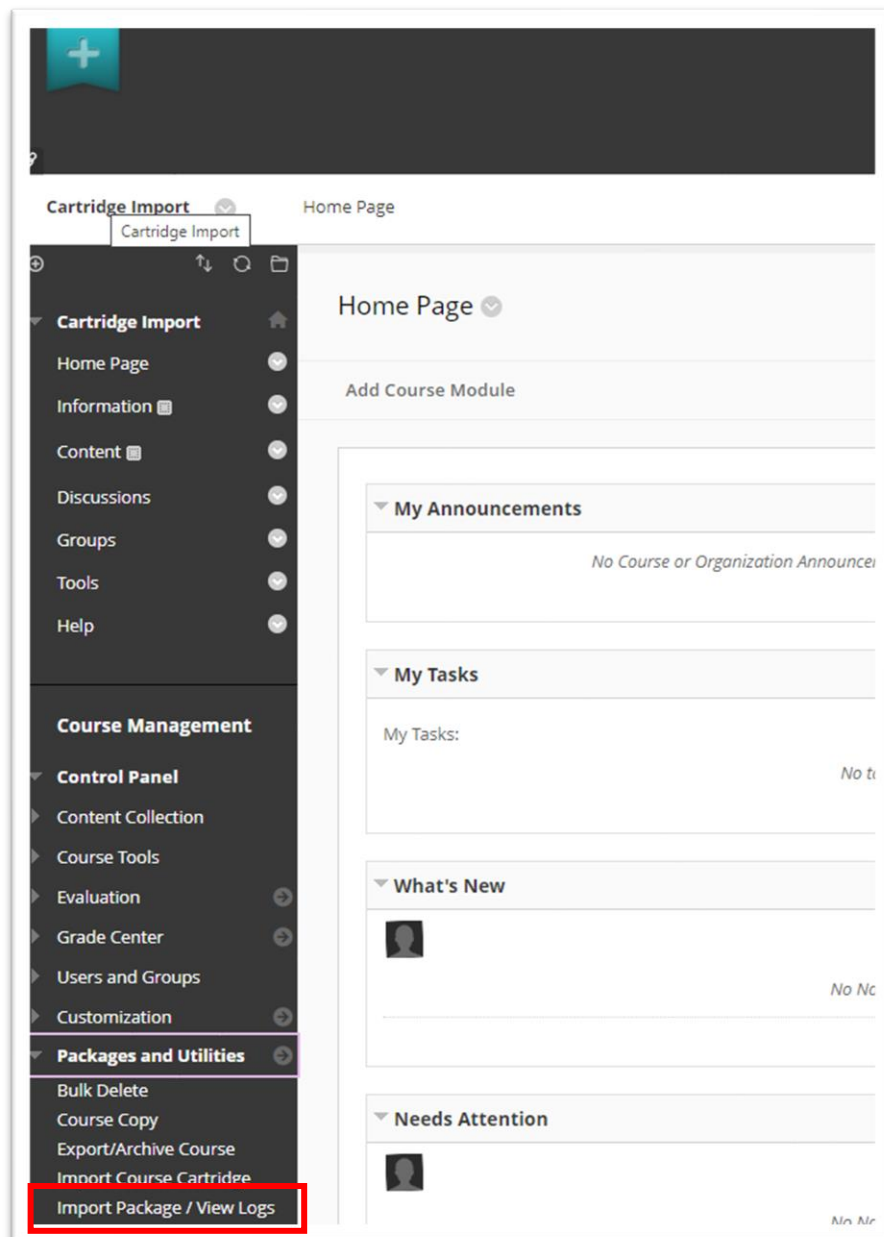


Import a Common Cartridge into Blackboard

If you are integrating Ascend Education courseware into Blackboard, you will receive an email with this document as well as a cartridge file (.imsc), Key and Secret. You can start by importing the cartridge file into your Blackboard course.

- Go to your course and select 'Packages and Utilities' in the left menu. That will open up with some new options. Select 'Import Package/View Logs'.



- Select 'Import Package' at the top of the content area

The screenshot displays the Blackboard user interface. At the top, there is a navigation bar with 'My Institution', 'Courses', 'Community', and 'Services'. Below this, a breadcrumb trail shows 'Cartridge Import' > 'Packages and Utilities' > 'Import Package / View Logs'. The left sidebar contains a 'Cartridge Import' section with links for Home Page, Information, Content, Discussions, Groups, Tools, and Help. Below this is a 'Course Management' section with a 'Control Panel' and various tools like Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, and Packages and Utilities. The main content area is titled 'Import Package / View Logs' and includes a descriptive paragraph about importing package files. A red rectangular box highlights the 'Import Package' link. Below the link, a large empty box contains the text 'No Import/Copy Log Files'.

- Download the .imsc file from the email, then browse to the file location in the Import Package popup. Once that has uploaded, click 'Submit'

SELECT COPY OPTIONS

* Destination Course ID
101

SELECT A PACKAGE

Click **Browse** to locate the course package:

Uploading large packages may take a long time.

* Select a Package

Selected File
File Name
cysa_002.imsc

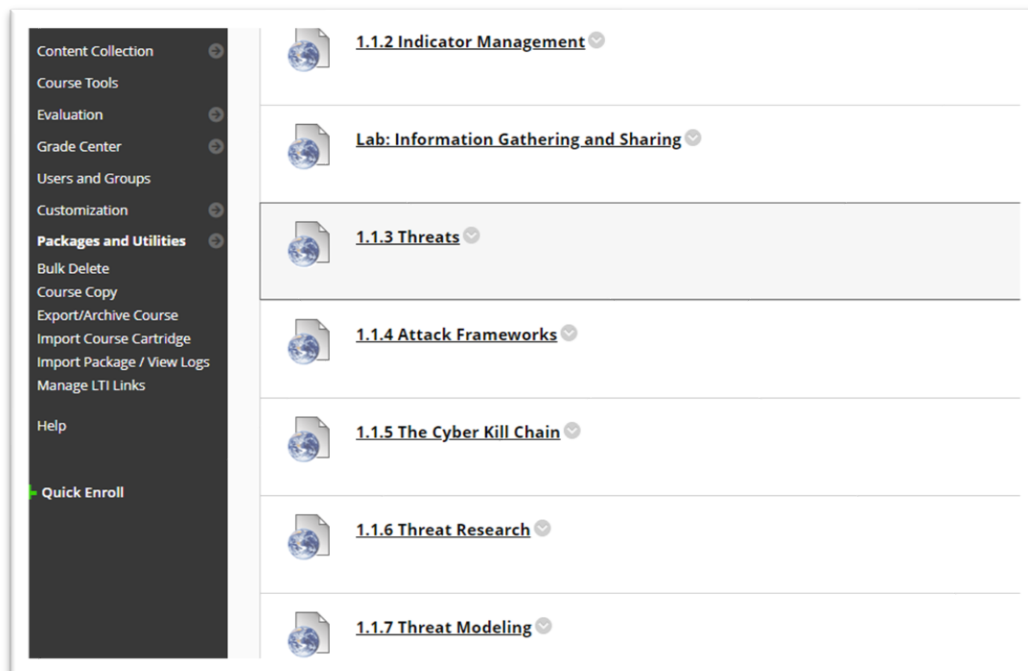
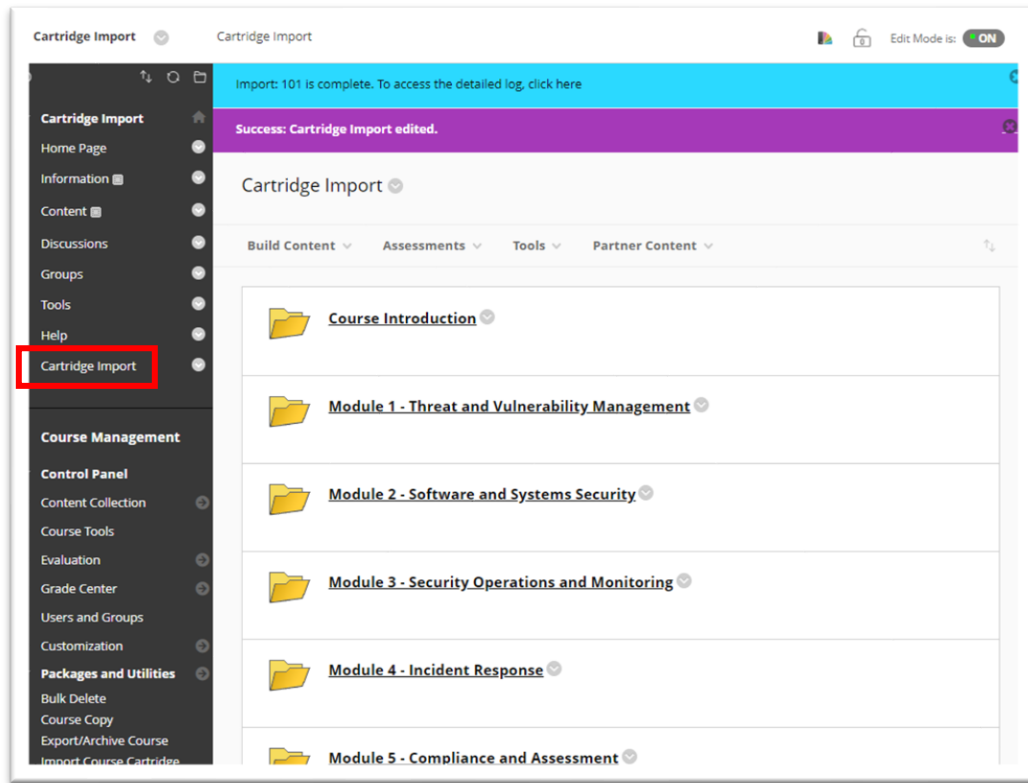
SELECT COURSE MATERIALS

Select materials to include. To recreate a course from an archive package, including user records, use *restore* instead of *import*.

Content Areas
 Content Alignments
 Discussion Board
 Tests, Surveys, and Pools

Click **Submit** to proceed.

- The content will be imported into the course. All the resources will be listed in a new content area on the left side of the page. There are links in each folder.

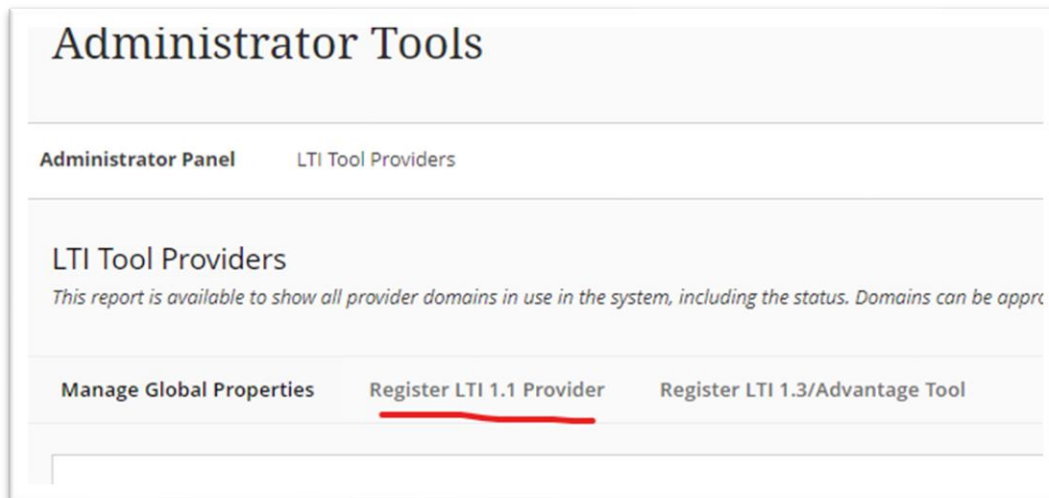


Adding Tool Provider

This can either be done on a global level by a Blackboard Administrator or within the course.

Global Level (Blackboard Admin)

- Go to Administrator Tools -> Integrations -> LTI Tool providers
- Select 'Register LTI 1.1 Provider'



Provider Settings

- Provider Domain: courses.ascendededucation.com
- Provider Domain Status: Approved

Default Configuration

- Default Configuration: Set Globally
- Tool Provider Key: This is provided via email
- Tool Provider Secret: This is provided via email

Institution Policies

- Send User Data: Send user data only over SSL
- User Fields to Send: Select All of them
- Allow Membership Services Access: No
- Show User Acknowledgment Message: No

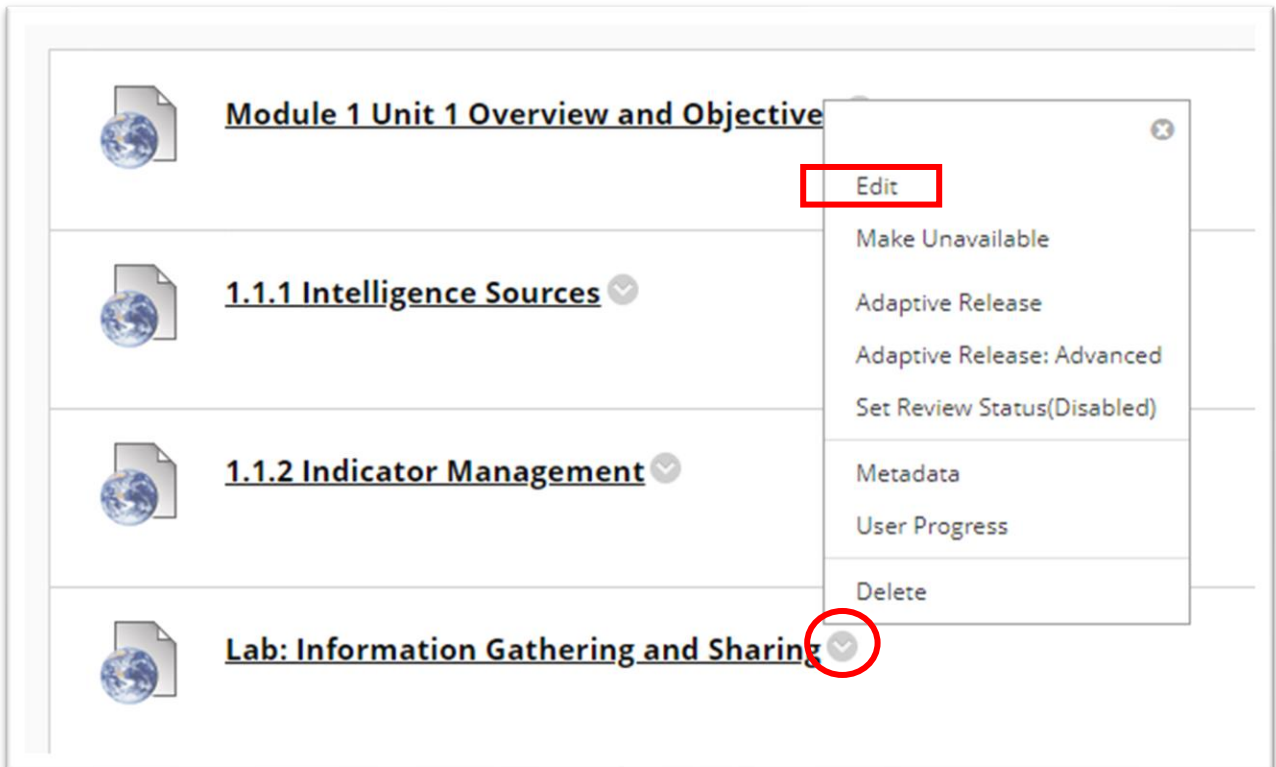
Submit

Course level (Instructor)

- Open the 'Packages and Utilities' menu on the left side of the course. Select 'Manage LTI Links'.
- Click the down arrow next to one of the links and select 'Edit Credentials'.
- Tool Provider Key: This is provided via email
- Tool Provider Secret: This is provided via email
- Select the checkbox to 'Apply these credentials to all links in this course from this provider domain'.

Adding Items to the Gradebook

Now that you have all the links, you can edit each graded item to have a point value. Graded items for most courses, will be anything labeled 'Lab' or 'Quiz'. Click the down arrow next to an item you want in the gradebook and select 'Edit'.



The screenshot displays a gradebook interface with a list of items. Each item is represented by a document icon with a globe, followed by the item name and a small downward arrow. A context menu is open over the 'Lab: Information Gathering and Sharing' item. The menu options are: Edit (highlighted with a red box), Make Unavailable, Adaptive Release, Adaptive Release: Advanced, Set Review Status(Disabled), Metadata, User Progress, and Delete. The downward arrow next to the 'Lab: Information Gathering and Sharing' item is circled in red.


Item Name	Action
<u>Module 1 Unit 1 Overview and Objective</u>	
<u>1.1.1 Intelligence Sources</u>	
<u>1.1.2 Indicator Management</u>	
<u>Lab: Information Gathering and Sharing</u>	▼

- Edit
- Make Unavailable
- Adaptive Release
- Adaptive Release: Advanced
- Set Review Status(Disabled)
- Metadata
- User Progress
- Delete

- Select 'Yes' under 'Enable Evaluation' and then enter the number of points you would like the assignment to be worth. You can fill out all the other options as desired.

* Indicates a required field.

WEB LINK INFORMATION

* Name
Lab: Information Gathering and Sharing 

* URL
https://courses.ascendededucation.com/enrol/lti/to:
For example, http://www.myschool.edu/



This link is to a Tool Provider. [What's a Tool Provider?](#)

Enable Evaluation
 Yes No

To set additional evaluation options, use the Column settings in the Grade Center

* Points Possible
100

Visible to Students
 Yes No

Due Date
  

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