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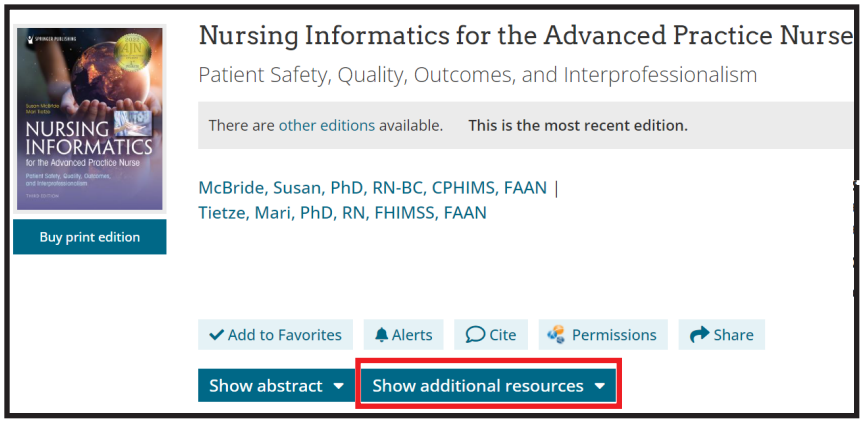
Common Cartridge Import Instructions for Moodle

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.

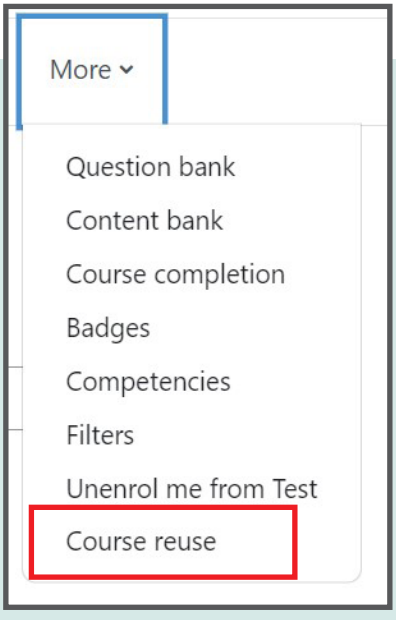


Click the **Show additional resources** tab and download the zip file titled **LMS Common Cartridge – All Instructor Resources**. Open the zip file and save the common cartridge file (.imscc) to your computer.

Now, log in to your Moodle account.

Open an existing course or create a new course.

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



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.

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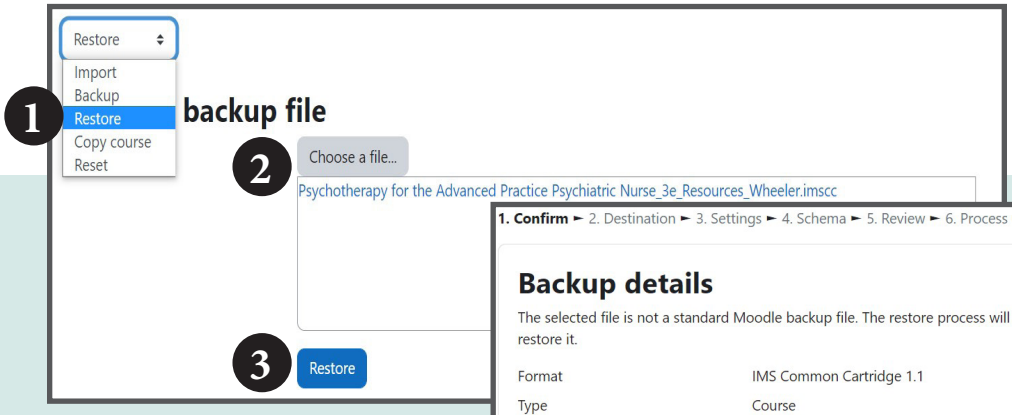
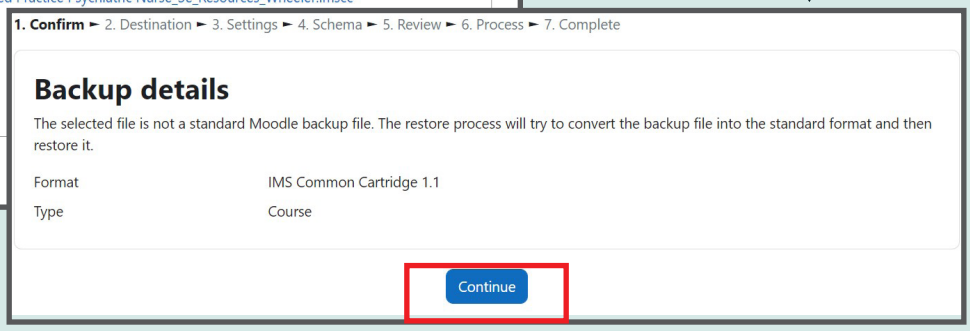
Restore.

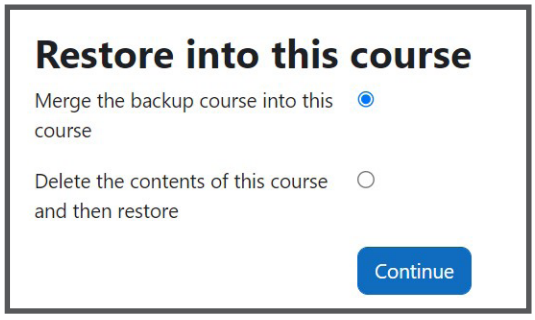
On the next page, select **Restore (1)** from the dropdown on the left. Click **Choose File (2)** and select the common cartridge (.imscc) file that you saved to your computer. When the file name appears in the box, click **Restore (3)**.



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**.

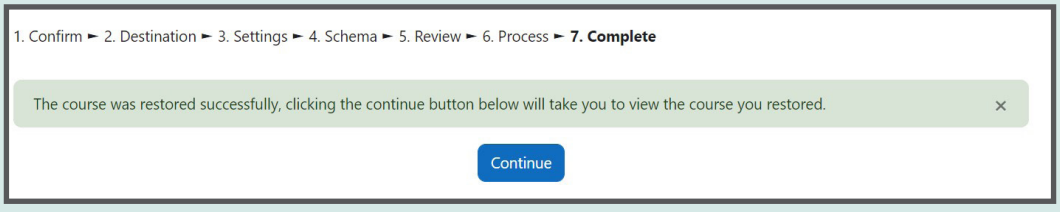


The **Settings** screen includes the full list of default restore settings; review and click **Next**.

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

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.



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