



# Blackboard Learning Solutions

## Using Blackboard Course Cartridges

### Tip Sheet

## Introduction

Course Cartridges are an easy way for instructors to supplement their Blackboard courses with content-rich materials developed by academic publishers. Using a Cartridge allows you to import publisher's content directly into a Blackboard course.

Cartridges may contain a wide variety of resources, including basic instructional text, PowerPoint presentations, subject-specific multimedia objects, or banks of test questions. Publishers may use different kinds of content in different Cartridges. Cartridge content is typically updated when new textbook editions are released.

## Downloading a Cartridge

Cartridges contain content from publishers that has been organized and built into a Blackboard course. Cartridges can be accessed and downloaded from the Blackboard Cartridge Repository (<http://cartridges.blackboard.com/>).

Access Codes for Course Cartridges are distributed directly from the publisher. Call your publisher sales representative to request an Instructor Code if you wish to download a Course Cartridge.

## Installing a Course Cartridge

Course cartridges can be installed at any time – either during initial course creation or after the course has been created.

- If your system allows you to create your own course, you will see the field for entering your Instructor Code on the Create Course page. This will download the appropriate material into your course.
- If you want to import a Cartridge into a course that has already been created, enter the Control Panel of your course and (in the Course Options area) choose the Course Utilities item to find the page where you can provide your Instructor Code and import a Course Cartridge.

If you have any questions about your ability to create a course in Blackboard, or if you do not have the option to download a Cartridge into your course, contact the Blackboard System Administrator on your campus.

You may only install one Course Cartridge in a course.

Please note that Cartridge installation can take a few minutes or it can take several hours. You can log off while the process completes – the system will send you an email when the installation process is complete.

Once you have installed a Course Cartridge, the publisher's material will “unpack” itself into your course. Review your course carefully, and adjust the visibility options or remove any information that you don't want your students to see right away. Depending on the architecture used by the publisher, you may have content folders, test banks, quizzes, and/or instructor resources appear throughout your Blackboard course.

## Student Access to Course Cartridge Content

Your students will be prompted to enter a Student Access Code before they are able to view any of the publisher's content in your course. The Student Access Codes are usually included with the textbook, or they can be purchased separately at the campus bookstore. The Student Access Code may only be used once, so each student must have his or her own Access Code.

You will need to coordinate with your publisher representative and campus bookstore to ensure that the correct combination of textbooks and Student Access Codes are ordered. You may also want to warn your students that textbooks purchased elsewhere may not contain Student Access Codes for your Blackboard course.

When a student first attempts to access any Cartridge content in your course, they will be prompted to enter a Student Access Code. This will only occur the first time – once they have successfully authenticated their user account in the course, all of the Cartridge content will be freely available to them.

## Reusing Course Cartridge Content

To protect the author's and publisher's intellectual property rights, the Blackboard software will not allow you to copy any material that originated in a Course Cartridge, including test banks. If you attempt to copy a course that has been merged with a Course Cartridge, only your original material will be copied into the new location – the Cartridge content will not copy.

Similarly, you will not be able to export any material that originates from a Course Cartridge. Your own content can be exported, but not the Cartridge content.

If you want to reuse any Cartridge content (for example, from semester to semester), remember that:

- You can delete or set any content items to not visible.
- You can export the gradebook and save it locally for reference.
- You can print out test questions and assessments for reference.
- You can copy your own course material into a new course, obtain a new Instructor Code for the Course Cartridge from the publisher, and re-import the fresh Cartridge into your new course.

If you must use Course Cartridge material from one semester to the next, you can use the Recycle Course option in the Control Panel to remove student records from earlier semesters. The Recycle Course option allows you to selectively remove data from your course. This can include permanently erasing all student records from that course, (grades, assignments, discussion board postings, and Digital Dropbox items). Check with your institution to find what student records are required to be maintained by state and local law before using the Recycle Course function.

## Learn More about Teaching with Blackboard

Blackboard Learning Solutions offers comprehensive classroom workshops and educational materials for all Blackboard Course and Portal products. For more information about how Blackboard Learning Solutions can serve your institution's training needs, please contact your Blackboard Customer Relationship Manager or visit the online [Training Center](http://trainingcenter.blackboard.com) at <http://trainingcenter.blackboard.com>.

For more information about Blackboard products, please visit the [Blackboard](http://www.blackboard.com) Web site at <http://www.blackboard.com>.

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