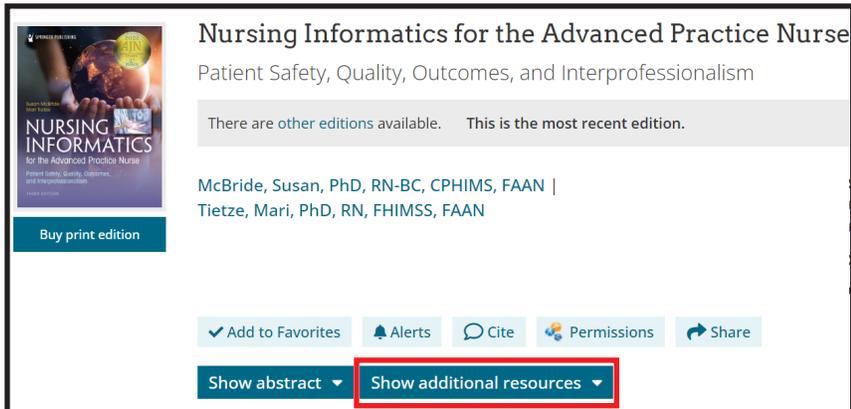


Common Cartridge Import Instructions for Blackboard



Thank you for your adoption! Your textbook includes an instructor resource package with a variety of materials to support teaching and learning. Books vary, but this can include Instructor Manuals, Test banks, and Chapter PowerPoints. Select books also include preloaded assignments like chapter quizzes, individual/group activities, and discussion topics that can be easily published to students. Check your book on Springer Connect to see exactly what yours includes and then follow the steps below to import the cartridge into your Canvas LMS. Let's get started!

First, access your textbook on Springer Publishing Connect.



The screenshot shows the product page for "Nursing Informatics for the Advanced Practice Nurse: Patient Safety, Quality, Outcomes, and Interprofessionalism". It includes the book cover, author information (McBride, Susan, PhD, RN-BC, CPHIMS, FAAN | Tietze, Mari, PhD, RN, FHIMSS, FAAN), and a "Buy print edition" button. At the bottom, there are several action buttons: "Add to Favorites", "Alerts", "Cite", "Permissions", "Share", "Show abstract", and "Show additional resources". The "Show additional resources" button is highlighted with a red box.

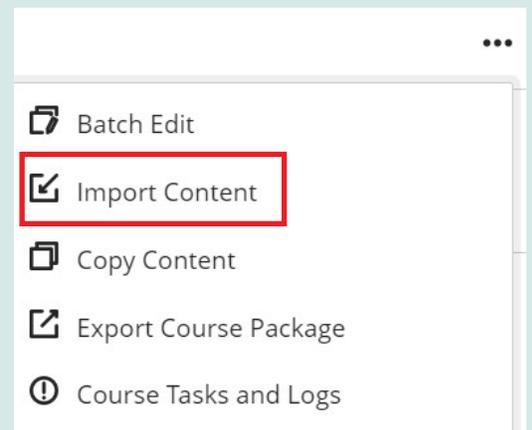
Click the **Show additional resources** tab and download the zip file titled **LMS Common Cartridge – All Instructor Resources**. Open the zip file and save the common cartridge file (.imsc) to your computer.

Now, log in to your Blackboard account.

Open an existing course or create a new course.

On the **Course Content** page, open the menu on the right side above the content list.

Select **Import Content**.



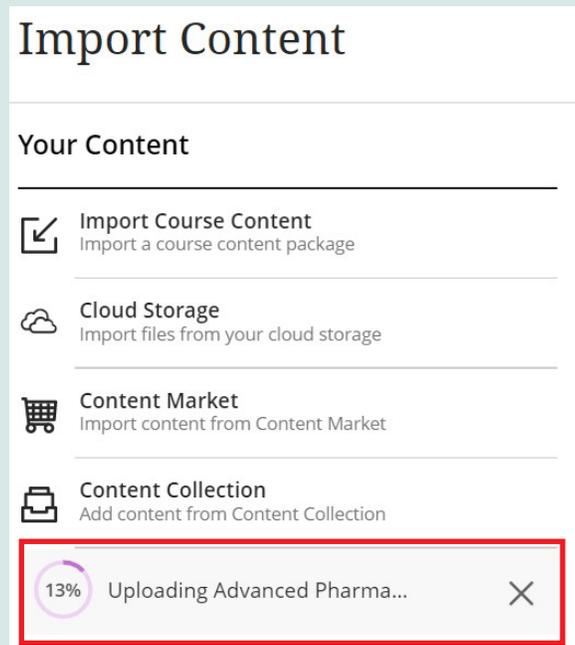
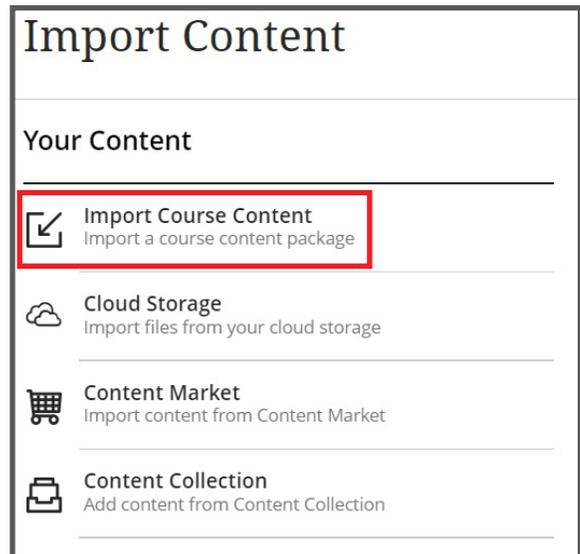
The screenshot shows the Blackboard Course Content menu. The "Import Content" option is highlighted with a red box. Other options include "Batch Edit", "Copy Content", "Export Course Package", and "Course Tasks and Logs".

Common Cartridge Import Instructions for Blackboard

Import Content.

In the **Import Content** menu, select **Import Course Content**.

Browse for the the common cartridge (.imsc) file that you downloaded to your computer and click **Open**.



Upload the File.

The upload status will display at the bottom of the **Import Content** menu.

Once the cartridge file has been fully uploaded, return to the **Course Content** page to review, modify, and assign the content.

Note: Based on LMS functionality, some content types or settings may not be supported. See Import Details for further information.