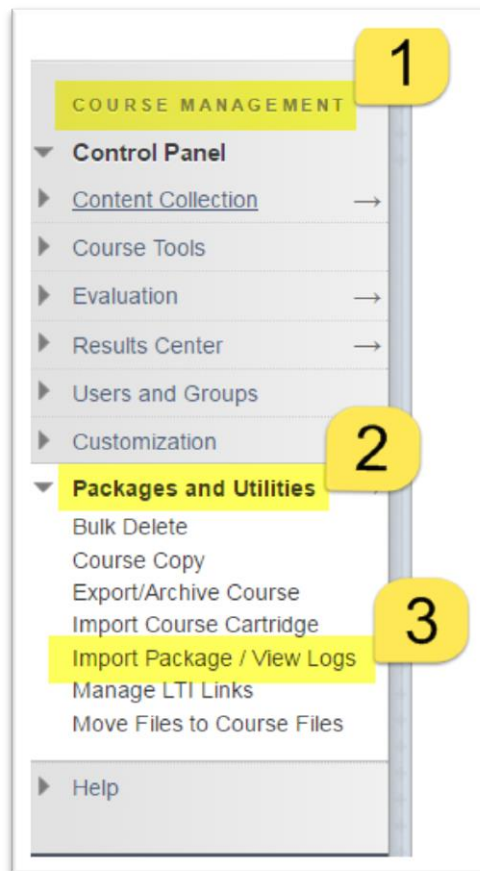


# How to Import SAGE Coursepacks: Blackboard

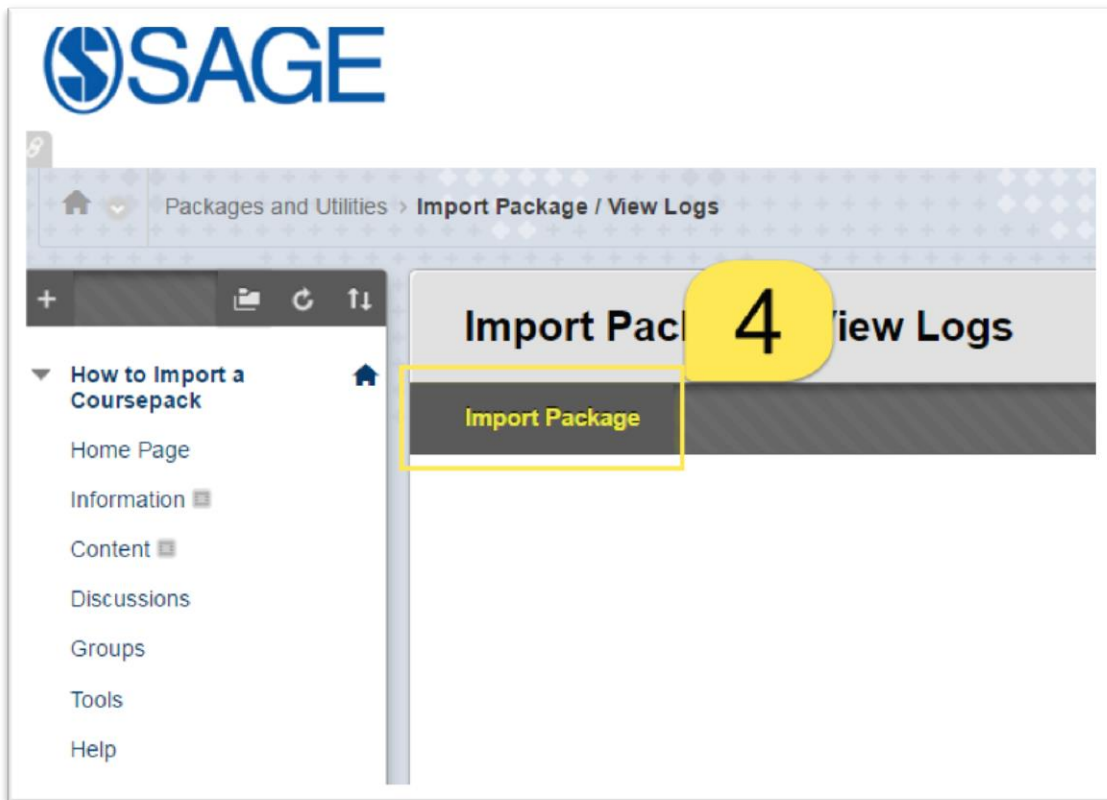
## How to Import a SAGE Coursepack into Your LMS

With the SAGE Publishing Coursepack file on your computer, navigate to the course you'd like to add the Coursepack to. Look to the bottom left-hand side of the screen and you'll see the Course Management options. Follow these steps:

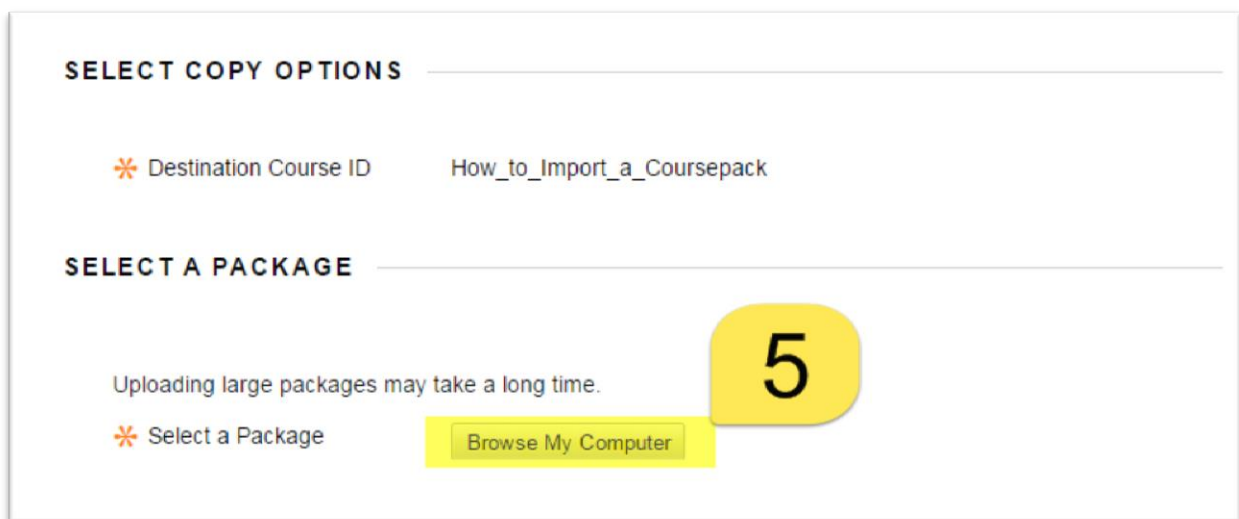
1. Find "Course Management" on the bottom left hand side of your screen.
2. Find "Packages and Utilities". Click to see the different options.
3. Click "Import Package / View Logs".



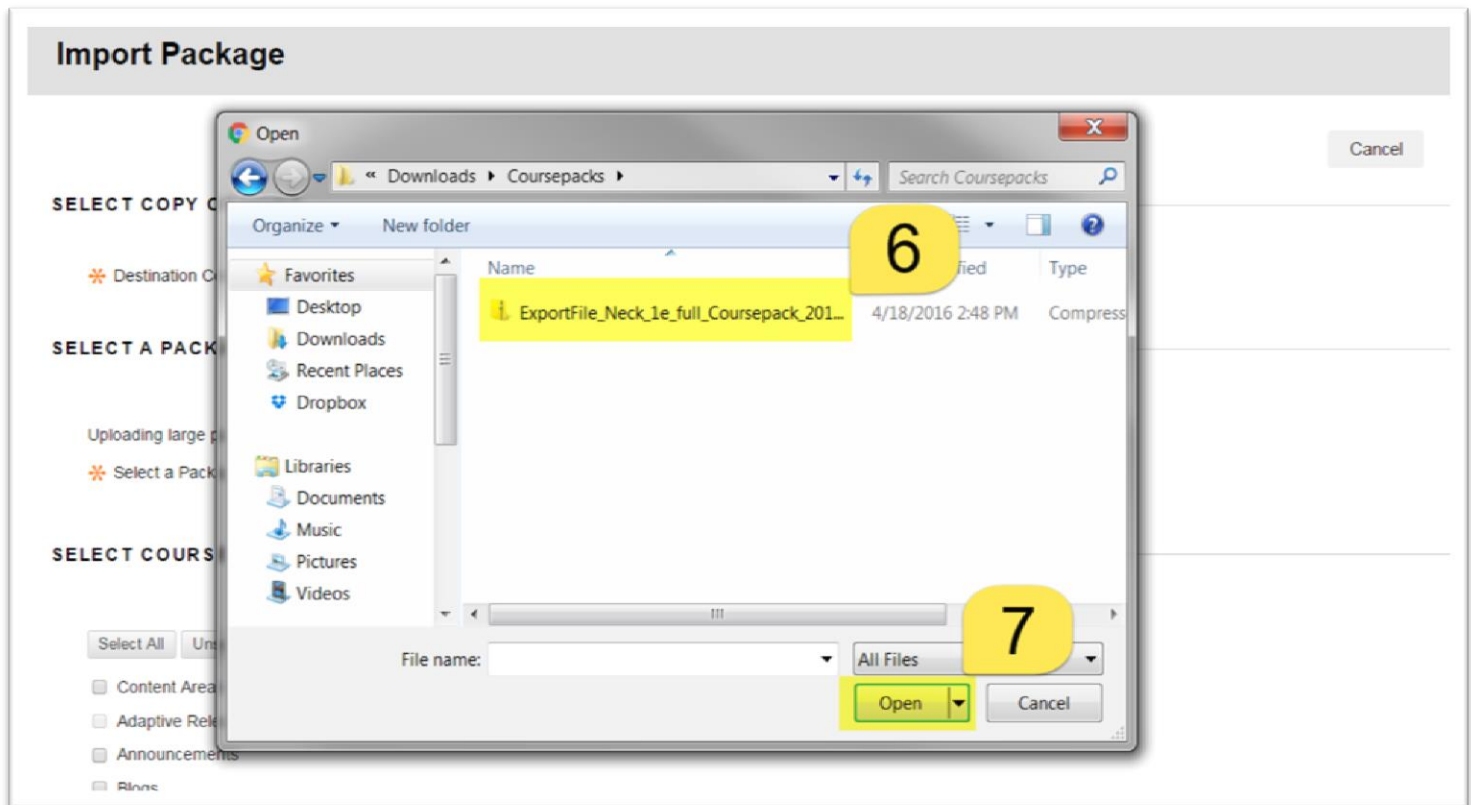
4. Click “Import Package”.



5. Under “Select a Package”, click “Browse My Computer”.



6. Navigate to the Coursepack file on your computer, then select it.
7. Click "Open".



8. If your Coursepack looks like what's shown in the image below, you are ready for the next step.



9. Click the “Content Areas” box.

**SELECT COURSE MATERIALS**

Select All Unselect All

☒ **Content Areas**

- ☐ Adaptive Release Rules for Content
- ☐ Announcements
- ☐ Blogs
- ☐ Calendar
- ☐ Collaboration Sessions
- ☐ Contacts
- ☐ Content Alignments
- ☐ Discussion Board

☒ Include starter posts for each thread in each forum (anonymized)

☐ Include only the forums, with no starter posts

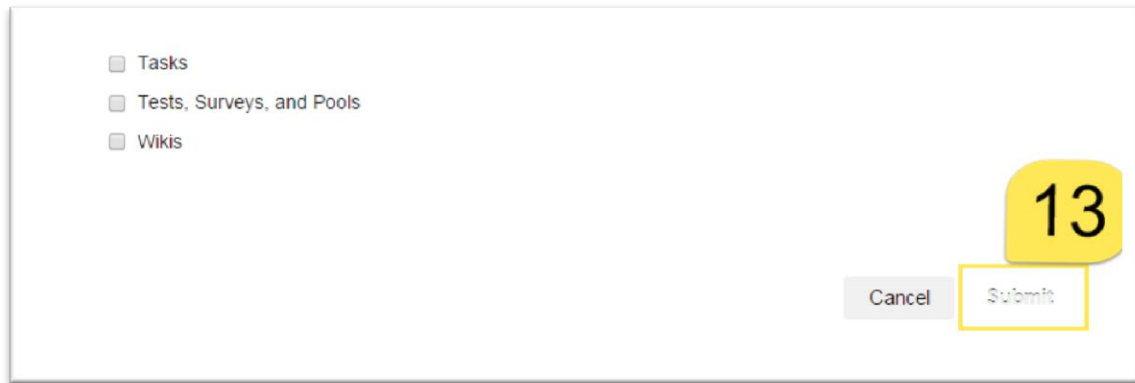
10. Click “Availability”.

11. Click “Navigation Settings”.

12. Click “Test, Surveys, and Pools”.

- ☐ Glossary
- ☐ Group Settings
- ☐ Journals
- ☐ Results Center Columns and Settings
- ☐ Retention Center Rules
- ☐ Rubrics
- ☐ Settings
- ☒ **Availability**
- ☐ Banner Image
- ☐ Course Guest Access
- ☐ Course Observer Access
- ☐ Duration
- ☐ Enrollment Options
- ☐ Language Pack
- ☒ **Navigation Settings**
- ☐ Tasks
- ☒ **Tests, Surveys, and Pools**
- ☐ Wikis

13. Click "Submit".

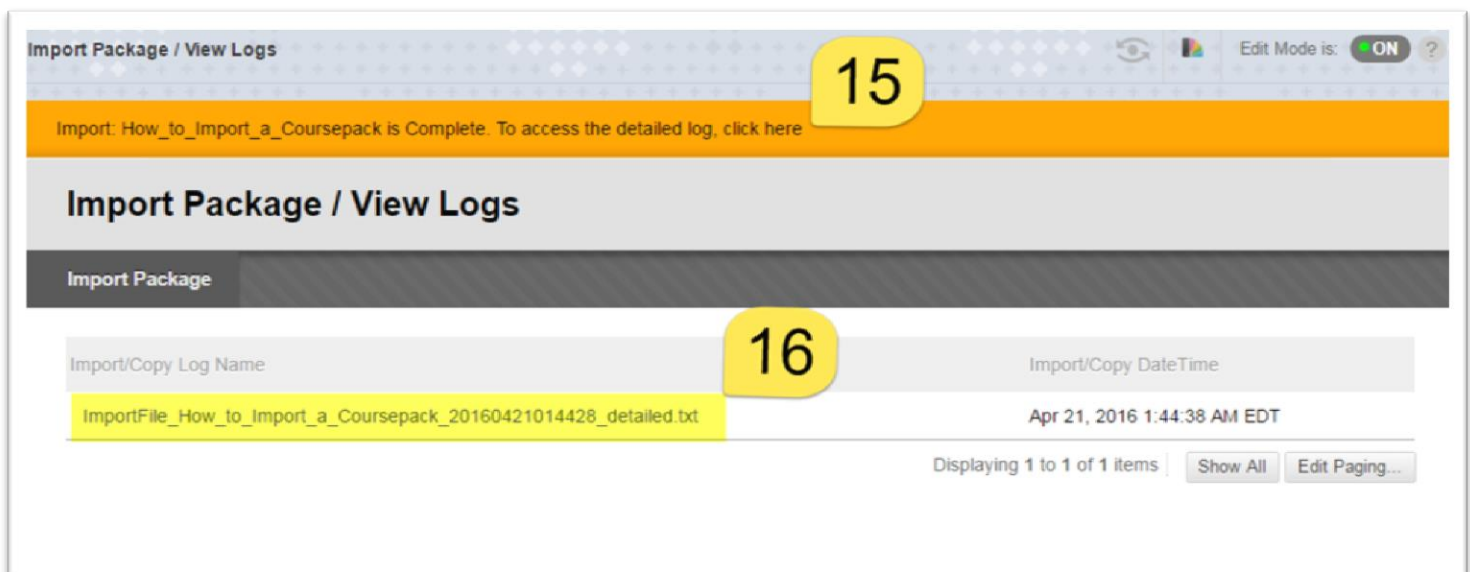
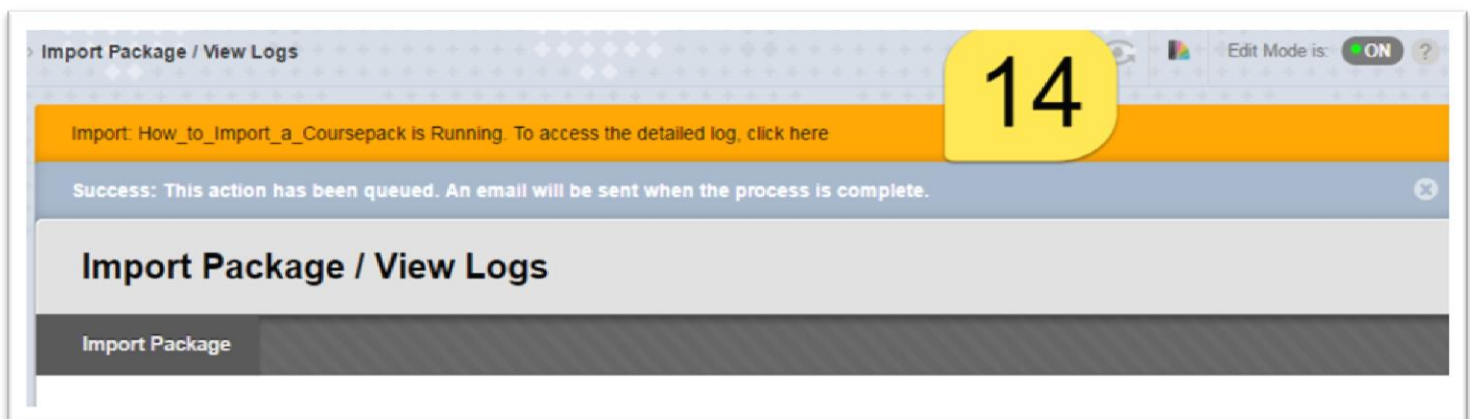


☐ Tasks  
☐ Tests, Surveys, and Pools  
☐ Wikis

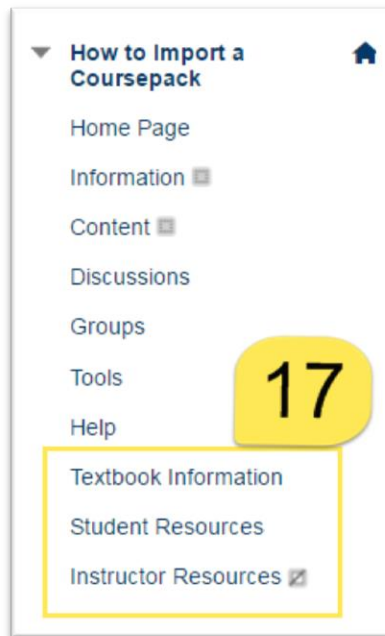
Cancel Submit

14.- 16. The process will now begin to run and it will take anywhere from 2-5 minutes to load. You'll see what's shown in image 14 during the process and in images 15 & 16 once it's complete.\*

*\*You will receive an email to the account attached to your LMS when it has been completed. If you have any issues with the content not loading, contact your LMS support team.*

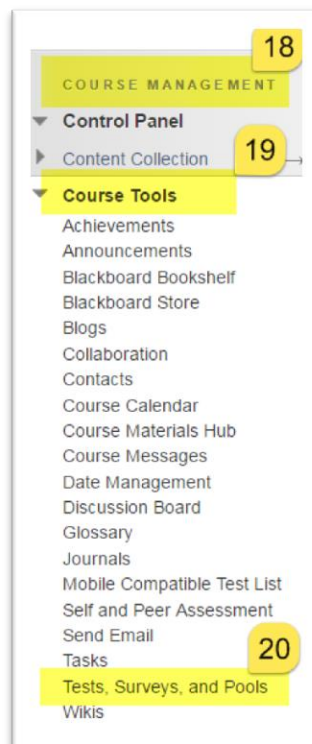


17. Now you'll see 3 new content areas in the navigation panel. These include "Textbook Information", "Student Resources", and "Instructor Resources".

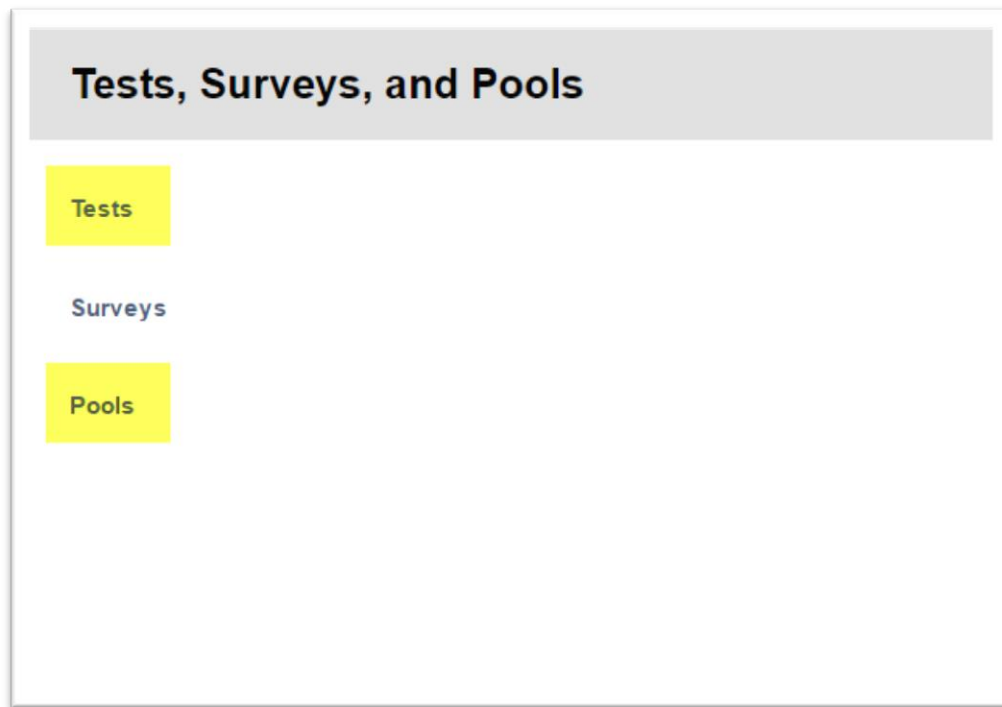


To find the assessments that were loaded into your course:


18. Navigate to "Course Management" on the left-hand side of your screen.  
19. Click "Course Tools" to expand the Course Tools menu options.  
20. Click "Test, Surveys, and Pools".



Here you will find links to both Tests and Pools. Your Coursepack has a variety of pre-built tests that will be added to your LMS, for you to use at your discretion. Any of these tests can be deployed in any content area you like.



You can preview and/or edit any of the pre-built assessments.

Tests	
Build Test	Import Test
Name 	Deployed
Chapter 01 Journal Article Open-Ended Questions	No
Chapter 01 Journal Article Quiz	No
Chapter 01 Multimedia Quiz	No
Chapter 01 Post-Test (Full Version)	No
Chapter 01 Post-Test (Randomized Version)	No
Chapter 01 Pre-Test	No
Chapter 01 Test Bank	No
Chapter 02 Journal Article Open-Ended Questions	No
Chapter 02 Journal Article Quiz	No
Chapter 02 Multimedia Quiz	No
Chapter 02 Post-Test (Full Version)	No
Chapter 02 Post-Test (Randomized Version)	No
Chapter 02 Pre-Test	No
Chapter 02 Test Bank	No