

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.

Dear Professor,

Your test Medical Assisting course package is now available.
Follow these easy steps to download, import and access your course content

1 Download & Save
Download your course package.
When prompted, save the zip file to your desktop.



2 Import Course Package
Download Quick Start Guide instructions to import your course package.

[Quick Start Guide](#)

3 Access Code
Use the access code(s) below to access your course resources.


Access Code(s): PPPG10FP3JM161

[Need additional access codes?](#)
You will need a separate access code for each instructor and TA in your course.

4 Set Up Gradebook
The following assignments in your course are gradeable. You will need to specify which of these gradeable assignments you want to include in your gradebook. Instructions for setting up your gradebook are available in the Quick Start Guide.

- Medical Assisting - RMA
- Medical Assisting - CMA
- Medical Assisting - CMAS

Regards,
System Administrator



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.

Tool Availability

Use this page to control what tools can be used, as well as which users have access to those tools. [More Help](#)

Tool	Available	Visible to Guests	Visible to Observers	Available in Content Area
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Assignment	-	-	-	<input checked="" type="checkbox"/>
Audio	-	-	-	<input checked="" type="checkbox"/>
Basic LTI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Basic LTI Link	-	-	-	<input checked="" type="checkbox"/>
Blackboard Help	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Blackboard Scholar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Blank Page	-	-	-	<input checked="" type="checkbox"/>
Blog	-	-	-	<input checked="" type="checkbox"/>
Blogs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Chat	-	-	-	<input checked="" type="checkbox"/>
Chow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Collaboration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Contacts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Content Area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Content Package (MS)	-	-	-	<input checked="" type="checkbox"/>
Content Package (NLN)	-	-	-	<input checked="" type="checkbox"/>
Content Package (SCORM)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course Link	-	-	-	<input checked="" type="checkbox"/>

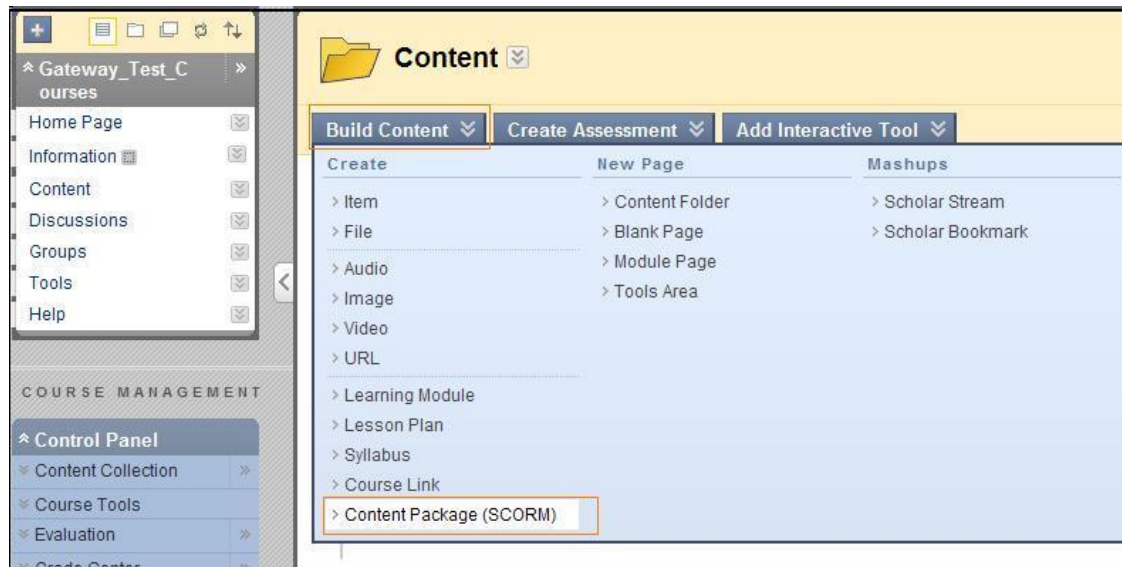
>> If the respective tool (i.e., Content Package (SCORM) or SCORM Content) is not listed or does not appear in the list of tools, contact your System Administrator and request that they 'enable SCORM Content'.

>> 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.



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,

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

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
 - Add Gradebook Item = Yes
 - Track Attempt Details = Yes
 - Skip the Choose Date Restrictions selection by leaving the Display After and Display Until checkboxes unchecked.
 - Make Content Visible = Yes
 - Track number of Views = No
 - First Attempt Only = No

 **Add SCORM Content**

* Indicates a required field. Cancel Submit

1. Required Information

* Title

* Attach File

2. Interaction Options

Flow restricts viewers to sequential next and previous viewing. Choice allows viewers to navigate pages from a table of contents.

Navigation Control Type Flow Choice

3. Gradebook Options

Add Gradebook Item Yes No

Track Attempt Details Yes No

First Attempt Only Yes 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

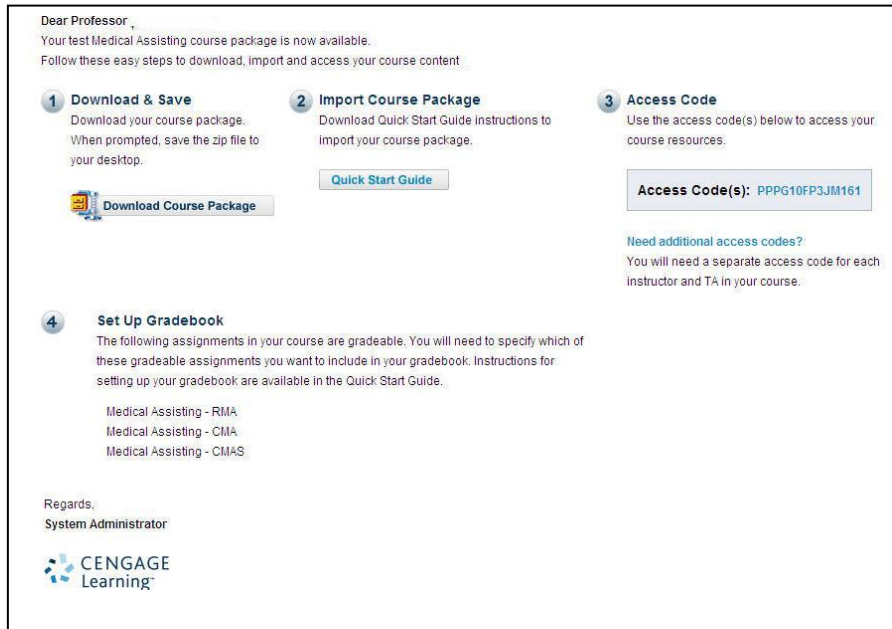
Track Number of Views Yes No

Choose Date Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

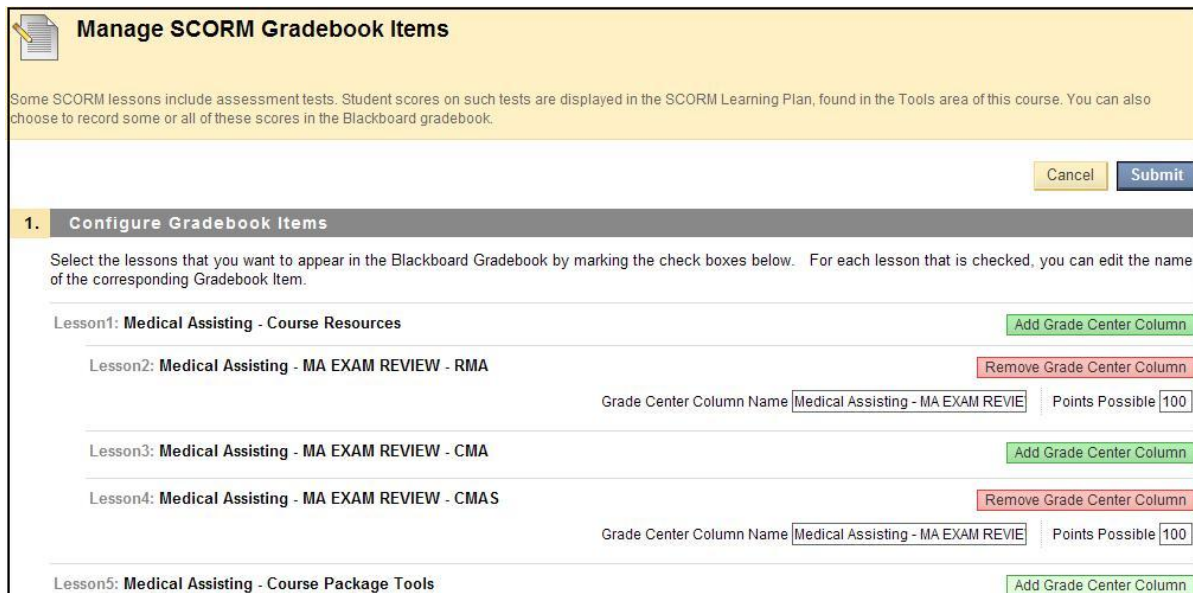
Display Until

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.



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.



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").

The screenshot shows three sections of the SCORM configuration interface:

- 1. SCORM Information:** The Title field is set to "Medical Assisting". The Description field contains "Package from CengageLearning".
- 2. SCORM Availability:**
 - Make SCORM Available: Yes No
 - Number of Attempts: Allow single attempt, Allow unlimited attempts, Number of attempts: []
 - Limit Availability: Display After [09/22/2011] [12:57 AM], Display Until [09/22/2011] [12:58 AM]
 - Track Number of Views: Yes No
- 3. Grading:**
 - Grade SCORM: No Grading, Grade : Points Possible: [100] Title: [Medical Assisting]
 - SCORM Score, SCORM Completion, SCORM Satisfaction
 - Grade SCOS: 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.

3. Grading

Grade SCORM

- No Grading
- Grade : Points Possible: Title:
 - SCORM Score
 - SCORM Completion
 - SCORM Satisfaction

Grade SCOS

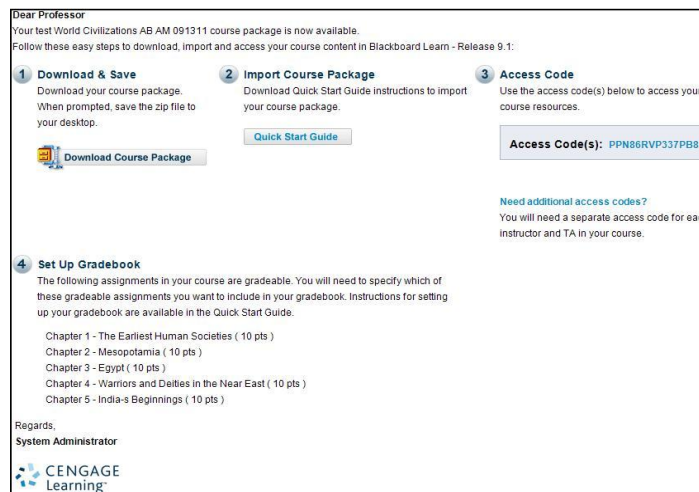
Yes No

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	Grade: Points Possible: <input type="text" value="100"/>
1	<input type="text" value="Two Assignment Rollup With Mastery Sco"/>	<input type="button" value="Add Grade Center Column"/>	<input checked="" type="radio"/> SCORM Score <input type="radio"/> SCORM Completion <input type="radio"/> SCORM Satisfaction
1.1	<input type="text" value="Two Assignment Rollup With Mastery Sco"/>	<input type="button" value="Remove Grade Center Column"/>	<input type="text" value="100"/> <input checked="" type="radio"/> SCORM Score <input type="radio"/> SCORM Completion <input type="radio"/> SCORM Satisfaction
1.2	<input type="text" value="Two Assignment Rollup With Mastery Sco"/>	<input type="button" value="Remove Grade Center Column"/>	<input type="text" value="100"/> <input checked="" type="radio"/> SCORM Score <input type="radio"/> SCORM Completion <input type="radio"/> SCORM Satisfaction

Grade Timing

- When SCORM is completed, display score in Grade Center
- When SCO is completed, display score in Grade Center.
 - Grade of First SCORM Attempt
 - Grade of Last SCORM Attempt



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.

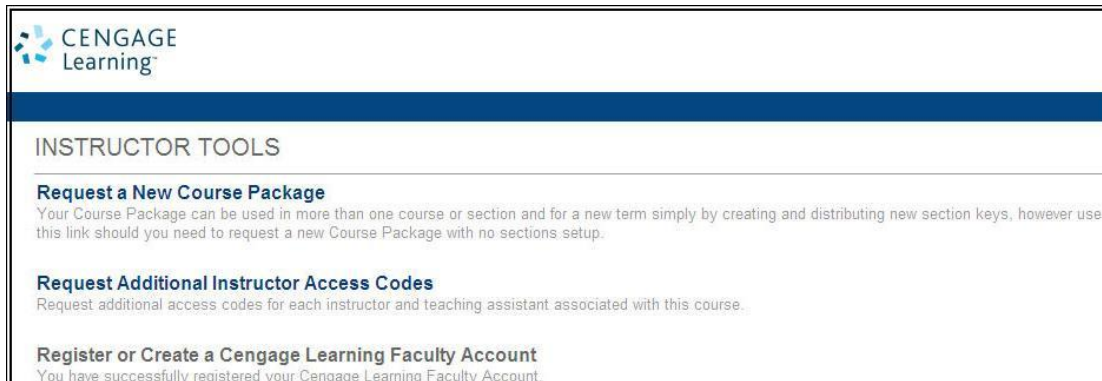
Click **Submit**. Your Course Package should now be available from the content area.

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).
3. 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.



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.