# QUICKSTART GUIDE

For Integrating Your Course Package into Blackboard Learn

## Blackboard Learn 9.1

Cengage Learning provides Course Packages that are designed to seamlessly integrate with your institution's Blackboard Learning Management System. Integrating your Course Package into your existing Blackboard Learn course is a simple process that you should be able to complete using the steps outlined in this document.



### **Steps to Integrate Your Course Package**

#### Downloading the ZIP file

All the files for integrating your Course Package are located in the ZIP file that you received in the email from Cengage Learning.

>> Save your email from Cengage Learning since you might need it later.

- 1. Open the email, and click Download Course Package.
- 2. Save the ZIP file to your Desktop.

#### >> Do not open the ZIP file at this time.



#### **Enabling SCORM Content**

Blackboard Learn categorizes Cengage Learning's Course Packages as 'SCORM Content'. In order to integrate your Course Package, you need to verify that Blackboard Learn is configured properly to integrate SCORM content.

- 1. Log into Blackboard Learn, and enter the course with which you will integrate your Course Package.
- 2. Click **Customization** (located in **Control Panel** menu on the left side of the screen).
- 3. Click Tool Availability located in the Customization menu selection.
- 4. Verify if the check box for **Content Package (SCORM)** is selected, and click **Submit**.

	Success: Tool Settings saved.				
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	Content Package (NLN)			5	
	Content Package (SCORM)	-		-	

>> If the respective tool (i.e., Content Package (SCORM) or SCORM Content) is not listed or does not appear in the list of tools, contact your System Administrator and request that they 'enable SCORM Content'.

>> If the respective tool (i.e., Content Package (SCORM) or SCORM Content) check box is left unchecked, you will not be able to integrate your Course Package.

### Adding the Course Package

Next, you will need to re-enter the course with which your Course Package will be integrated, and locate the ZIP file that you saved to your Desktop.

- 1. With Edit Mode turned on click the Courses tab and select the course, or click the course from the My Courses area.
- 2. Click **Content** from the top left panel.
- 3. Select Content Package (SCORM) from the Build Content tab.

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Information 📰	3	Create	New Page	Mashups
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Discussions	$\boxtimes$	> File	> Blank Page	> Scholar Bookmark
Groups		> Audio	> Module Page	
Tools	⊠ <	> Image	> Tools Area	
Help		> Video		
		> URL		
COURSE MANAGE	MENT	> Learning Module		
Control Panel		> Lesson Plan		
Content Collection	*	> Syllabus		
Course Tools		> Course Link > Content Package (S	CORM	
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#### **Completing the Integration and Set Up Gradebook**

To complete the integration, you will need to provide certain specifications to determine how Blackboard Learn will manage the Course Package.

Blackboard Learn has more than one SCORM player. Depending on which one is enabled for your application, please choose the steps accordingly. Sample screens are provided below to help identify the one you are using,

#### >> IMPORTANT: Please follow the steps from Section A below (Page 6) if your screen looks like this,

My Places no Home 2 Help Dogout	
My Institution Courses Community Services	
Gateway QA Test Course 1 Content > Add SCORM Content	Edit Mode: ON
Add SCORM Content	
Home Page ⊗ Information ■ ⊗ Content ⊗	ncel Submit
Discussions S 1. Required Information Groups S Trile	
Tools  Help  Attach File  Fromse for Local File	
COURSE MANAGEMENT 2. Interaction Options	
Control Panel     Flow restricts viewers to sequential next and previous viewing. Choice allows viewers to navigate pages from a table of contents.     Navigation Control Type     Flow      Flow      Choice	
Course Links     Evaluation     Subset and Groups     Add Gradebook Item     Yes C No	
Customization     Find Gradebuck term     Cres Cito     Track Attempt Details     Cres Cito	

#### >> IMPORTANT: Please follow the steps from Section B below (Page 8) if your screen looks like this,

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Home Page 🛛 🕅	
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Content	1. SCORM Information
Discussions	
Groups	* Attach File Browse My Computer Browse Course
Tools 🗵 🔇	
Help	
	2. Submit
COURSE MANAGEMENT	Cancel Su
* Control Panel	

#### **SECTION A:**

- 1. In the Title text field, type "[Your Course Name] Resources" (i.e. World Civilization resources)
- 2. Next to the File (zip) select, click Browse and select the ZIP file that you downloaded to your desktop.
- 3. It is recommended that you use the default options provided by Blackboard Learn,

-Navigation Control Type = Choice	-Make Content Visible = Yes
-Add Gradebook Item = Yes	-Track number of Views = No

-Track Attempt Details = Yes

-First Attempt Only = No

-Skip the Choose Date Restrictions selection by leaving the Display After and Display Until checkboxes unchecked.

	Add SCORM Cont	ent		
*1	ndicates a required field.	Cancel Submit		
1	. Required Information			
3	♥ Title			
3	≮ Attach File	Browse for Local File		
2	Interaction Options			
	Flow restricts viewers to sequentia	al next and previous viewing. Choice allows viewers to navigate pages from a table of contents.		
	Navigation Control Type	C Flow 💿 Choice		
3	. Gradebook Options			
	Add Gradebook Item	⊙ Yes ⊖ No		
	Track Attempt Details	€ Yes C No		
	First Attempt Only O Yes O No Attempt Details in the Gradebook can display only the first attempt or the latest attempt from the viewer.			
4	Content Options			
	Make Content Visible	© Yes ⊂ No		
	Track Number of Views	O Yes ⊙ No		
	Choose Date Restrictions	Display After 09/24/2011 III 09:07 AM		
		🗖 Display Until 09/24/2011 🛛 📓 09:08 AM		

Selecting '**Yes**' for the **Add Gradebook Item** while completing the integration in the previous step, will now prompt you to identify which items in the Course Package should be graded and assign a point value to them. The gradable assignments included in your Course Package and suggested point values are listed in the course delivery email from Cengage.

	Download Course Package		uick Start Guide			Access Code(s): PPPG10FP3JM161 Need additional access codes? You will need a separate access code for eac instructor and TA in your course.
4	Set Up Gradebook The following assignments in you these gradeable assignments yo setting up your gradebook are aw Medical Assisting - RMA Medical Assisting - CMA Medical Assisting - CMAS	ou want to inc	lude in your gradel	oook. Instructions for	of	
Regard: System	s, Administrator					

On the Manage SCORM Gradebook Items choose the SCORM Lessons that you want to include in your Gradebook by clicking the Add Grade Center Column. Enter a Gradebook Item name and the Points Possible.

>> IMPORTANT: mark only those assignments that were listed as gradable in the course delivery email, all other assignments will not be graded.

Manage SCORM Gradebook Items	
Some SCORM lessons include assessment tests. Student scores on such tests are choose to record some or all of these scores in the Blackboard gradebook.	displayed in the SCORM Learning Plan, found in the Tools area of this course. You can also
	Cancel Submit
1. Configure Gradebook Items	
Select the lessons that you want to appear in the Blackboard Gradebook b of the corresponding Gradebook Item.	y marking the check boxes below. For each lesson that is checked, you can edit the name
Lesson1: Medical Assisting - Course Resources	Add Grade Center Column
Lesson2: Medical Assisting - MA EXAM REVIEW - RMA	Remove Grade Center Column
	Grade Center Column Name Medical Assisting - MA EXAM REVIE Points Possible 100
Lesson3: Medical Assisting - MA EXAM REVIEW - CMA	Add Grade Center Column
Lesson4: Medical Assisting - MA EXAM REVIEW - CMAS	Remove Grade Center Column
	Grade Center Column Name Medical Assisting - MA EXAM REVIE Points Possible 100
Lesson5: Medical Assisting - Course Package Tools	Add Grade Center Column

#### **SECTION B:**

- 1. In the Add Content Package (SCORM) page, click **Browse My Computer** and select the ZIP file that you downloaded to your desktop and click **Submit**.
- 2. You will now be taken to the next screen. In the SCORM Information section for **Title** text field, enter a title for the link to your Course Package. (e.g., "Your Course Name Resources").

* Title	Medical Assisting	
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Package from Cenga	ageLearning	
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SCORM Availabili	ty	
Make SCORM Available		
Number of Attempts	Allow single attempt	
	O Allow unlimited attempts	
	O Number of attempts:	
Limit Availability	Display After 09/22/2011 📓 12:57 AM	
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.	
	🗇 Display Until 09/22/2011 📓 12:58 AM	
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.	
Track Number of Views	C Yes 💿 No	
Grading		
Grade SCORM	No Grading	
	C Grade : Points Possible: 100 Title: Medical Assisting	
	SCORM Score	
	C SCORM Completion	
-	U SCURM SAUSTACTION	
Grade SCOS	C Yes @ No	

3. It is recommended that you use the following SCORM Content options:

-Make SCORM Available = Yes -Number of Attempts = Unlimited

-Limit Availability = No (Optional) -Track number of Views = No (Optional)

-Skip the Choose Date Restrictions selection by leaving the Display After and Display Until checkboxes unchecked.

-You may enter the change the number of attempts based on your preference.

4. If you choose to grade assignments included in your package use the following Grading options:

-Grade SCORM = No

-Grade SCOs = Yes. (And enter the points possible). Select SCORM Score from the 3 options (Score, Completion & Satisfaction)

-Grade Timing = When SCO is completed, display score in Grade Center. And select 'Grade of Last SCORM Attempt.

Selecting these options in the **Grading** section while completing the integration, will now prompt you to identify which items in the Course Package should be graded and assign a point value to them. The gradable assignments included in your Course Package and suggested point values are listed in the course delivery email from Cengage.

Grading	
Grade SCORM	No Grading     Grade : Points Possible: 100 Title: Two Assignment Rollup With Mastery Sco     SCORM Score     C SCORM Completion     C SCORM Satisfaction
Grade SCOS	Image: Select the lessons that you want to appear in the Blackboard Learn Grade Center by marking the check boxes below.         Lesson Number       Title         Grade SCO         1       Two Assignment Rollup With Mastery Sco         1.1       Two Assignment Rollup With Mastery Sco         Image: Score Control       Grade: Points Possible: 100         Image: Score Control       Score Control         Image: Score Control       Sco
Grade Timing	C When SCORM is completed, display score in Grade Center When SCO is completed, display score in Grade Center: G Grade of First SCORM Attempt G Grade of Last SCORM Attempt
	Your test Word Childzations AB AM 091111 course package is now available. Follow these easy steps to download, import and access your course content in Blackboard Learn - Release 9.1: 1 Download & Save 2 Import Course Package 3 Access Code Download your course package. When prompted, save the zip file to your course package. Download Course Package 0 Cour
	Instructor and TA in your course.

After selecting 'Yes' on the **Grade SCOs** option click the Add **Grade Center Column** button next to the SCORM Lessons that you want to include in your Gradebook. Use of the default **Grade Center Column Name** is recommended to ensure grade synchronization. Enter the **Points Possible** for each selected item. Please choose SCORM **Score** from the 3 options (SCORM Score, SCORM Completion and SCORM Satisfaction)

- >> IMPORTANT: mark only those assignments that were listed as gradable in the course delivery email, all other assignments will not be graded.
- Click **Submit**. Your Course Package should now be available from the content area.

#### Accessing Your Course Package and Instructor Tools

Now that you have added the Course Package to your Blackboard Learn course and set up the Gradebook, you can launch the Content Player and view your Course Package. The Course Package may contain a combination of gradable Learning Tracks, Course Package Tools and Support & Documentation resources.

- 1. To launch the Content Player, click the Course Package link that was created when you added the ZIP file to your course.
- 2. To enable your **Instructor Tools** use the left menu of the Content Player to click on the **Instructor Tools** link under **Course Package Tools** and you will be prompted to enter an instructor access code.
- >> You can obtain the Access Code from the email that included the ZIP file. It may also be provided to you separately. (You will only have to enter your Access Code once).
- Select Course Packages may contain resources that also require you to register your Cengage Learning
  Faculty Account to access additional course management or reporting tools. When registration is required a
  Register or Create a Cengage Learning Faculty Account link will be provided in the Instructor Tools. Follow
  the instructions for completing the one time process for entering your current Cengage Learning Faculty
  Account or requesting a new account.

CENGAGE Learning	
INSTRUCTOR T	DOLS
	rse Package be used in more than one course or section and for a new term simply by creating and distributing new section keys, however use o request a new Course Package with no sections setup.
	nstructor Access Codes codes for each instructor and teaching assistant associated with this course.
	Cengage Learning Faculty Account istered your Cengage Learning Faculty Account.

Following are the Instructor Tools you may use,

**Register or Create Cengage Learning Faculty Account:** only displayed if your package requires registration of a Cengage Learning Faculty Account. Complete the registration process as required before creating Section Keys.

**Request a New Course Package:** your Course Package can be used in more than one course or section and for a new term by creating Section Keys, however use this link should you need to request a new Course Package with no sections setup.

**Request Additional Instructor Access Codes:** request additional access codes for other instructors or teaching assistants in your course.

4. To access the course content and resources, click the links on the left side of the screen.

>> If you are unable to view the content, verify that pop-up blocking and cookies are disabled within your web browser. You can find information for the disabling pop-up blockers and cookies here:

- http://cengage.com/lms\_docs/system\_check/popupsfailed.htm
- http://cengage.com/lms\_docs/system\_check/cookiesfailed.htm

### **Viewing Course Gradebook Details**

For each Learning Track set up in the Blackboard Learn Grade Book, only the final exam score will be reported. Scores for all other assignments (e.g. pre-tests/ quizzes) must be viewed directly in the DLMS Grade Book.

- >> Note: Students should complete only one Learning Track at a time.
- >> Note: Students should have only one window open at a time.
- >> Note: If a student takes a final exam multiple times, only the last score will be displayed in the Blackboard Learn Grade Book.