

LMS INTEGRATION



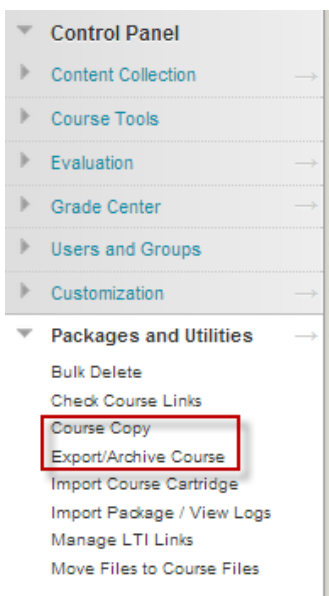
Copying an Integrated Blackboard Course from one Term to the Next

This document walks through the process of copying your integrated Blackboard course from one semester to the next. This is a simple process that requires only a few steps. To get started, you should have your Blackboard course shell for the new semester as well as access to the source course you want to copy from the previous term. This documentation uses screen shots from MindTap, but the process is the same regardless of the Cengage solution in use.

Step 1: Copy your previous course content into your new course shell

This step may vary by institution so please check with your LMS Administrator or Help Desk to understand the policies and best practices on your campus.

To get started access the “source course” that you want to copy from.



You can use either use the Course Copy feature, where you will copy content from your current course by identifying the destination course ID, or export a package file (.zip) which you can then import into your new course. Both of these options are available in the Control Panel under Packages and Utilities as pictured to the left.

You can create as many new sections as needed using this process.

*In order to preserve deep links and grade synchronization, you must copy the **Content Areas** that include links to Cengage Content and **any associated grade book columns** into the **NEW** course. Choosing to copy over other areas such as rosters or assignment dates will not have a negative impact on this process.*

Option A: Course Copy

1. **Select Course Copy** from the Control Panel.
2. **Enter the Destination Course ID** and **select the Content Areas** that include Cengage links that you want to copy. Additionally, **ensure that Grade Center Columns are selected** if graded activities are included in your course. Note that Content Areas and Grade Center Columns are the two areas specifically related to Cengage LMS Integration. You may copy any additional areas as well.
3. **Click Submit.**

2. Select Copy Options

* Destination Course ID

Select Course Materials

Select All Unselect All

Content Areas

Course Content

Course Information

Adaptive Release Rules for Content
User criteria will not be captured if Enrollments are not included. Assignment submissions will not be captured if the Grade Center Columns and Settings are not included.

Announcements

Blogs

Calendar

Collaboration Sessions

Contacts

Content Alignments

Discussion Board

Early Warning System Rules

Glossary

Grade Center Columns and Settings

Ensure that **Course Content** and **Grade Center Columns and Settings** are selected.

After completing this step, you will receive a confirmation message and an email when the course copy has completed. Proceed to Step 2.

Option B: Export Course

1. **Select Export/Archive Course** from the Control Panel and then **click Export Package**.

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is created. Export Common Cartridge creates a package that can be shared across learning management systems. You must have the proper permissions to perform these operations. [More Help](#)

Export Package **Archive Course** **Export Common Cartridge Package**

Refresh

No packages exist for this course.

2. **Select the Content Areas** that include Cengage links that you want to copy. Additionally, **ensure that Grade Center Columns are selected** if graded activities are included in your course. Note that these are the two areas specifically related to Cengage LMS Integration. You may copy any additional areas as well.
3. **Click Submit.**

3. Select Course Materials

Select materials to include in the Export Package. For a package to serve as an exact record, including user

Select All Unselect All


- Content Areas
- Course Content
- Course Information
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals

Ensure that **Course Content** and **Grade Center Columns and Settings** are selected.

4. You will receive a confirmation message that your request has been queued and an email when the process is complete.

Success: This action has been queued. An email will be sent when the process is complete.

5. Once completed, return to **Export/Archive course** to access and download your course package. **Click on the file** to save to your computer.

 **Export/Archive Course**

Export Course creates a package of course content that can later be imported into the same course. The package is only available at the time the Archive is created. Export Common Cartridge creates a package that can be imported into any course. [Help](#)

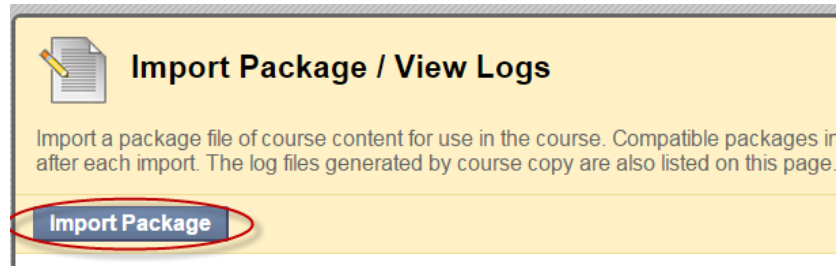
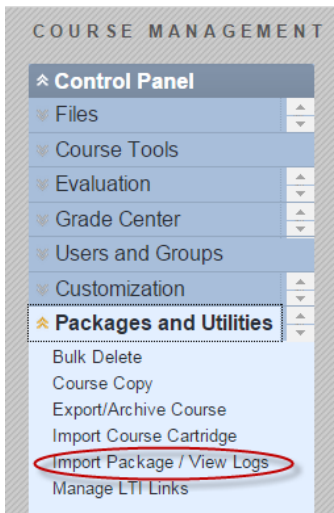
Export Package **Archive Course**

Refresh

File Name

[ExportFile_SC100_20141210095537.zip](#)

6. Access your course shell for the new semester's course. From the Control Panel, **Select Import Package**.



7. Browse your computer to locate the export file that was created.

2. 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	ExportFile_SC100_20141210095537.zip
	<input type="button" value="Do not attach"/>	

8. In most cases you will be selecting ALL content. Ensure that the Content Areas that include Cengage links are selected as well as Grade Center Columns if graded activities are included in your course. These are the two areas specifically related to Cengage LMS Integration and must be included.

3. Select Course Materials

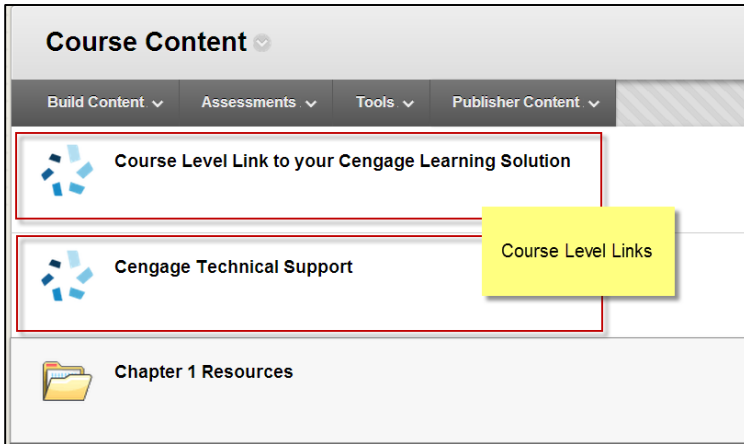
Select materials to include. To recreate a course from an archive package, including user records, use restore instead of import.

- Content Areas**
- 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
- Glossary
- Grade Center Columns and Settings**
- Group Settings

9. **Click Submit.** You will receive confirmation when your import is completed.

Step 2: Establish your new Cengage Course for use with new students

Once you have completed the copy process, your NEW Blackboard course should look **EXACTLY** like your original course. There is no need to repeat the process of deep linking; in fact, doing so will result in duplicated columns in the gradebook which is not desired.



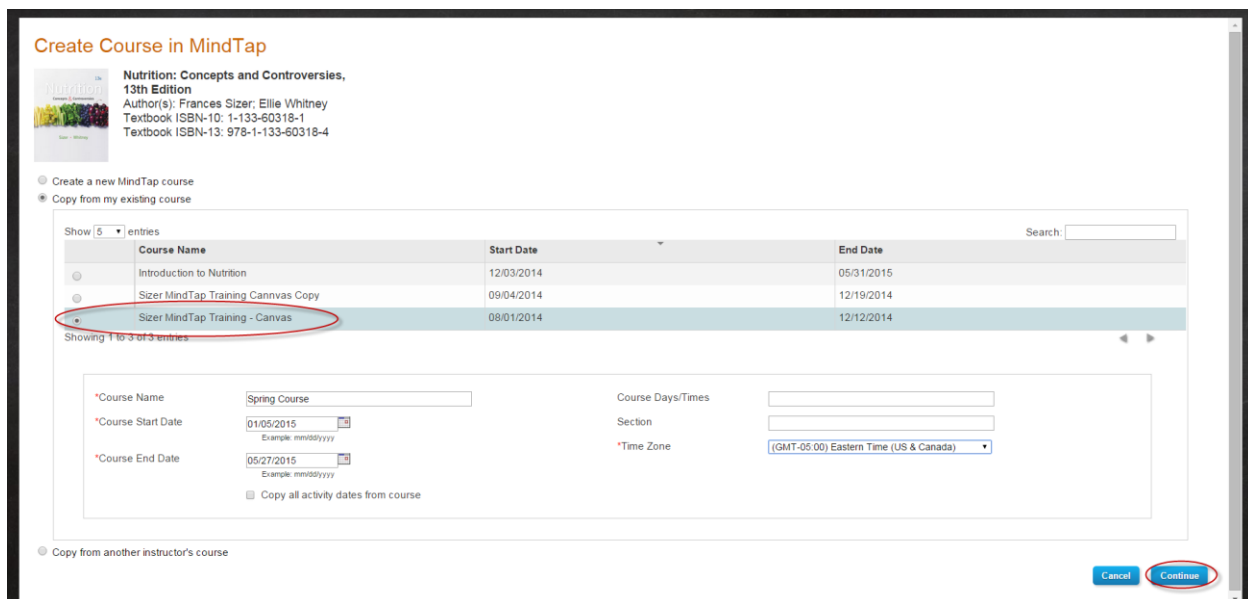
You only need to complete one additional step to establish a course link from your NEW Blackboard Course to a copy of your Cengage course.

To establish the Cengage Course, click on one of the Cengage Links.

You will be prompted to Create a Course. The image below is for MindTap, but the process is the same regardless of which Cengage Solution you are using.

It helps to remember that each LMS course shell has a unique association with ONE Cengage course and we want this course to reflect the customizations in the “source” course.

In order to preserve the integrity of our links, we need to ensure that we do NOT create a NEW course here, but rather choose Copy from my existing course. You can usually identify this by the class start/end date. **Enter the details for your new course and click Continue.** This will ensure that all assignments, settings and deep links from last term carry over to your new course.



Congratulations! Your new course is created and ready for use with new students.

The screenshot shows a web interface for a MindTap course. At the top left is the MindTap logo. In the top right corner, the name "Jill Staut" is displayed with a dropdown arrow. Below the logo, there are two tabs: "Course" (selected) and "Date Manager". The main content area is a dark-themed window with a white border. Inside this window, the MindTap logo is repeated at the top left. The text "featuring" is followed by "Nutrition Concepts & Controversies, 13th Edition" and the authors "Frances Sizer, Ellie Whitney". Below this, the text "Spring Course" is displayed, followed by the dates "01/05/2015 - 05/27/2015 (EST)". A blue "Enter" button is positioned below the dates. To the right of the text is a large image of the book cover for "Nutrition Concepts & Controversies, 13e" by Sizer and Whitney. The cover features a vibrant photograph of various fruits and vegetables. Below the book cover, there is a "Book Cover" section with a list of links: "About the Authors", "About Cengage Learning", "About MindTap", "Copyright Statement", and "MindTap Service Agreement". At the bottom left of the window, the following text is visible: "Print Edition ISBN: 9781133603184", "Copyright © 2014 Cengage Learning, Cengage Learning", "MindTap ISBN: 9781285510668", and "Copyright © 2014 Cengage Learning, Cengage Learning".