

# Blackboard Ultra Course Package Use Instructions v1

Date Created: August 2024

The below instructions are for uploading a course package from the eCampusOntario Open Library to Blackboard Ultra. All instructions below were created based on testing from July – August 2024 using a Blackboard Ultra installation.

## Download Content

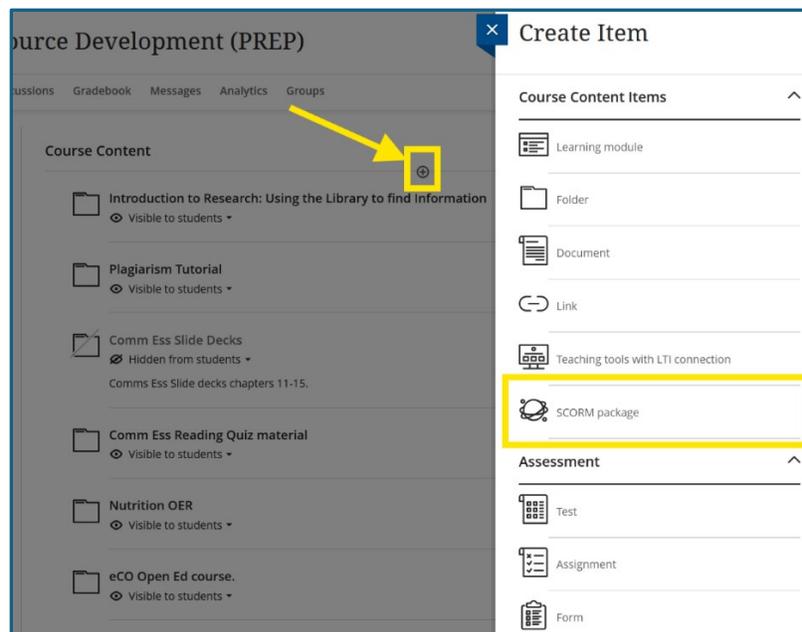
1. Open the record for the Open Library resource that you are interested in.
2. Download the OER files.
  - a. Course package files can be SCORM Packages or Common Cartridge.
  - b. Download the zip file or file labeled for the specific type of course package file that you wish to import.
3. Unzip the OER file to extract the course package file within.
  - a. Some courses in the Open Library are zipped files that need to be unzipped to find the SCORM or Common Cartridge file that can be uploaded into your LMS.

## Import Content

### SCORM packages

1. Login to your Blackboard Ultra account.
2. Click Create > SCORM package on the course content page in Blackboard Ultra.
3. Upload the course package zip file.
4. Assign settings for your course including due date.
5. Save.
6. Click on the module and use "Preview SCORM" to review.

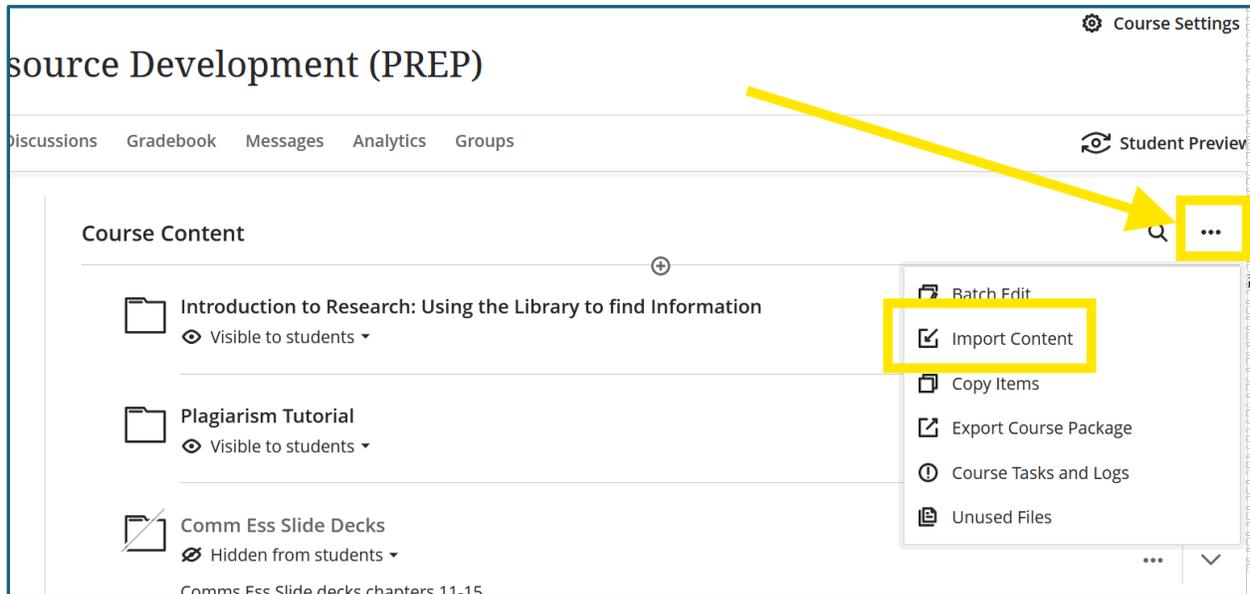
This will add a grade center entry for the SCORM activity/course.



Screenshot of Blackboard Ultra Course Content Page with SCORM Import option, August 16, 2024 © Anthology.

## Common Course Cartridges (.IMSCC files)

1. Login to your Blackboard Ultra account.
2. Use the 3 dots at top right of your course content page and select Import Content.
3. Select the file. For some files, you may be able to import the zip file. If it fails, try unzipping and locating the .IMSCC file specifically and importing.
4. Blackboard will begin importing.
5. Wait for an email confirmation of the upload or reload the page in a few minutes to see a summary of any errors or issues.
6. Review imported content as you would normally on the Course Content page.



Screenshot of Blackboard Ultra Course Content Page with Import option, August 16, 2024 © Anthology.