

# Common Cartridge Implementation with Canvas

## Common Cartridge

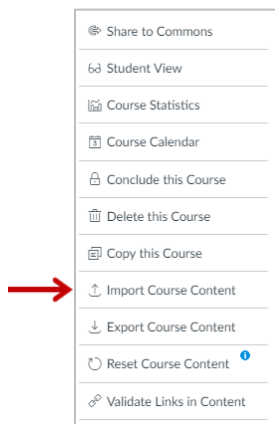
The common cartridge (.imscc file) and integration pdf was sent to you through our ticket system. Please save those to your computer for ease of access.

## Canvas

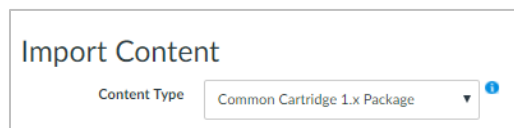
1. Log into your Canvas account.
2. Create a new course or open a course you wish to import content into.
3. Select *Settings*.



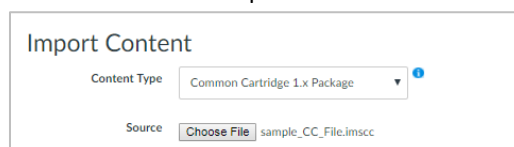
4. Select, *Import Course Content*.



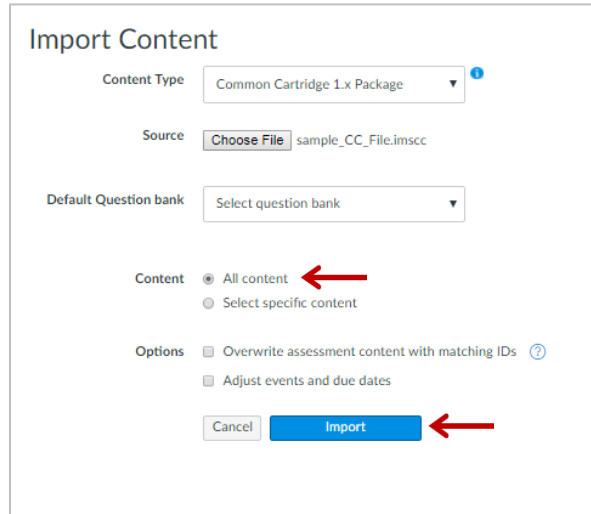
5. Select the Content Type to upload, select *Common Cartridge 1.x Package*.



6. Select *Choose File* to upload the common cartridge (.imscc) file that was sent.



7. Under Content, select *All Content* and then select *Import*.



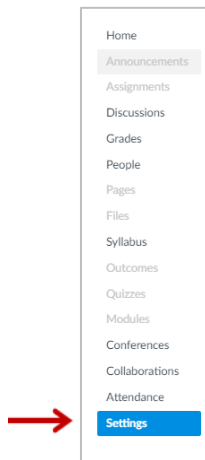
8. Your cartridge will now start uploading and should look similar to the image below.

Current Jobs				
Common Cartridge	...7_ccl_111_sample.imsc	Aug 25 at 2:42pm	Running	

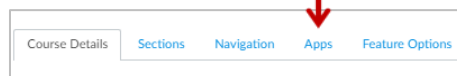
9. Once it has uploaded, it will look similar to the image below. Don't worry about the issue, as the next steps will explain how to fix it.

Current Jobs				
Common Cartridge	...7_ccl_111_sample.imsc	Aug 25 at 2:42pm	Completed	1 issues

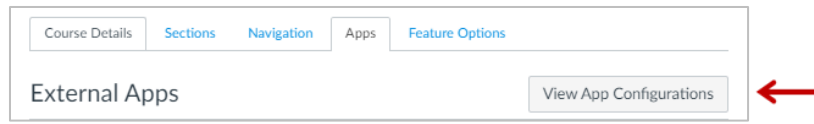
10. Select, *Settings*.



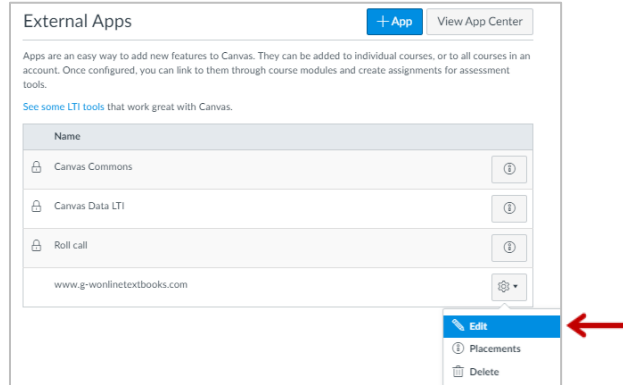
11. Select, *Apps*



12. Select, *View App Configurations*. (Note: Steps 12 – 21 describe how to set up the G-W app at the course level. If you are a Canvas Admin, you will likely want to add the app at the site level and delete the course level app.)



13. Select the *gear* icon that corresponds to the [www.g-wonlinetextbooks.com](http://www.g-wonlinetextbooks.com) app and then select *Edit*.



14. Find and open the Integration PDF that you received from G-W.

15. The Consumer Key should be number 2 on the PDF. Copy the key and paste it under *Consumer Key*. Make sure there are no spaces at the front or at the end.

Edit App

Name  
www.g-wonlinetextbooks.com

Consumer Key  
lti\_sample\_school

16. The Shared Secret should be number 2 on the PDF. Copy the secret and paste it under *Shared Secret*. Make sure there are no spaces at the front or at the end.

Edit App

Name  
www.g-wonlinetextbooks.com

Consumer Key  
lti\_sample\_school

Shared Secret  
FAKEKEY

17. The Launch URL should be number 1 on the PDF. Copy and paste it under *Launch URL*.

Edit App

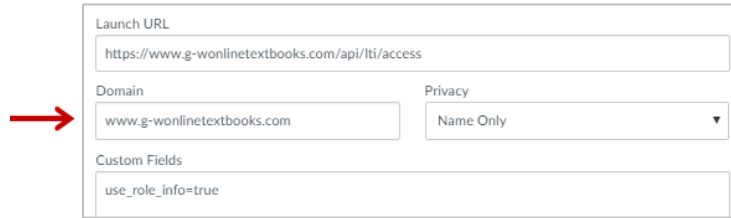
Name  
www.g-wonlinetextbooks.com

Consumer Key  
lti\_sample\_school

Shared Secret  
FAKEKEY

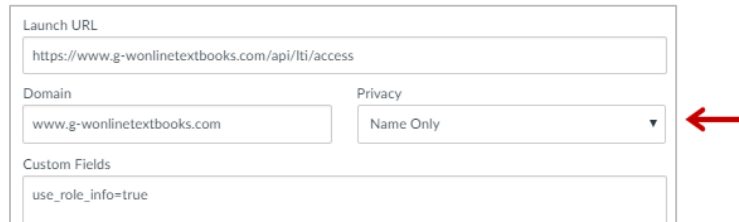
Launch URL  
https://www.g-wonlinetextbooks.com/api/lti/access

18. Leave the Domain as is.



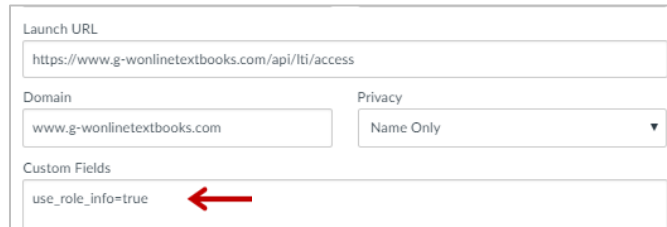
A screenshot of a form with three sections: 'Launch URL' containing 'https://www.g-wonlinetextbooks.com/api/lti/access', 'Domain' containing 'www.g-wonlinetextbooks.com', and 'Privacy' containing a dropdown menu with 'Name Only' selected. Below these is a 'Custom Fields' section with 'use\_role\_info=true'. A red arrow points to the Domain input field.

19. Privacy can be set to either Public or Name Only.



A screenshot of the same form as in step 18. A red arrow points to the 'Privacy' dropdown menu, which is currently set to 'Name Only'.

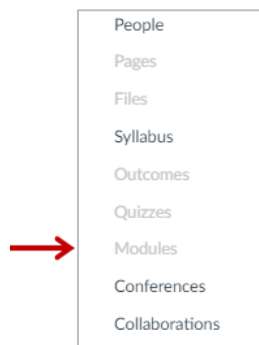
20. Custom Fields should be number 3 on the PDF. Copy the custom parameter and paste it under *Custom Fields*.



A screenshot of the same form. A red arrow points to the 'Custom Fields' text area, which contains the text 'use\_role\_info=true'.

21. Select, *Submit*.

22. Select, *Modules* to view the imported content..

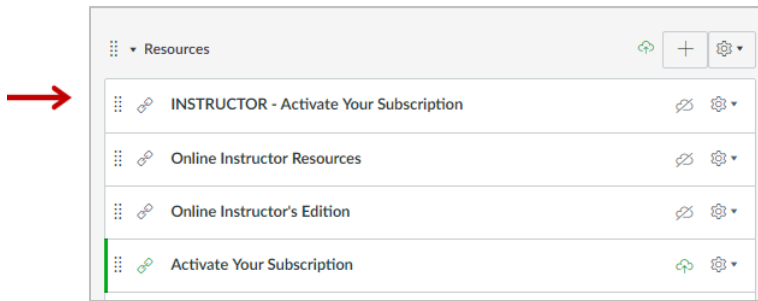


A screenshot of a vertical menu with the following items: People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, and Collaborations. A red arrow points to the 'Modules' option.

## Content Activation

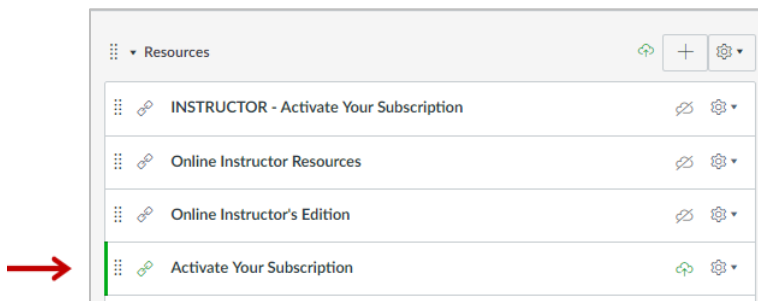
### 1) Instructor Activation

Instructors must click on the “INSTRUCTOR – Activate Your Subscription” link to gain access to the content. When the cartridge is imported, this link will import hidden from the students. This link is programmed to allow a specific number of activations (matching the number of instructors listed in the contract). Please advise each instructor to *only click this link once*. Note: Instructors should not click on the student activation link, as it will count against the total number of student activations.



## 2) Student Activation

Students must click on the “Activate Your Subscription” link within the course to gain access to the content. These links are programmed to allow a specific number of activations (matching the number of students listed in the contract). Please advise each student to *only click this link once*. We recommend hiding this link from students after the initial enrollment period is over.



## Support

For Common Cartridge or LTI support, please contact: [implementation@g-w.com](mailto:implementation@g-w.com) or 800.323.0440