



## How To: Importing a course cartridge into a Blackboard Course

1. Log into Community System – <https://community.worcester.edu>
2. Access your course.
3. Within the course go to Control Panel
4. Click on **Import Course Cartridge**
5. Type in the KEY code provided by the Publisher and click SUBMIT.

[Note: You will NOT receive an email.] Within twenty-four (24) hours you should see the material in your course. If you do not see it after 24 hours please open a [Help Desk support request](#).



### Import Course Cartridge

#### 1 Add Course Cartridge Content

Enter a Course  
Cartridge download  
key

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

#### 2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel

Submit