

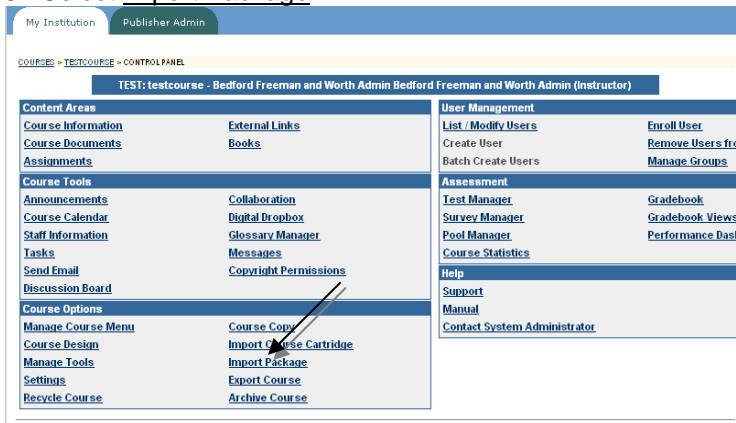
Installing a Course Cartridge from Bedford, Freeman, and Worth

METHOD #1: If you have been sent a .zip file...

1. Login to your course as an instructor.
2. Go to the Control Panel



3. Select Import Package.



4. Click Browse... to browse to the .zip file that you downloaded. Select Content and Tests, Surveys, and Pools. Click Submit.

My Institution Publisher Admin

CONTROL PANEL > IMPORT PACKAGE

Import Package

1 Select a Course

* Destination Course ID: test

2 Select a Package

Browse to locate the course package:
Importing large files may take a long time. If the browser times out, allow time for the import process to finish before attempting to import again.

*

3 Select Course Materials

Select materials to include in the import process. To recreate a course from an archive package, including user records, use Restore instead of Import.

- Content
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

4 Submit

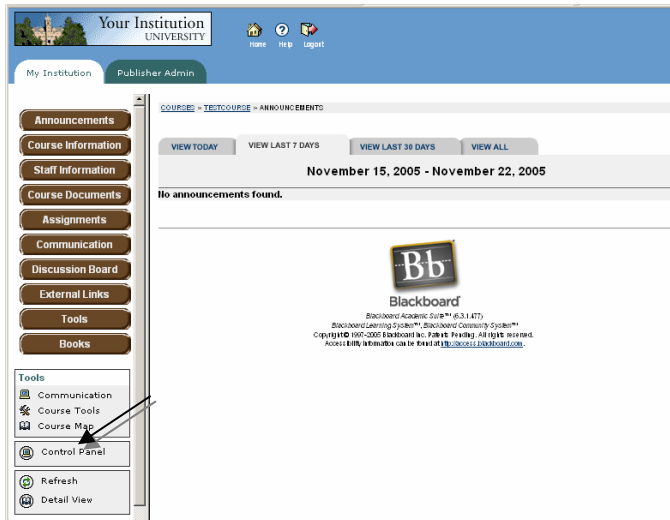
Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

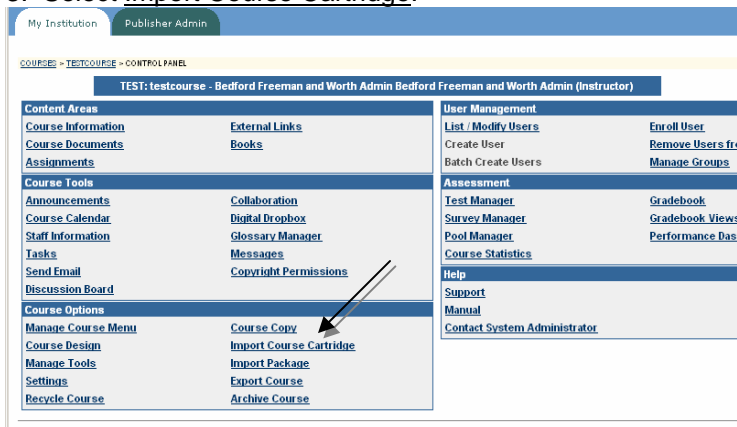
Course Cartridges imported this way can take 20 minutes to 1 hour to import correctly. If you have recently installed Blackboard "App Pack 3", it may even take longer. You should open another browser if you want to browser the Web while this course is installing.

METHOD #2: If you have been sent an Instructor Download Key.

1. Login to your course as an instructor.
2. Go to the Control Panel



3. Select Import Course Cartridge.



4. Enter the Course Cartridge Instructor download key and click Submit. You will be e-mailed when the Course Cartridge has completed loading.

