

How to Import a Course Cartridge

Course Cartridges are pre-made materials produced by professional authors, editors, and publishers that can be downloaded and added to a Course. Publishers sometimes provide faculty with a download key to install these materials into a Blackboard course. It is recommended that you import your course cartridge into a [Personal Master](#) to test and preview the content of the cartridge.

Import Process

1. Go to the course in which you want to load the course cartridge.
2. Scroll down to the **CONTROL PANEL** and click **PACKAGES AND UTILITIES**. Select **IMPORT COURSE CARTRIDGE** from the Packages and Utilities menu.
3. On **THE IMPORT COURSE CARTRIDGE** page, **PASTE** the **DOWNLOAD KEY** into the text-field so. This ensures that it is typed exactly as it was sent and avoids typos.

Import Course Cartridge

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Cancel Submit

1. Add Course Cartridge Content

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

Enter a Course Cartridge Download Key

4. When done, click **SUBMIT**.
5. **The loading may take up to an hour, so do not be impatient. Performing this task more than once may give you multiple copies of each item in the cartridge.**