

CourseConnect Educator Startup Guide – Blackboard 9.1

revised Jul 2017 - SMN

Thank you for choosing Pearson as your online learning provider. This document provides instructions for the following activities:

- 1) Loading a CourseConnect course into Blackboard
- 2) Registering to view online content

If you need more assistance after reading this document, please contact the Pearson Support team at <https://support.pearson.com/getsupport/s/>.

Installing CourseConnect in Blackboard 9.1

You will need the following materials to complete this tutorial:

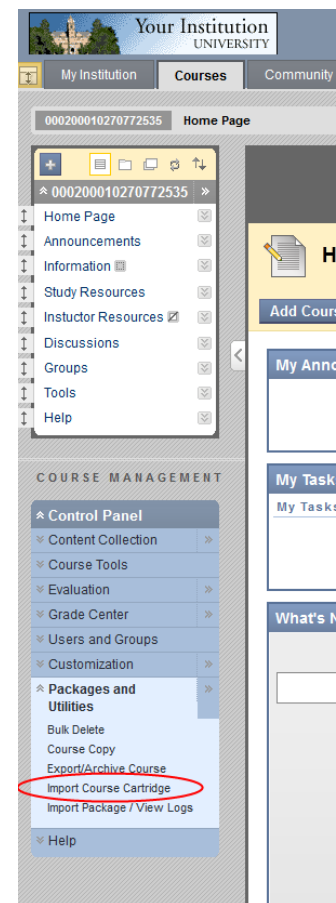
- 1) An empty course in Blackboard*
- 2) A Blackboard Download Key : this should have been provided by Pearson, via e-mail

**Users with Administrator accounts can include the Download Key when first creating a course shell, allowing them to skip the step of having an empty course available*

Complete the following steps to install your course:

First, log into Blackboard and enter the course where you wish to install content. In the left side navigation bar, click Control Panel → Packages and Utilities → Import Course Content. (See screenshot, to the right).

Enter your Download Key in the space provided and hit Submit. Blackboard will do the rest of the installation on your behalf. Depending on the size of your course and the speed of your Blackboard server, this installation is likely to take between 5 and 30 minutes.



Registering for CourseConnect Content Access

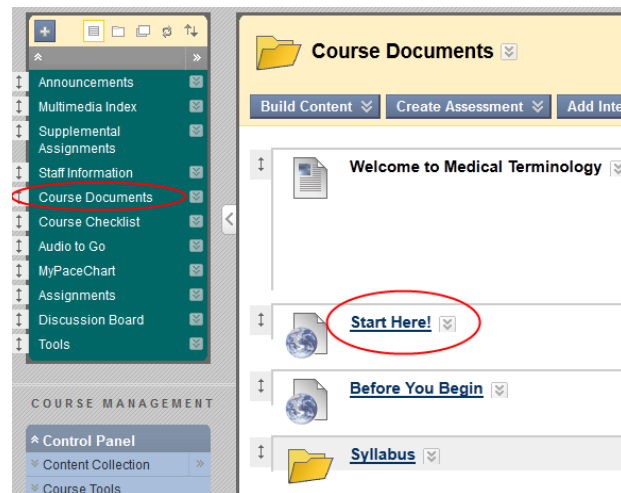
You will need the following materials to complete this tutorial:

- 1) A CourseConnect course that has been installed in Blackboard
- 2) An educator access code: this should have been provided by Pearson, via e-mail

Once the course is installed, you will be able to enter the course and view the content. However, several items within the course are access-protected by Pearson. You'll see a login prompt when you try to view this content. Protected content includes the Lesson Presentations, Media Index, and Instructor Resource Guide.

Take the following steps to register for your course material:

- 1) Log into your course and enter the Course Documents folder in the left-hand navigation.
- 2) Click on Start Here to get to the Pearson login screen (you can also get there by clicking any protected asset, such as a Lesson Presentation)
- 3) Click the Register button for educators
- 4) Read our Privacy Policy and End User License Agreement; click I Accept when you are ready to proceed
- 5) "Do you Have a Pearson Account?"
 - a. Click YES if you have used Pearson products before. You can enter your Pearson username and password in order to use that login with this product.
 - b. Click NO if you don't have a Pearson login or aren't sure. You'll be prompted to create a new username and password
- 6) Enter your access code at the bottom and click Next. If you get an error message when completing this step, make sure you typed your access code correctly. If the error persists, please note the full text of the error message and contact our educator support team
- 7) You'll be asked for your name, e-mail address, and the school where you teach; please fill out the form and hit Next
- 8) Click "Log in Now".



After you have successfully registered, you won't need to use your educator access code again. On future visits to the course, take the following steps to view all course content:

- 1) Enter the Blackboard course and click Start Here (or click on any protected course content) to bring up the Pearson login page
- 2) Enter your Pearson username and password as a "returning user" and click "login"