

Course Cartridges are educational tools provided by some academic publishers that enable instructors to access published teaching supplements, such as quizzes, exams, notes, PowerPoint presentations, and import the content directly into a Blackboard course.

### Downloading/Finding a Course Cartridge

1. Click on **Import Course Cartridge** under Course Options in the Control Panel.



2. If the cartridge ID is not known, click on **Course Cartridge Catalog**. Otherwise, if you've already obtained the download key from the publisher, skip to "Importing a Course Cartridge" found below.

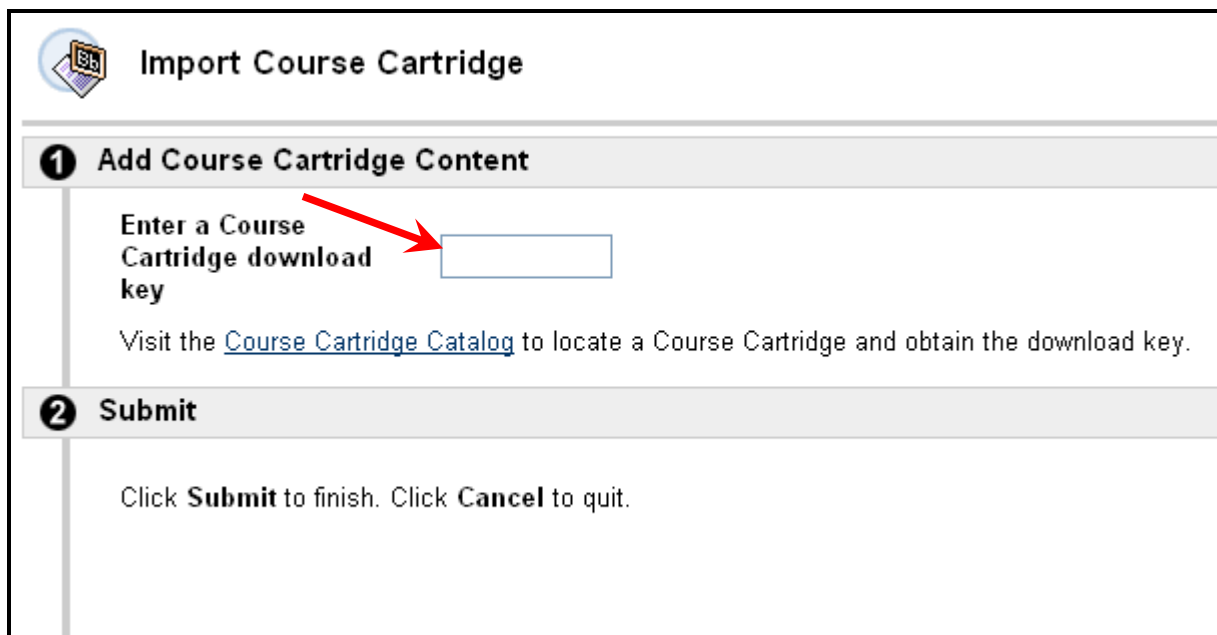
**Note:** Clicking this link will open a new window.

3. Click on **Cartridge Catalog** in the Search Catalog box.
4. Search for the required book for the course which will receive the imported Course Cartridge materials. This can be done by book title, keyword, author, publisher, or ISBN number.

5. Once the text book has been found, make a note of the Cartridge ID. This is necessary for the import process. **Note:** Not all text books will have an accompanying Course Cartridge.

## Importing a Course Cartridge

1. From the **Import Course Cartridge** screen, enter the Course Cartridge download key in the field provided. .



**Import Course Cartridge**

**1 Add Course Cartridge Content**

Enter a Course Cartridge download key

Visit the [Course Cartridge Catalog](#) to locate a Course Cartridge and obtain the download key.

**2 Submit**

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

2. Click Submit. **Note:** Depending on the amount of content, the actual installation may take up to 24 hours to complete.

## Frequently Asked Questions

**Q.** Where do Course Cartridge materials import to?

**A.** All Course Cartridge materials are imported into the “Course Materials” content area.

**Q.** Are Course Cartridges free for instructors?

**A.** In general, a Course Cartridge is free for instructors, provided he or she has adopted the corresponding textbook.

**Q.** Is there a cost for students?

**A.** The cost for students depends on the type of Course Cartridge. There are currently two types of Course Cartridges: 1) Open Access and 2) Protected Access. Only Protected Access Course Cartridges involve costs. A student must purchase a Student Access Key to view and utilize Protected Access materials. The cost for a Student Access Key varies by publisher and title. Student Access Keys are often bundled with new textbooks or sold as a standalone item (for students who purchase used textbooks.)

**Q.** Within the Course Cartridge catalog, is there a way to tell if a Course Cartridge is Open or Protected Access?

**A.** Yes, by clicking on the specific Course Cartridge title in the online catalog. If Open

Access, the Copy Protection field will indicate: "This is an Open Access Cartridge. It does not enforce Copy Protection." If Protected Access, the Copy Protection field will indicate: "This Cartridge enforces Copy Protection."

**Q.** Can I import more than one Course Cartridge?

**A.** For Open Access Cartridges yes—not for Protected Access cartridges, in which case only one cartridge can exist at a time.

**Q.** Does a student have to enter the Student Access Key each time he or she views the publisher content?

**A.** After an access key has been entered and accepted, students will no longer need the key.

**Q.** Can Course Cartridge materials be archived, restored, exported, imported, and copied through the normal Blackboard processes?

**A.** Yes—all of the above. However, keep in mind there is currently no method to "un-install" a course cartridge-although it is possible to recycle the course materials to remove the content, the course itself will still be associated with the previous cartridge key.