

SacCT e-Packs

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

WHAT ARE E-PACKS?

E-Packs are publisher-created digital content that is ready to use in SacCT. There are over 4,000 e-Packs available in more than 60 disciplines, from a long list of publishers, including Addison Wesley, Irwin/McGraw-Hill, Prentice Hall, and Thomson.

BENEFITS OF E-PACKS

E-Packs allow you to:

- Create your online course rapidly using professionally developed content that engages students and increases participation
- Improve student learning outcomes with varied assessments, practice exercises, self tests, interactive media, and other resources that appeal to various learning styles
- Facilitate access to the information for students with disabilities, because often the publisher will provide an electronic version of the textbook
- Save a great deal of time and effort in developing your own course materials, yet give you the flexibility to adapt the materials to suit the educational objectives and emphasis of your course.

ADOPTING AN E-PACK

The process of adopting an e-Pack gives you a great deal of flexibility as an instructor. E-Packs may be used independently of a textbook. You have the flexibility to add, reorder, or remove content as you wish to an e-Pack. One of the few restrictions is that you cannot adopt more than one e-Pack in the same course, however, if you do need e-Pack content from more than one course, they can be set up as separate SacCT courses, and your students can be enrolled in multiple courses.

An e-Pack may be used either to supplement course objectives, by adding to your personally developed course materials, or it may be used to develop a stand-alone course that is delivered completely online.

In comparison to other digital content available from a publisher, such as publisher websites and CD-ROMs, an e-Pack requires a few more steps to set up, but gives you much more flexibility as the instructor, to add, reorder, or remove content as needed. It also gives you and your students a consistent interface, and allows you to harness the power of SacCT, using features such as tracking your students' progress and limiting the starting and ending availability of course content items. In general, adopting an e-Pack allows you the freedom to choose content from any publisher, without concern for how the digital content is delivered, because you are in control of it.

COSTS ASSOCIATED WITH E-PACKS

There is no cost for an e-Pack to you as a faculty member, and depending upon the publisher and the course, there may or may not be a cost to the students. If there is a cost to students, this will be administered by requiring students to enter an access code to login to the course. If a student access code is required, you should inform the bookstore that you are using an e-Pack, so they can order from the publisher using the appropriate ISBN. If a student needs to purchase an access code separately, e.g., if the student purchased a used book, the cost for this student's access code is typically about \$15.

FINDING E-PACKS AVAILABLE FOR YOUR COURSE

Follow these steps to find e-Packs appropriate for your course's content. This will give you access to e-Packs available from a variety of publishers.

1. Go to the website http://www.blackboard.com/extend/Digital_Content/
2. Choose *Blackboard e-Packs*, then choose *Search the Catalog*.
3. You can search by discipline, author's name, or textbook name.

REQUESTING AN E-PACK FOR YOUR COURSE

You may request an e-Pack using these steps:

- 1) Go to the website http://www.blackboard.com/extend/Digital_Content/
- 2) Choose *Search the Catalog*, and search for the e-Pack you would like to adopt.
- 3) Choose *Request a Copy*, then choose *I would like to download and install the e-Pack on my institution's WebCT server*.
- 4) In the area marked **Designated Blackboard Contact Information**, enter *SacCT Support*, phone number *916-278-3370*, and *web-courses@csus.edu* as the Valid School Email Address.
- 5) In the area marked **Blackboard Learning System™ (Vista or CE License) Version**, select *Campus Edition 6* from the drop down menu.
- 6) Depending on availability, it typically takes 2 to 4 business days to receive download instructions for the course package. This is typically sent as an e-mail message to both the requesting faculty member and to the Sac State SacCT Administrator. The Sac State SacCT

Administrator can import the e-Pack into a new course, and notify you when it is ready for you to review.

WHAT TO DO AFTER AN E-PACK HAS BEEN IMPORTED FOR YOUR COURSE

- Peruse the course as a student (i.e., using the Student View), to determine which content you wish to re-order, add to, hide, or remove.
- Determine whether you wish to incorporate your own content into the e-Pack course, or offer the e-Pack course as a stand-alone course, separate from your own, that your students are also enrolled in. If the e-Pack course will be a stand-alone course, be sure to request that both courses be populated with students when you fill out a Course Status request.
- Be aware that publishers differ with respect to whether content is available directly within SacCT or whether links are provided within SacCT to content available on another website. Many publishers are transitioning away from a delivery model in which their digital content was available via their own website, and towards a delivery model in which their digital content is available directly within SacCT.
- Be aware that publishers differ with respect to whether quiz results and other evaluation results are recorded to the Grade Book. Some publishers' content allows students to complete these assignments on the publisher's own website. In this case, the student needs to know your email address, and the website sends you the student's results as an email message.

WHAT STUDENTS NEED TO KNOW ABOUT E-PACKS

Your students may need an access code. An access code is not the same as a SacLink account. It is a separate code that is obtained from a publisher; it consists of a long sequence of characters and numbers. It is available in one of three ways:

1. It may be bundled with a textbook, if you are adopting a textbook with companion e-Pack digital content.
2. Printed Access Code cards can also be ordered by your bookstore as a stand alone item, to be made available for students who purchase a used textbook.
3. Students may purchase an access code directly from the www.blackboard.com website. They need a credit card (Visa or Mastercard) and the code is sent in an email message to the address the student specifies.

If there is a need for an access code, the average cost of the access code is \$15 when purchased as a separate item. To simplify start-of-term administration, students may request a 15-day access code free of charge, which allows them to begin using the course content prior to purchasing an access code for the course. A 15-day access code may be requested by the student when s(he) logs in to the SacCT course.

If one of your students needs assistance with an access code and you are unable to resolve it, there are two support resources available to the student:

- Visit the Blackboard Student Access Code Help Center at:
<http://www.blackboard.com/support/epack/student.htm>
- Call Blackboard Support for e-Packs at 800-806-7396.