

Getting Started: Import Publisher's Course Cartridge or E-Pack

Course Cartridges enable Instructors to gain access to complete sets of teaching tools provided by academic publishers. Instructors are free to customize the content by adding and deleting materials as needed.

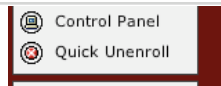

Course Cartridges can serve as supplements to existing online courses, or provide an excellent start for faculty who are just beginning to develop online teaching strategies.

Import your Course Cartridge or E-Pack

Note: If you are using a Publisher's Course Cartridge Material, you must contact the publisher and get the course cartridge for Blackboard 7.1.

If any portion of your current course was created with a course cartridge it will not convert to Blackboard 7.1. Please contact the publisher to get an updated courses cartridge for 7.1.

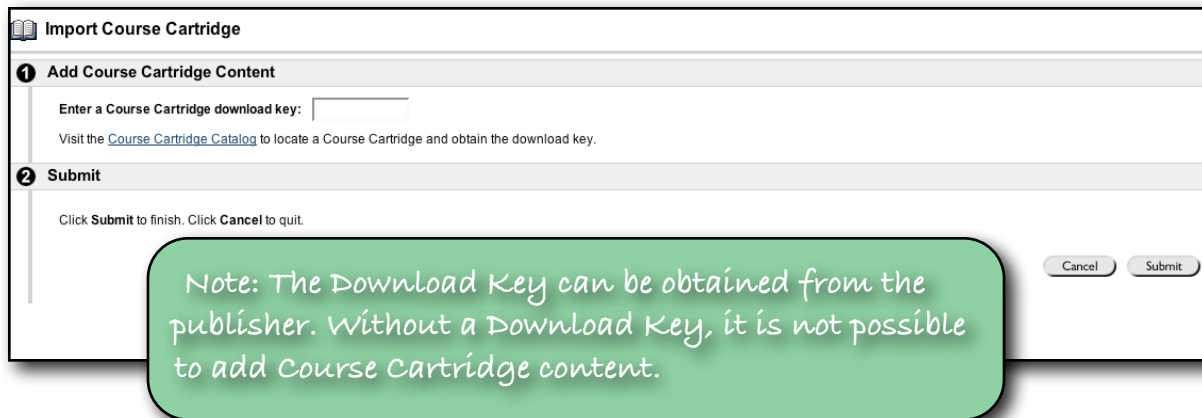
Step 1: Obtain Course Cartridge	
Step	Action
Step 1	Contact your publisher to obtain your course cartridge for Blackboard 7.1
Step 2	Download Course Cartridges from the Course Cartridge Repository designated by your publisher onto your computer
Step 3	Go to your course in Blackboard 7.1 that you want to import the course cartridge

Step 2: Import Course Cartridge		
Step	Action	
Step 1	Go to your course in Blackboard 7.1 that you want to import the course cartridge	
Step 2	Go to the Control Panel	
Step 3	Select Import Course Cartridge under Course Options to open the Import Course Cartridge page	

Step 2: Import Course Cartridge

Step 4 Enter the Course Cartridge Download Key in the field provided. Course Cartridge content will be added to course materials Click the Submit button.
See image below (Figure 1.1)

Figure 1.1 - Import Course Cartridge with Course Cartridge Download Key



1 Add Course Cartridge Content

Enter a Course Cartridge download key:

Visit the [Course Cartridge Catalog](#) to locate a Course Cartridge and obtain the download key.

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

Note: The Download Key can be obtained from the publisher. Without a Download Key, it is not possible to add Course Cartridge content.

Note: Course Copy changes for Course Cartridges

A new check box is available when copying content, which can also transfer any Adaptive Release rules along with the content.

A new check box is available to specify if Course Cartridge materials should be transferred along with other content. If cartridge materials are copied, any security restrictions (such as students needing purchased Access Keys) will still be in effect in the new course site.