These instructions are for loading the SCORM packages into a *Blackboard LMS*. If you are using a different learning management system, please refer to the proper procedure for your LMS.

NOTE: When uploading SCORM packages, keep the package in the zipped format.

1. In blackboard, go to the folder where you wish to add the package and select Add – Content Package.
2. Browse computer for the SCORM Zip Package.
3. Click “Submit”
4. Enter settings as shown below: (for #6, you can allow unlimited attempts.)

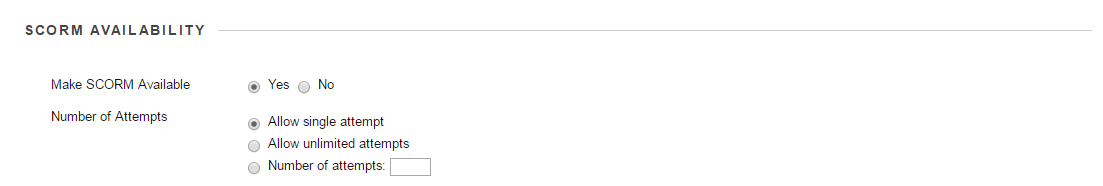


Figure SCORM Availability Settings

1. Select “‘SCORM Completion”

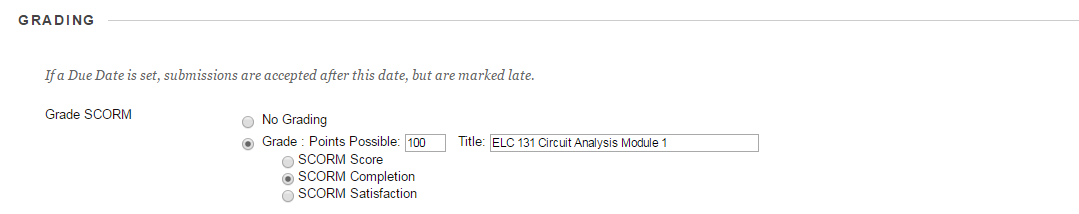


Figure SCORM Grading Settings

1. Select ‘When SCORM is completed display score in Grade center’ option.

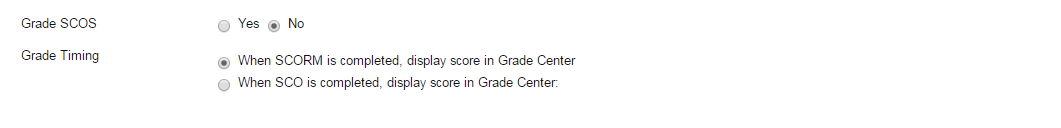


Figure SCORM Completion Settings

1. Submit and test the module. If the content works as expected, you are finished. Steps 1-7 will work for the majority of the content. However, if you are uploading a zip file that is not a “module,” and the animation or lab does not work, continue to step 8.

**(NOTE: ONLY follow step 8 for animations or virtual labs that DO NOT WORK after steps 1-7.)**

1. Please click on File option at the left hand bottom corner as shown below.

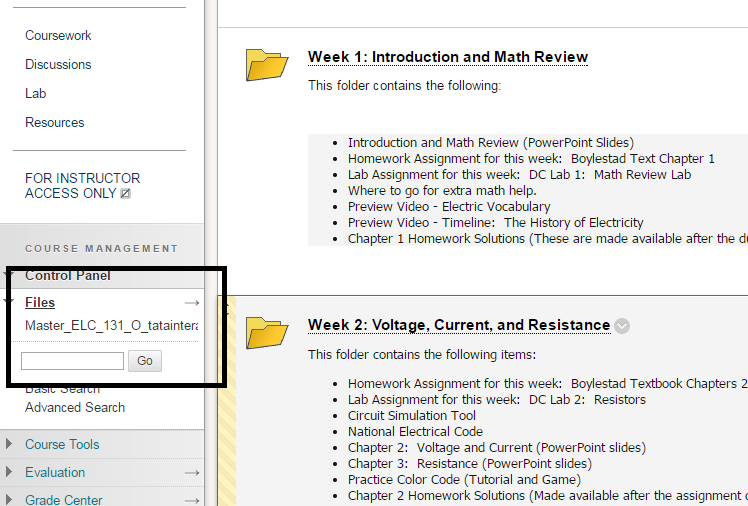


Figure Blackboard Control Panel Location

1. Click on name of your blackboard shell. The name of our shell was “Master\_ELC131\_O\_tatainteractive” link.
2. After clicking, on right hand side and create a folder and give a descriptive name. We named our folder “Nugget 1.”

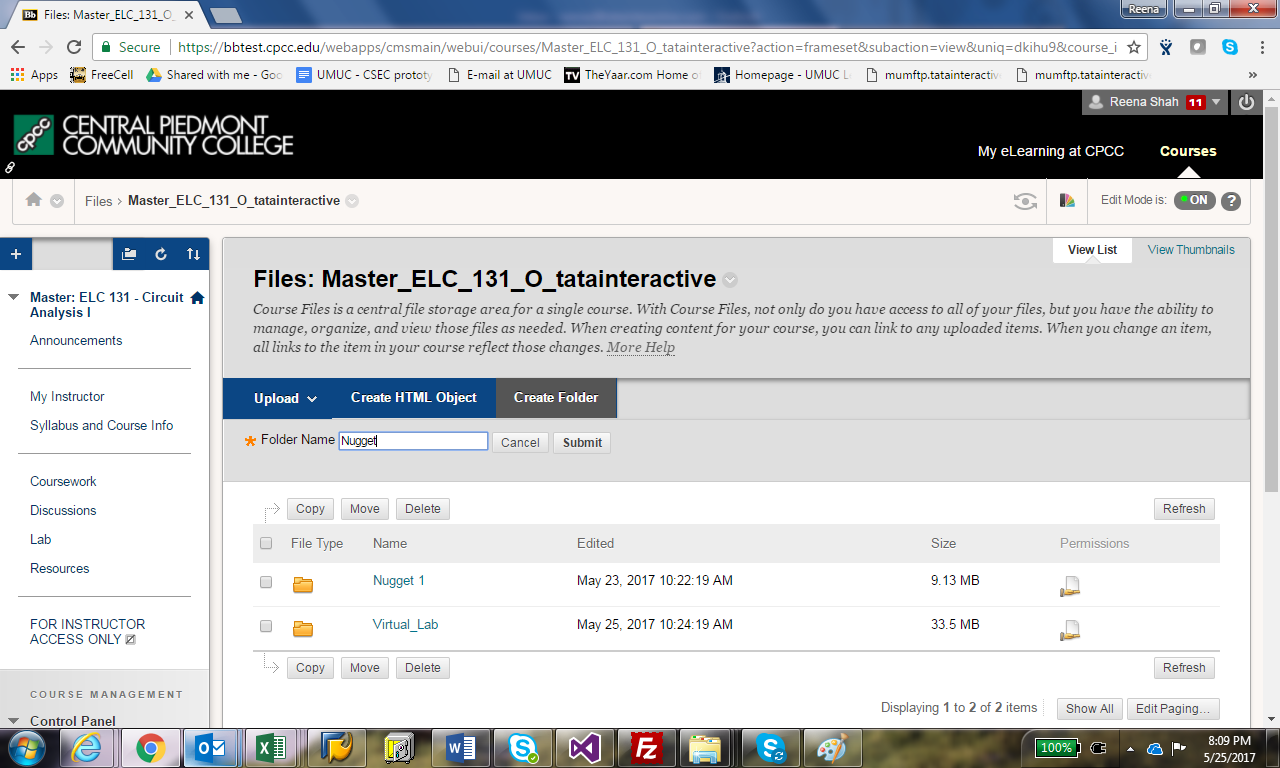


Figure Folder Creation in Blackboard

1. Once the folder is created, select the folder and upload the zip package provided.

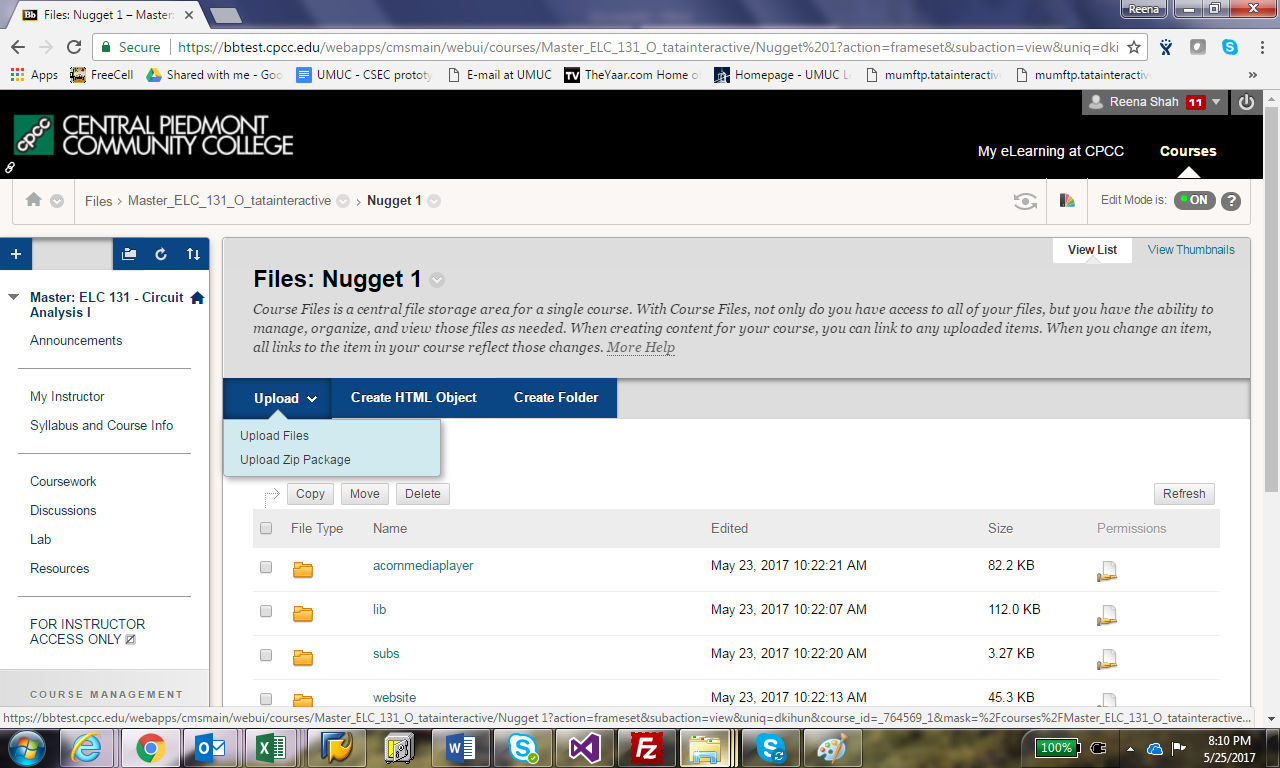


Figure Upload Zip Folder to New Folder

1. Once uploaded, go to the folder where the content will be placed in the shell.

1. Click on Create Item.

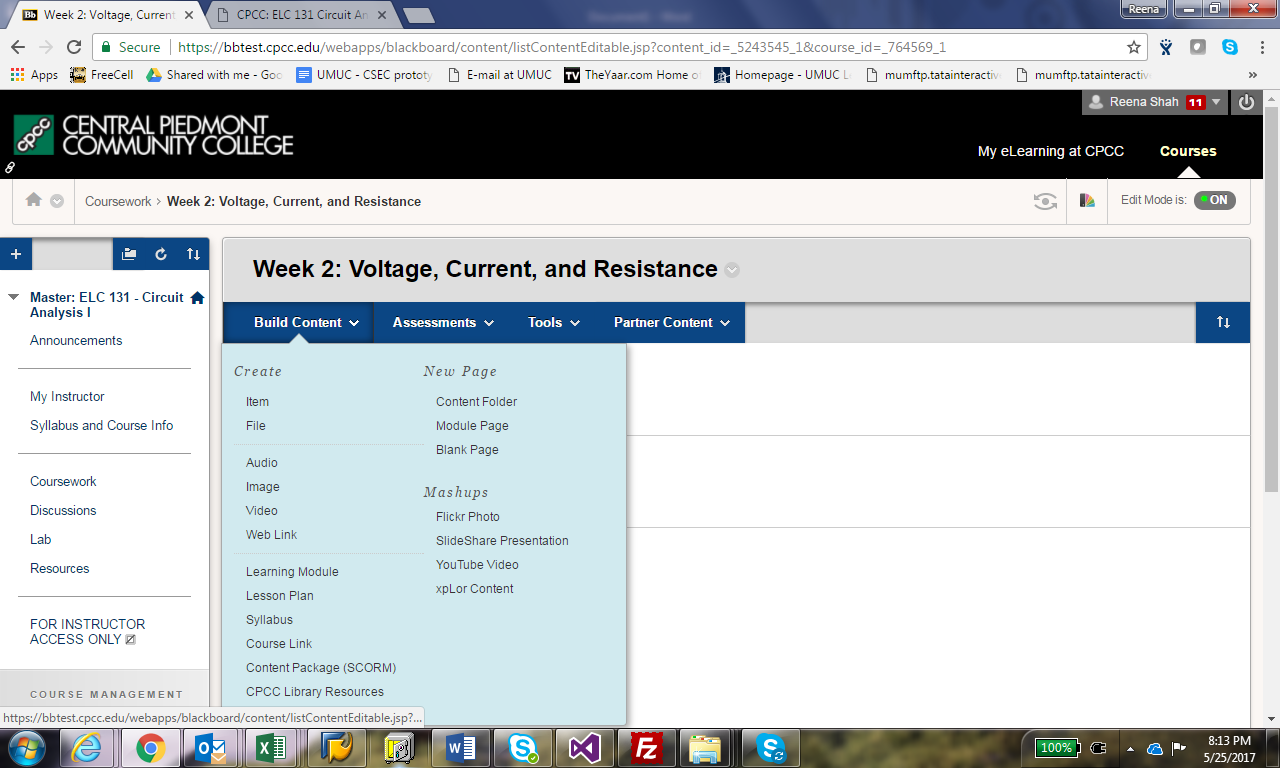


Figure Item Creation Menu

1. Create a name for your content item in the name and description area.

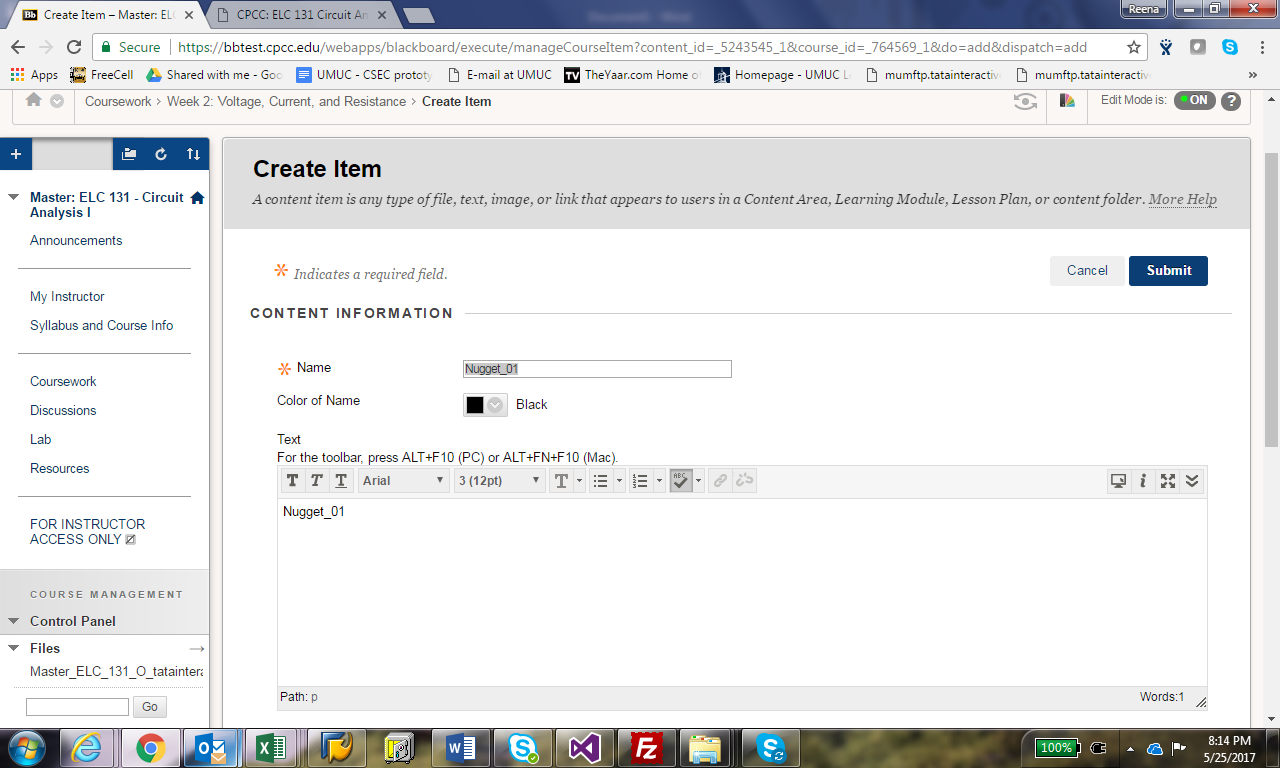


Figure Create Item Dialog Box

1. Scrolling below, click on Browse course and choose the folder where you placed the zip package.

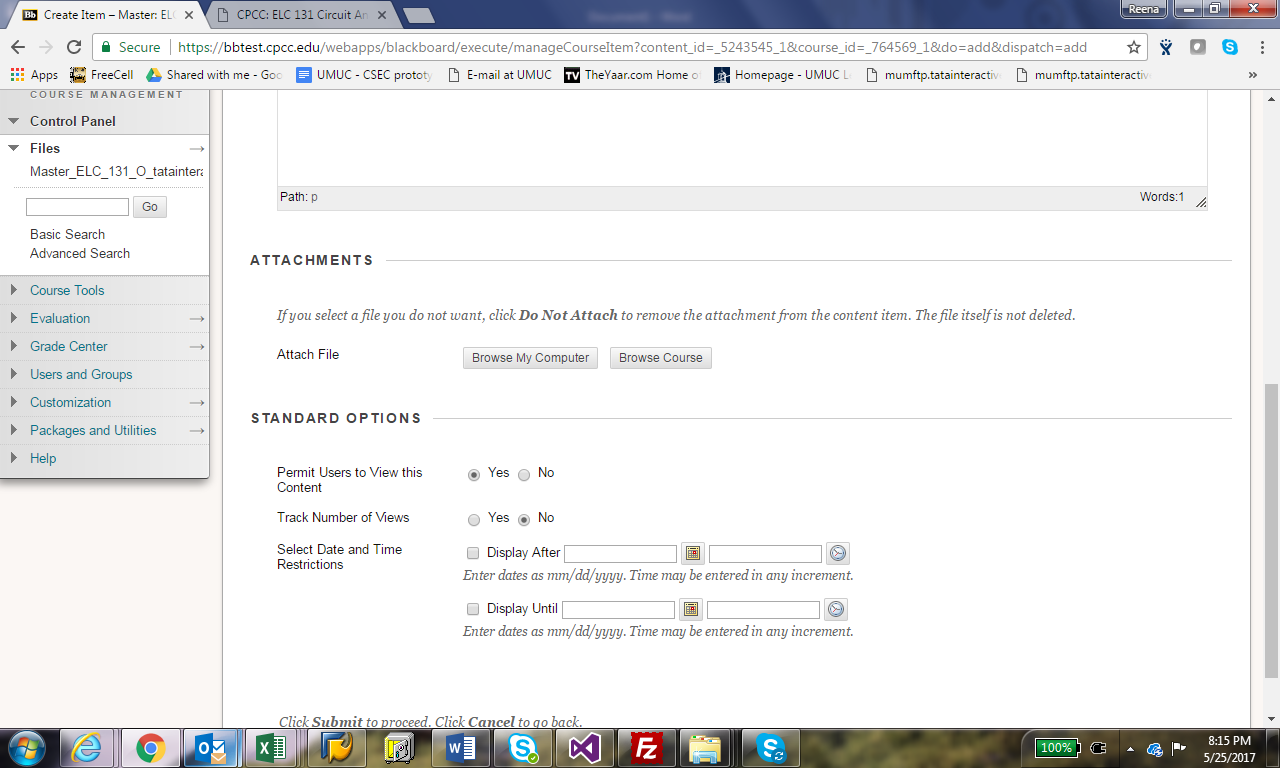


Figure Browse to Course Folder

1. Within the folder, you will see an Index.html file. This is to be selected by clicking on the check box on the left side of the file.
2. Once selected, click submit and test the content.