

# **Importing Labyrinth Course Content into Your LMS Using a Blackboard Export File or Common Cartridge**

## **Instructor's Guide**

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## Introduction

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### The Blackboard Course Export Package

Labyrinth Learning provides our customers with a Blackboard (BB) export package. This package provides tests and Concepts Review quizzes in the pools and tests sections of your course. In the content section, you'll find assignments and a link to the Student Resource Center (SRC). An export package is similar to a BB cartridge but is easier to install because there is no need for a download key.

### Compatibility with Other Learning Management Systems

We recommend importing the BB export package, if possible, due to Common Cartridge limitations. For example, for Canvas, the BB export package drops assignments into both the assignments and the modules sections of a Canvas course; while the Common Cartridge creates a folder in the files area. The BB export package also deposits the SRC link into the modules section, and imports all types of test bank questions (T/F, multiple choice, matching, and sequence) into Canvas, while the Common Cartridge only imports the multiple choice and true/false questions.

The BB export package can be imported into a variety of Learning Management Systems (LMS), including:

- Desire2Learn
- Canvas
- Angel
- Sakai
- WebStudy

**Note:** To best import the BB export package into a non-Blackboard LMS, contact your LMS technical support for instructions or look for an Import Content or Packages section in your LMS.

### Course Content and Architecture

This course contains content located on both the Blackboard (and other LMS) server and on Labyrinth's own dedicated server.

#### On the Blackboard (or Other LMS) Server

- Online tests, Concepts Review quizzes, and test pools
- A link to the SRC
- Assignments
- Additional Apply Your Skills (AAYS) exercises (in the Assignments folder)

### On the Labyrinth Learning Server (Accessed via the SRC)

- Overview presentations
- Web simulations (WebSims)
- Student exercise files
- Guide Me tutorials
- End-state screen captures
- Videos (in the Essential Computing Skills series)

## Using the Student Resource Center

A link to the SRC is found in the information and contents sections of Labyrinth Blackboard courses. The SRC opens in a new window so that students can easily navigate between course material found within it and Blackboard content.

The screenshot shows the Student Resource Center interface. On the left is a navigation menu with the following items: Welcome, Student Exercise Files, Downloading Files, Unzipping Files, Glossary, LESSONS 1-6 INTRODUCTORY SKILLS, LESSONS 7-11 INTERMEDIATE SKILLS, and LESSONS 12-16 ADVANCED SKILLS. Below the menu is an image of the Microsoft Excel 2013 textbook. The main content area has a teal header 'Student Resource Center' and a sub-header 'Welcome to the Student Resource Center for Microsoft Excel 2013'. Below this is a welcome message: 'Your Student Resource Center offers multimedia resources and course content to help you with your instruction and homework. To Access your Student Exercise Files.' A large blue button labeled 'Access Student Files' is prominently displayed. Below the button is a call to action: 'Ready to explore your course? Click on one of your units' with a left-pointing arrow.

The SRC provides access to student files, overview presentations, web simulations (WebSims), Guide Me tutorials (where appropriate), end-state screen captures, and other online resources.

## Importing an Export Package into Blackboard

Labyrinth Learning provides an export package for you to add Labyrinth content and resources to your Blackboard course. You may create a new course or add content to an existing course.

### Create a New Course in Blackboard Learn 9.1+

1. Log into Blackboard and click the “Create a Course” link in the CourseSites Instructor Module.



2. Enter your course name and course ID. Add a course description if you wish.
3. Two links to the SRC have been provided in the Content and Information sections of Blackboard Learn (default structure), so you can easily choose where you wish this link to be. Do not change the structure if you want to ensure that these links are intact.

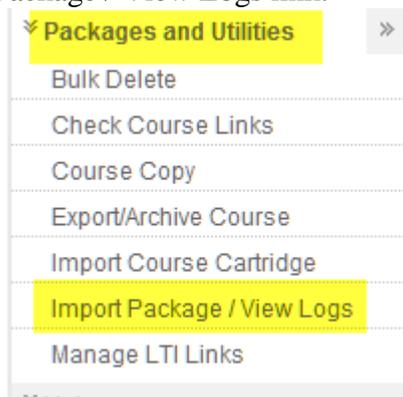
However, if you choose another structure and the links do not import correctly into your course, you can manually add or move a link. See the instructions located at the end of this document (page 9) for how to do so.

Note: Do not choose to import course here!

4. Be sure to uncheck Include Sample Content. 
5. Choose a theme if you wish.
6. Click Submit.

### Add Labyrinth Learning Course Materials to Your Existing or Newly Created Course:

1. Download the Blackboard materials for your course from the Labyrinth Learning Instructor Support area. (Don't forget where you've downloaded the .zip package on your computer!)
2. Open your new or existing Blackboard course.
3. Open the Packages and Utilities menu on the left navigation bar and choose the Import Package / View Logs link.



4. Click the Choose File button in the Select a Package section and browse to the BB export package that you saved earlier.
5. In the Select Course Materials section, click the following boxes:
  - Content Areas
  - Grade Center Columns and Settings
  - Tests, Surveys, and Pools

6. Click Submit and you're done! You'll receive an email when the process has been completed.

## Creating Online Tests in Blackboard

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Your Blackboard 9.1+ course comes with a complete set of test pools and online tests ready to be made available to students. These tests are also available in Word format in the Test Banks folder included in the Instructor Support Materials (ISM) package for the textbook.

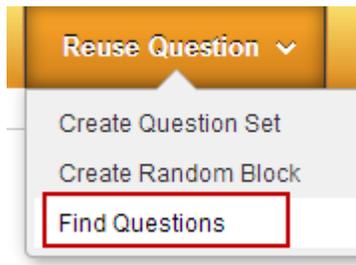
**Note:** Blackboard test pools function like a database from which you create tests. You cannot deploy a test pool as a Blackboard test, but you can use its questions to create a test. Also, all of the pools are already duplicated as online tests.

### Create a New Test from Test Pools

All lesson- and unit-level online tests and Concepts Review quizzes are loaded into Blackboard as quizzes and test pools. If you wish, you can create a new test and then choose questions from one or more test pools.

#### Procedure

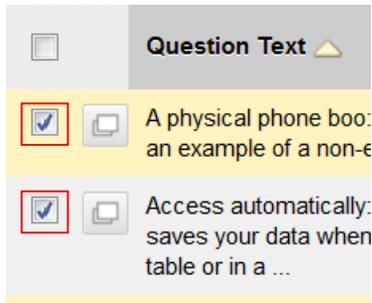
1. In the left navigation bar, open Course Tools and choose Tests, Surveys, and Pools.
2. Click Tests.
3. Click the  button.
4. Give the test a name, description, and instructions as necessary. Then, click the Submit button.
5. Click the Reuse button and choose Find Questions from the list.



Note: If you have set your browser to block all pop-ups, you will not be allowed to find questions. So, allow pop-ups from CourseSites in your browser.

6. From Pools, choose the quizzes and/or tests from which you wish to select questions. *Blackboard displays a list of all questions available from the test pools you chose.*

- Place a checkmark beside each question you wish to select for the new test.



- Click the Submit button after you finish selecting all of the desired questions.
- Blackboard then displays the test you've built. On this page, you can edit questions, add your own custom questions, and change points. To finish building your test, simply click OK at the bottom of the page.

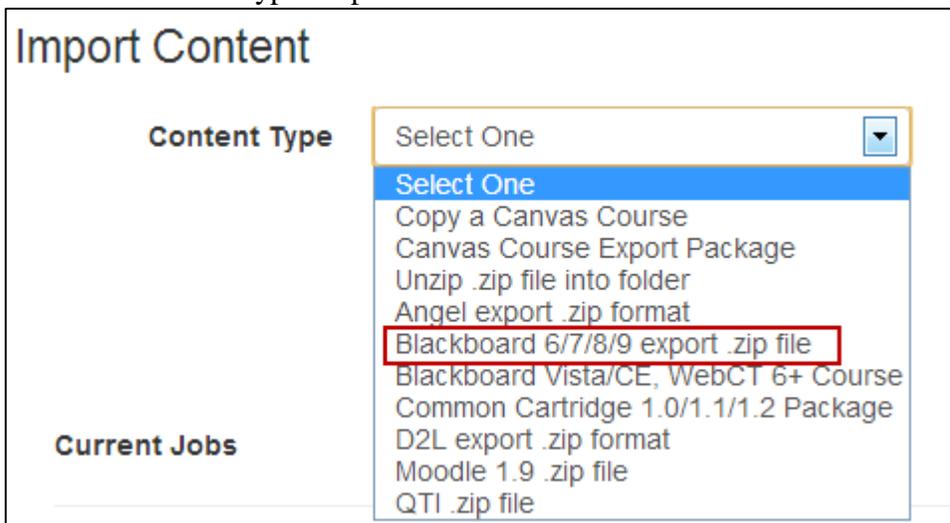
## Importing a Blackboard Export Package into Other LMSs

This document will be updated with instructions on importing BB export packages into other LMSs as we gain access to them. At present, we're able to provide instructions for exporting into Canvas.

### Importing a Blackboard Export Package into Canvas

Once you have a course created in Canvas, it's fairly straightforward to import a Labyrinth BB export file into it.

- Choose Settings from the left navigation bar.
- Click Import Content into this Course from the right navigation bar.
- Click the Content Type drop-down arrow and choose Blackboard 6/7/8/9 export .zip file.



- Click the Choose File button, navigate to the Blackboard Export .zip file, and choose it.
- Follow the directions to import the file, as displayed here:

### Import Content

**Content Type** Blackboard 6/7/8/9 export .zip file

**Source** Choose File ex13-bb.zip

**Question bank** Select question bank

**Options**

- Select migration content
- Overwrite assessment content with matching IDs ?
- Adjust events and due dates

Cancel Import

**1** Select individual test banks here.

**2** Select this option to be able to choose which content you import. Otherwise all content will be imported.

**3** Click here to import.

Once this process is complete, note the following:

- A link to the SRC is added to the Modules section
- End of lesson exercises and AAYS exercises are added to the Modules and the Assignments sections, and show up automatically in the gradebook.
- Tests and Concept Reviews are found in the Quizzes section.

## What if Your LMS Cannot Import a Labyrinth Export Cartridge?

In the event that your LMS can't import a Labyrinth export cartridge, there are several options:

1. You may use the Common Cartridge (versions 1.0, 1.1, and 1.2)
2. You may use Respondus files that contain test banks and Concepts Review quizzes.
3. You may add the SRC manually.

## The Common Cartridge

The Common Cartridge provides tests, test pools, Concepts Review quizzes, assignments, and a link to the SRC. The tests contain true/false and multiple choice questions only.

### Compatibility with Different Learning Management Systems

Labyrinth Learning offers three versions of the Common Cartridge:

- Version 1.0
- Version 1.1
- Version 1.2

The best way to find out if your LMS is compatible with the Common Cartridge, and to which version it is compatible, is to contact your LMS technical support or go to the IMS Global Consortium website to find an up-to-date list of compatible products:

<http://www.imsglobal.org/cc/statuschart.cfm>.

### **Importing the Common Cartridge**

Every LMS has a different procedure for importing the Common Cartridge. Please contact your LMS technical support team for assistance with this operation.

## **Using Respondus with This Course**

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Respondus is a program that allows you to create, customize, and manage Blackboard tests. Respondus offers features such as question sets and randomization commands that allow you to create custom tests quickly and automatically.

A complete archive of Respondus test files used to create online tests for this Blackboard course is available from Labyrinth Learning. With Respondus, you can create and manage tests offline and then upload tests to your Blackboard course when you're ready.

### **Other Learning Management Systems**

You can also use Respondus to upload Labyrinth Learning test banks to link to other Learning Management Systems. Respondus is compatible with the following Course Management Systems:

- Blackboard Learn 7.3 - 9.x (Enterprise & Basic)
- Blackboard CE 3.7 - 8.x
- Blackboard Vista 4.0 - 8.x
- ANGEL LMS 6.3 and higher
- Desire2Learn 8.3 and higher
- eCollege
- Moodle 1.9.1 and higher
- IMS QTI 1.x

Respondus 2.0 is available from the vendor's website at <http://www.respondus.com/products/respondus.shtml>.

**Tip:** You can download a free, 30-day trial version if you wish to try the program's features.

## **Manually Adding the Student Resource Center Link to Your Course**

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If you are unable to use the default Blackboard Learn structure, you'll need to use methods other than the Blackboard export package to import the test banks. If you are importing into another LMS that has not imported the SRC link, you can easily add a link to the SRC to your course.

Add a hyperlink via whatever method your LMS requires and use the SRC address located at the front of your textbook.