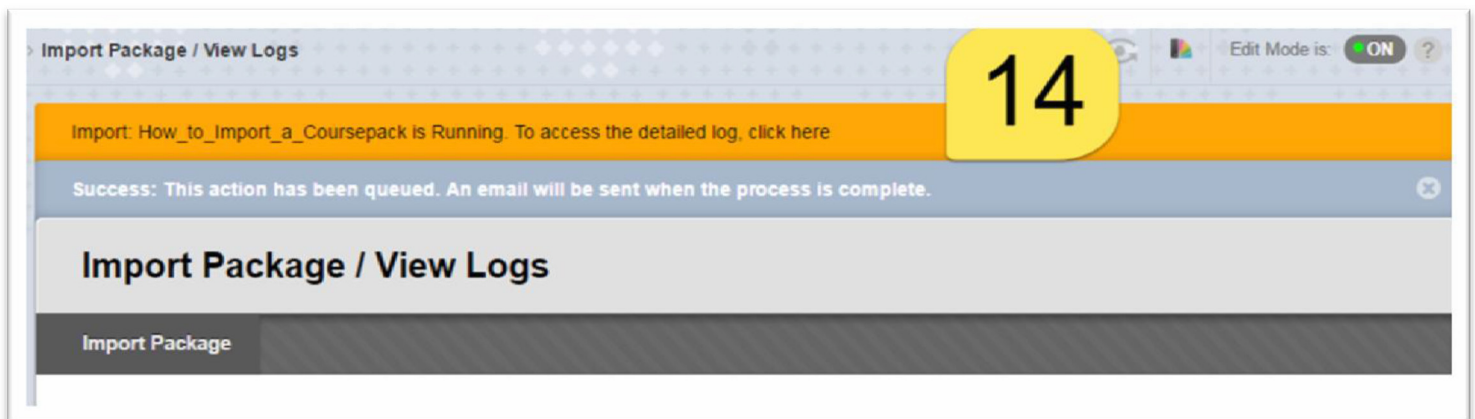


18. Click "Submit".

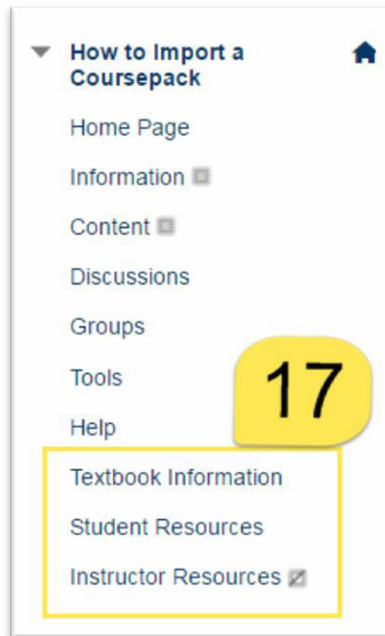


14.- 16. The process will now begin to run and it will take anywhere from 2-5 minutes to load. You'll see what's shown in image 14 during the process and in images 15 & 16 once it's complete.*

**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.*

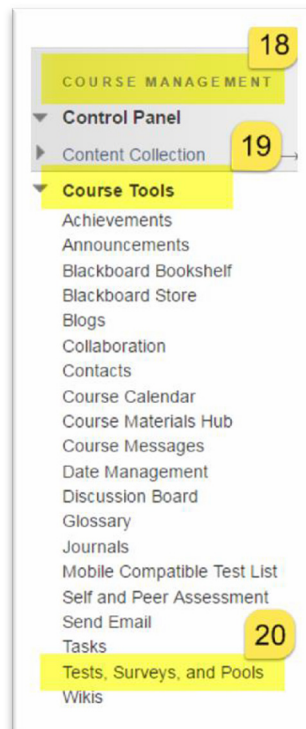


- a. Now you'll see 3 new content areas in the navigation panel. These include "Textbook Information", "Student Resources", and "Instructor Resources".

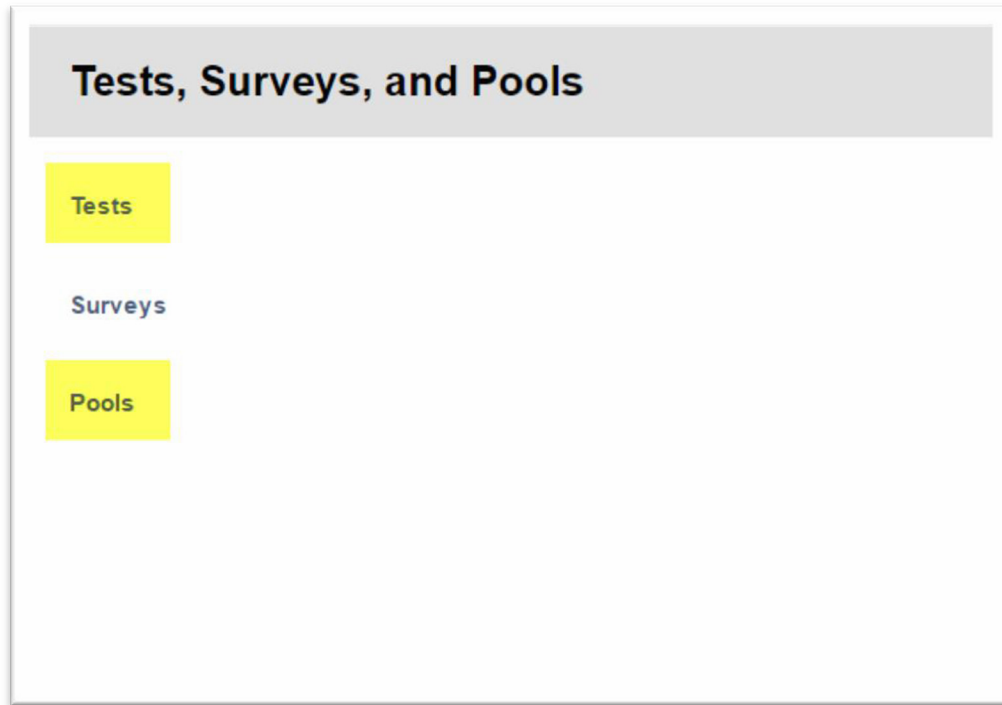


To find the assessments that were loaded into your course:

- 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.



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

The image shows a screenshot of the "Tests" management interface. At the top, there is a grey header with the word "Tests". Below the header, there are two buttons: "Build Test" and "Import Test". The main content area displays a table with two columns: "Name" and "Deployed". The table lists various pre-built assessments for Chapter 01 and Chapter 02, all of which are currently undeployed.

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