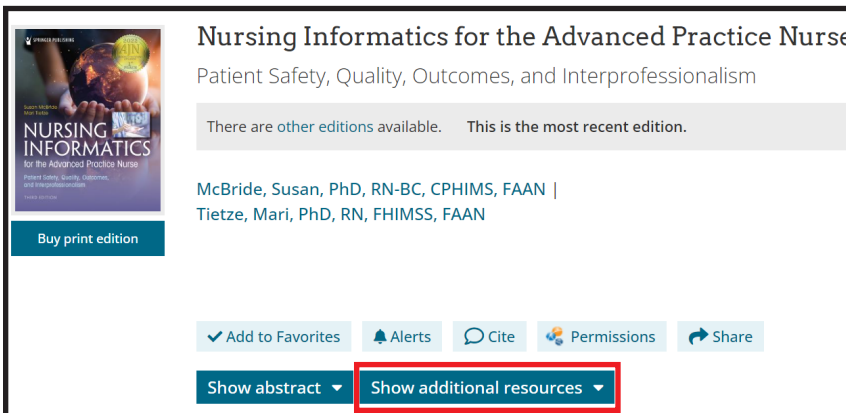


Common Cartridge Import Instructions for Canvas



Thank you for your adoption! Your textbook includes an instructor resource package with a variety of materials to support teaching and learning. Books vary, but this can include Instructor Manuals, Test banks, and Chapter PowerPoints. Select books also include preloaded assignments like chapter quizzes, individual/group activities, and discussion topics that can be easily published to students. Check your book on Springer Connect to see exactly what yours includes and then follow the steps below to import the cartridge into your Canvas LMS. Let's get started!

First, access your textbook on Springer Publishing Connect.



The screenshot shows the product page for "Nursing Informatics for the Advanced Practice Nurse: Patient Safety, Quality, Outcomes, and Interprofessionalism". It includes the book cover, authors (Susan McBride, PhD, RN-BC, CPHIMS, FAAN and Mari Tietze, PhD, RN, FHIMSS, FAAN), and a "Buy print edition" button. At the bottom, there are several interactive buttons: "Add to Favorites", "Alerts", "Cite", "Permissions", "Share", "Show abstract", and "Show additional resources". The "Show additional resources" button is highlighted with a red box.

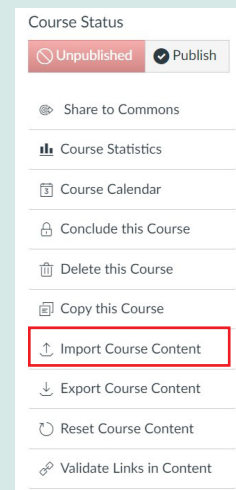
Click the **Show additional resources** tab and download the zip file titled **LMS Common Cartridge – All Instructor Resources**. Open the zip file and save the common cartridge file (.imscc) to your computer.

Now, log in to your Canvas account.

Open an existing course or create a new course.

In Course Navigation, click **Settings**.

On the next page, click **Import Course Content**.



The screenshot shows the "Course Status" section of the Canvas LMS settings page. It features a "Publish" button (checked) and an "Unpublished" button. Below this are several options: "Share to Commons", "Course Statistics", "Course Calendar", "Conclude this Course", "Delete this Course", "Copy this Course", "Import Course Content" (highlighted with a red box), "Export Course Content", "Reset Course Content", and "Validate Links in Content".

Common Cartridge Import Instructions for Canvas

Select file and content.

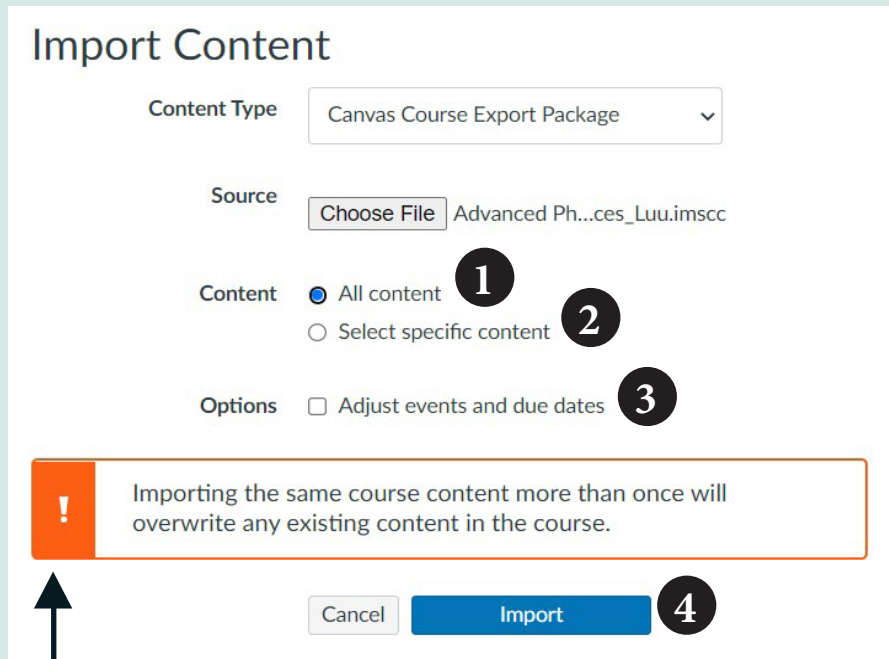
In the Content Type drop-down menu, select **Canvas Course Export Package** and click **Choose File**. Browse for the **.imsc** file that you saved to your computer and click **Open**.

Click **All Content** (1) or choose to import selected content, click **Select Specific Content** (2).

Note: After you begin the import, your selection cannot be changed.

Leave **Adjust Events and Due Dates** blank to modify due dates associated with preloaded assignments. (3)

Click **Import**. (4)



The screenshot shows the 'Import Content' form in Canvas. It includes a 'Content Type' dropdown set to 'Canvas Course Export Package', a 'Source' field with a 'Choose File' button and the filename 'Advanced Ph...ces_Luu.imsc', and 'Content' options: 'All content' (selected, 1) and 'Select specific content' (2). There is also an 'Options' section with 'Adjust events and due dates' (3). A warning message states: 'Importing the same course content more than once will overwrite any existing content in the course.' At the bottom are 'Cancel' and 'Import' buttons (4).

Note: If you import a cartridge more than once, it will overwrite any changes you made to that content within the course, such as modifications to the question bank.

The Current Jobs section displays the status of your import.

If you selected to import all content, the status will show as **Completed** (1). If you chose to select specific content to import, it will show as **Waiting for Select**, click **Select Content** (2).

Current Jobs				
Canvas Common Cartridge	...rs+Resources_Luu.imsc	Sep 7 at 7:10am	Completed	1
Canvas Common Cartridge	...rs+Resources_Luu.imsc	Sep 7 at 6:53am	Waiting for Selection	2

When the status is **Complete**, view the cartridge content in **Modules, Files, Assignments, and Discussions** (as applicable; varies by textbook).