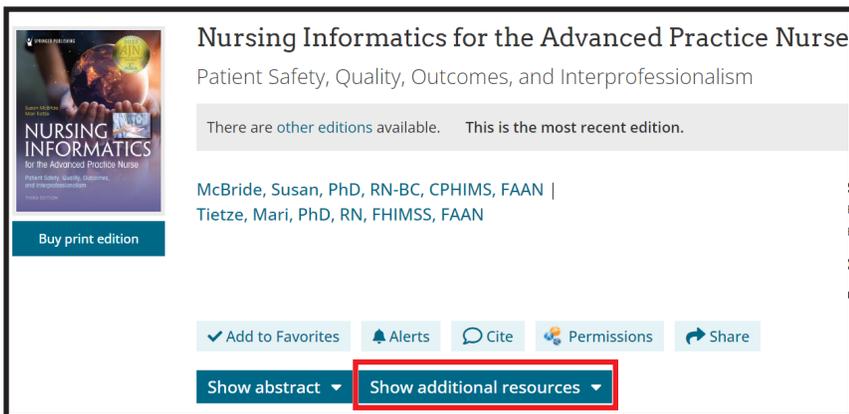


Common Cartridge Import Instructions for Moodle



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!

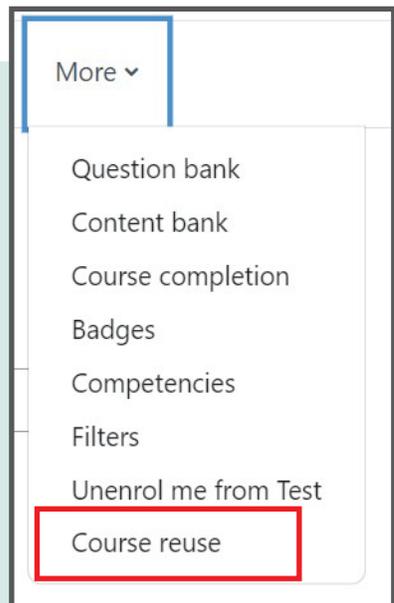
First, access your textbook on Springer Publishing Connect.



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 and Mari Tietze), 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 (.imsc) to your computer.



The screenshot shows the "More" dropdown menu in Moodle. The menu items are: Question bank, Content bank, Course completion, Badges, Competencies, Filters, Unenrol me from Test, and Course reuse. The "Course reuse" option is highlighted with a red box.

Now, log in to your Moodle account.

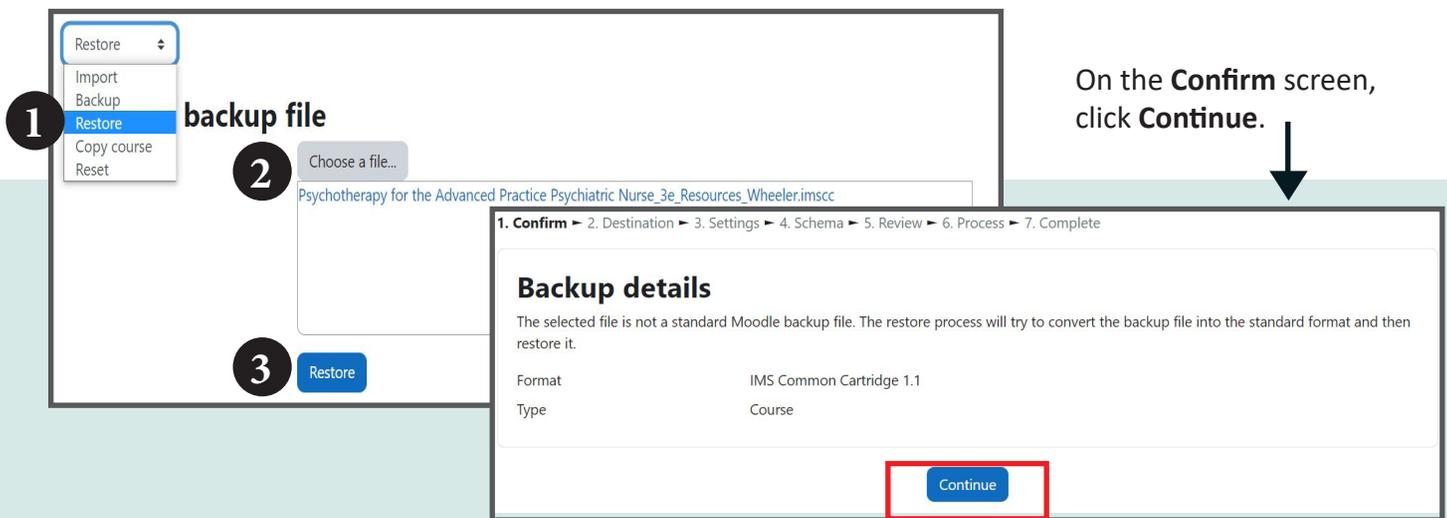
Open an existing course or create a new course.

Click on the **More** tab and select **Course Reuse**.

Common Cartridge Import Instructions for Moodle

Restore.

On the next page, select **Restore (1)** from the dropdown on the left. Click **Choose File (2)** and select the common cartridge (.imsc) file that you saved to your computer. When the file name appears in the box, click **Restore (3)**.

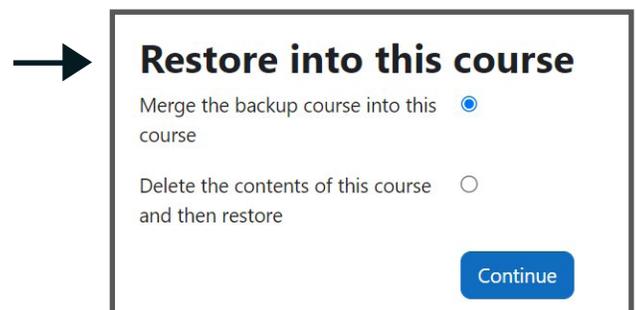


The image shows two screenshots from the Moodle interface. The first screenshot shows a dropdown menu with 'Restore' selected (labeled 1), a 'Choose a file...' button (labeled 2), and a file name 'Psychotherapy for the Advanced Practice Psychiatric Nurse_3e_Resources_Wheeler.imsc' entered in the text box. A 'Restore' button (labeled 3) is at the bottom. The second screenshot shows the 'Confirm' screen with a breadcrumb trail: '1. Confirm > 2. Destination > 3. Settings > 4. Schema > 5. Review > 6. Process > 7. Complete'. The title is 'Backup details'. Below the title, it says: 'The selected file is not a standard Moodle backup file. The restore process will try to convert the backup file into the standard format and then restore it.' A table shows 'Format' as 'IMS Common Cartridge 1.1' and 'Type' as 'Course'. A 'Continue' button is highlighted with a red box. An arrow points from the 'Continue' button in the first screenshot to the 'Continue' button in the second screenshot, with the text 'On the Confirm screen, click Continue.'

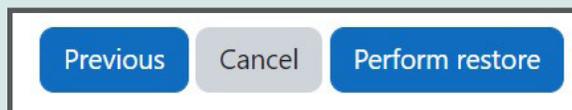
On the **Destination** screen, scroll to the second box, titled **Restore Into This Course**. Select **Merge the Backup Course Into This Course** and click **Continue**.

The **Settings** screen includes the full list of default restore settings; review and click **Next**.

The **Schema** screen provides the course settings for all cartridge content. Retain default settings (recommended) or adjust according to your preferences. Click **Next**.



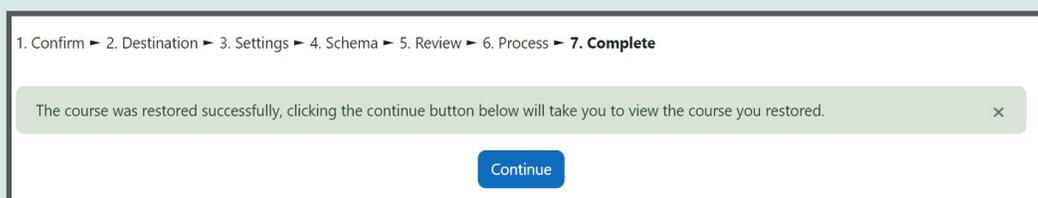
The image shows the 'Restore into this course' screen. It has a title 'Restore into this course'. Below the title, there are two radio button options: 'Merge the backup course into this course' (which is selected) and 'Delete the contents of this course and then restore'. A 'Continue' button is at the bottom right.



The image shows three buttons: 'Previous', 'Cancel', and 'Perform restore'. The 'Perform restore' button is highlighted with a blue background.

On the **Review** screen, confirm selected restore and course settings, then click **Perform Restore** to import the content.

On the **Complete** screen, you will see a message indicating that the course was restored successfully. Click **Continue** to review, modify, and assign the content within your course.



The image shows the 'Complete' screen with a breadcrumb trail: '1. Confirm > 2. Destination > 3. Settings > 4. Schema > 5. Review > 6. Process > 7. Complete'. A green message box says: 'The course was restored successfully, clicking the continue button below will take you to view the course you restored.' A 'Continue' button is at the bottom.

Note: Based on LMS functionality, some content types or settings may not be supported.

Cartridge Import Questions? Visit docs.moodle.org or contact your LMS administrator.

Other Questions? Email cs@springerpub.com.