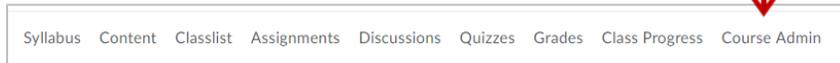# Common Cartridge Implementation with D2L
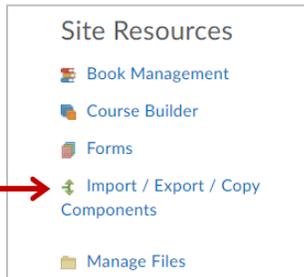
Common Cartridge

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.
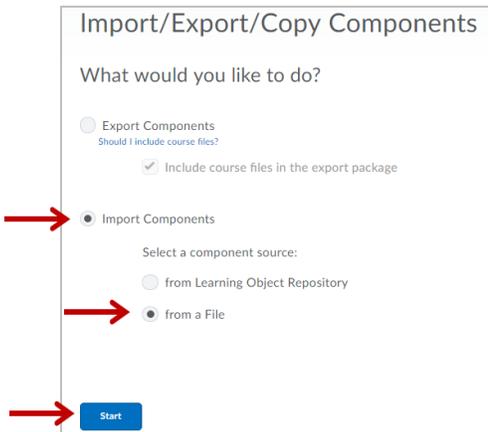
D2L

1. Log into your D2L account.

2. Create a new course or open a course you wish to import content into.
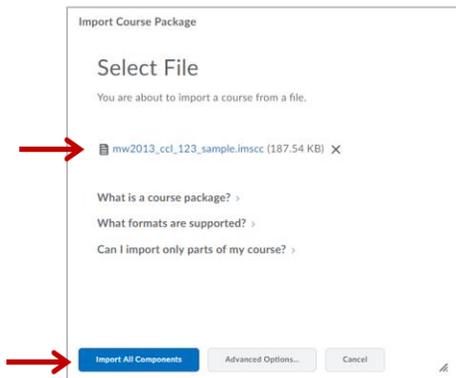
3. Select *Course Admin.*

Syllabus	Content	Classlist	Assignments	Discussions	Quizzes	Grades	Class Progress	Course Admin

4. Select, *Import/Export/Copy Components.*

   Site Resources
   - Book Management
   - Course Builder
   - Forms
   - Import / Export / Copy Components
   - Manage Files

5. Select *Import Components*, and also *from a File* and then select *Start*.

   Import/Export/Copy Components

   What would you like to do?

   - Export Components
     Should I include course files?
     ☑ Include course files in the export package
   - ● Import Components
     Select a component source:
   - ○ from Learning Object Repository
     - ● from a File

   Start

6. Select *Upload* to upload the common cartridge (.imscc) file that was sent. And then select *Import All Components*.

   Import Course Package

   Select File
   You are about to import a course from a file.

   📄 mw2013_ccl_123_sample.imscc (187.54 KB) ✕

   What is a course package? ›
   What formats are supported? ›
   Can I import only parts of my course? ›

   Import All Components   Advanced Options...   Cancel

7. Your cartridge will now start uploading and should look similar to the image below.
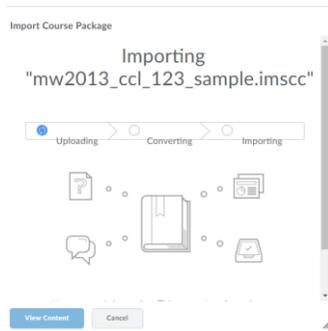
8. Once it has uploaded, it will look similar to the image below. Select *View Content*.
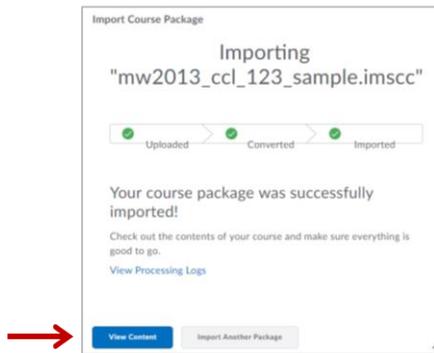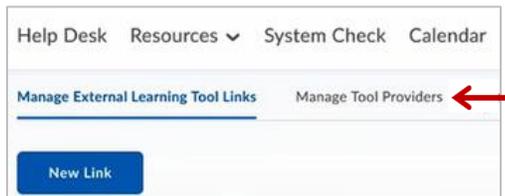

Setting Up the External Learning Tool in D2L

1. Below are the steps described how to set up the External Learning Tool at the admin level.

2. Select the gear in the upper right hand corner

3. Select *Manage Tool Providers*

4. Select New Tool Provider

5. Fill in the *Launch Point (launch URL)* and the *Secret* from the G-W provided integration PDF. Then, select the checkbox for Use custom tool consumer information instead of default.

New Tool Provider

Tool Provider Settings

Launch Point *

Secret

Tool consumer information

☑ Use custom tool consumer information instead of default

6. Fill in the Key from the G-W provided integration PDF. Give the tool a name. Suggestion: Goodheart-Willcox or G-W.

Key

Name

7. Fill in description; if desired. Contact email can be implementation@g-w.com; if desired. Check Allow users to use this tool provider.

Description

Contact Email

Visibility

☑ Allow users to use this tool provider

8. Security Settings we suggest to check:

- Send tool consumer information to tool provider

- Send context information to tool provider

- Send LTI user ID and LTI role list to tool provider

- Send user name to tool provider

- Send system role to tool provider

- Send link title to tool provider

- Send link description to tool provider

Security Settings

These settings define the available options for all LTI Links in the system. If you disable an option, it will remove the option for all LTI Links.

- ✔ Allow sending tool consumer information to tool provider
- ✔ Allow sending context information to tool provider
- ✔ Allow sending course information to tool provider
- ✔ Allow sending user ID to tool provider
- ✔ Allow sending user name to tool provider
- ☐ Allow sending user email to tool provider
- ☐ Allow sending system username to tool provider
- ☐ Allow sending system Org Defined ID to tool provider
- ✔ Allow sending system role to tool provider
- ✔ Allow sending link title to tool provider
- ✔ Allow sending link description to tool provider

Save and Close   Save   Cancel

9. Make sure the correct Org Unit is selected. If possible be specific as possible by selecting Add Org Units.

10. Select Save and Close

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 or 800.323.0440