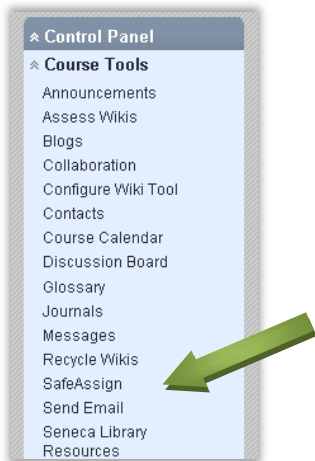



# Importing Library Cartridges into a MySeneca Course


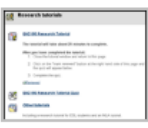




1. You can access the most up-to-date cartridges from any MySeneca course: **Control Panel -> Course Tools -> Seneca Library Resources** (or you can download the cartridge from the library website: <http://library.senecacollege.ca/Faculty/bbcartridges.html>).



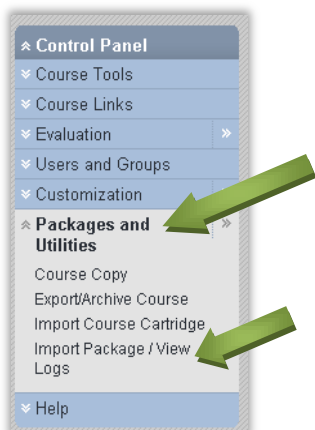
2. Right click on the required file icon  beside your desired cartridge and select “Save Link As”, “Save Shortcut” or “Save Target As” and save the file to your desktop.

**Library Cartridges**

Cartridges are an easy way to integrate library resources into a MySeneca course. These cartridges include quizzes and links to research tutorials as well as other resources.

Title	Included in Cartridge	Required File	How-to Import Library Cartridges	Preview (click to see larger image)
<b>EAC150 Research Success Tutorial &amp; Quiz</b>	<ul style="list-style-type: none"><li>• A link to an interactive tutorial.</li><li>• A 10 question, multiple choice quiz.</li><li>• A link to the MLA tutorial and quiz.</li><li>• A link to a research tutorial developed especially for ESL/EAP students, and a quiz.</li></ul>		<a href="#">Instructions</a> <a href="#">Using Online Library Quizzes</a>	
<b>Academic Honesty Plagiarism Tutorial &amp; Quizzes</b>	<ul style="list-style-type: none"><li>• A link to an interactive tutorial.</li><li>• Two quizzes with 10 questions each - one pre-assessment, one post-assessment.</li><li>• For more information: <a href="http://library.senecacollege.ca/Faculty/ahtutorial.html">http://library.senecacollege.ca/Faculty/ahtutorial.html</a></li></ul>		<a href="#">Instructions</a> <a href="#">Using Online Library Quizzes</a>	
<b>APA Tutorial &amp; Quiz</b>	<ul style="list-style-type: none"><li>• A link to an interactive tutorial.</li><li>• A 15 question multiple choice quiz.</li></ul>		<a href="#">Instructions</a> <a href="#">Using Online Library Quizzes</a>	

3. In the control panel of the Blackboard course click on “Packages and Utilities” and then click on “Import Package/View Logs”




4. Click on the “Import Package” button.



5. Click on “Browse” to find the file you downloaded above, then checkmark the 4 boxes highlighted below. Click “submit”.

A screenshot of a web interface for importing a course package. It is divided into three sections:

- 2. Select a Package**: Contains the text "Click **Browse** to locate the Course Package: Uploading large packages may take a long time." Below this is a text input field with a "Browse..." button. A green arrow points to the "Browse..." button.
- 3. Folder for Content Collection Files**: Contains the text "If the package includes Content Collection files, they will be added to a new folder within the folder specified below. If no folder is specified, any Content Collection files included in the package will not be processed." Below this is a text input field with a "Browse" button.
- 4. Select Course Materials**: Contains the text "Select materials to include. To recreate a course from an Archive Package, including user records, use Restore instead of Import." Below this is a list of checkboxes with labels: "Content Areas", "Adaptive Release Rules for Content", "Announcements", "Blogs", "Calendar", "Collaboration Sessions", "Discussion Board", "Early Warning System Rules", "Glossary", "Grade Center Columns and Settings", "Group Settings", "Journals", "Settings", "Contacts", "Tasks", and "Tests, Surveys, and Pools". The first four checkboxes are highlighted with yellow boxes.

6. After a couple of minutes click on the refresh button  in your course’s main menu and the package should appear at the bottom of the menu. You may have to refresh your web page a couple of times for the item to appear.

