

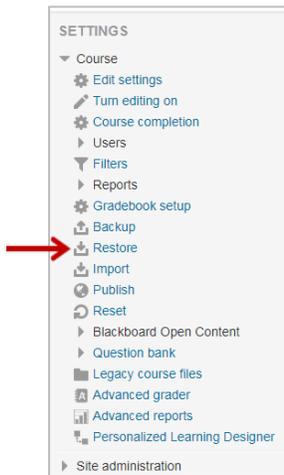
## Common Cartridge Implementation with Moodle

### Common Cartridge

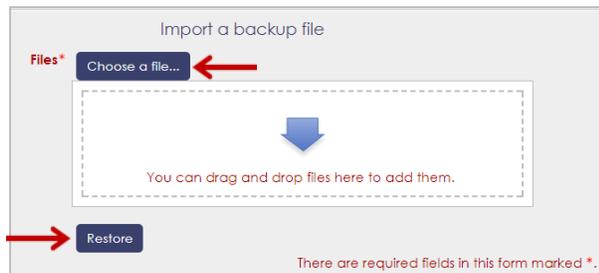
The common cartridge (.imsc file) and integration pdf was sent to you through our ticket system. Please save those to your computer for ease of access.

### Moodle

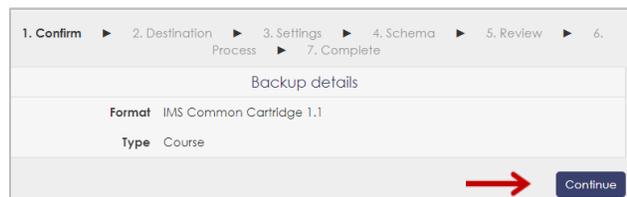
1. Log into your Moodle account.
2. Create a new course or open a course you wish to import content into.
3. Under *Settings*, select *Restore*.



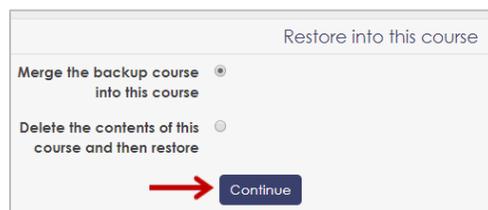
4. Select *Choose File* to upload the common cartridge (.imsc) file that was sent. And then select *Restore*.



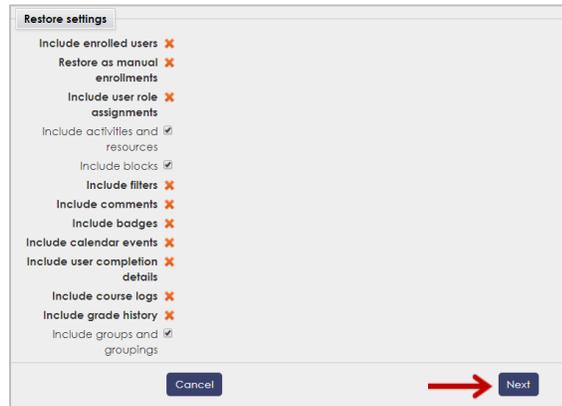
5. Select *Continue*.



6. Scroll down to *Restore into this Course*, and then select *Continue*.



7. Select, *Next*.



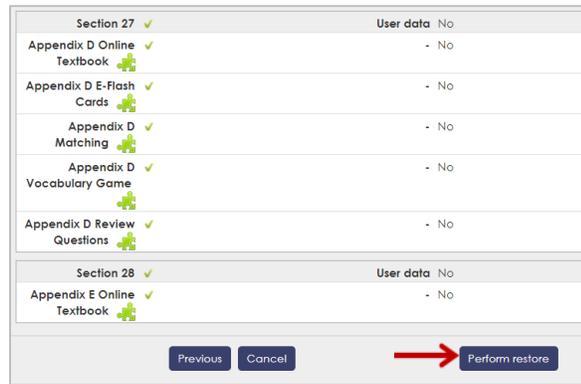
The 'Restore settings' dialog box contains the following options:

- Include enrolled users
- Restore as manual enrollments
- Include user role assignments
- Include activities and resources
- Include blocks
- Include filters
- Include comments
- Include badges
- Include calendar events
- Include user completion details
- Include course logs
- Include grade history
- Include groups and groupings

Buttons: Cancel, Next (indicated by a red arrow).

8. Select, *Next*.

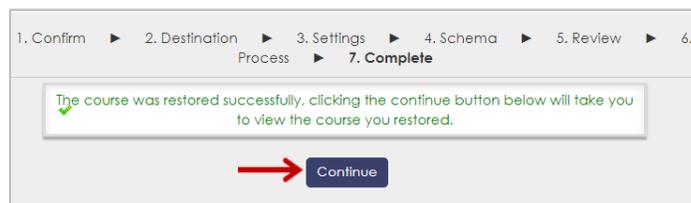
9. Select, *Perform restore*.



| Section                       | User data |
|-------------------------------|-----------|
| Section 27 ✓                  | No        |
| Appendix D Online Textbook ✓  | - No      |
| Appendix D E-Flash Cards ✓    | - No      |
| Appendix D Matching ✓         | - No      |
| Appendix D Vocabulary Game ✓  | - No      |
| Appendix D Review Questions ✓ | - No      |
| Section 28 ✓                  | No        |
| Appendix E Online Textbook ✓  | - No      |

Buttons: Previous, Cancel, Perform restore (indicated by a red arrow).

10. Select *Continue*.



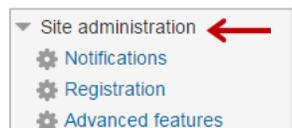
1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

The course was restored successfully, clicking the continue button below will take you to view the course you restored.

Continue (indicated by a red arrow).

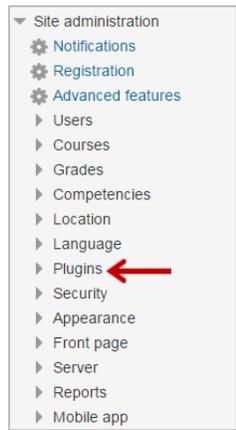
## LTI Tool Configuration

1. Select *Site Administration*

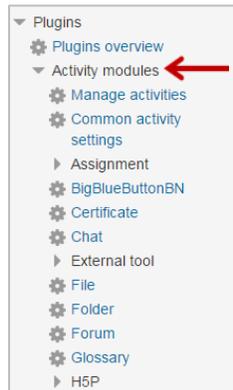


- Site administration (indicated by a red arrow)
- Notifications
- Registration
- Advanced features

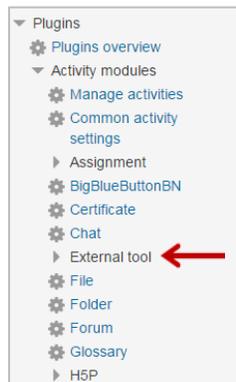
2. Select *Plugins*



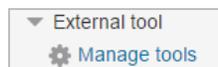
3. Select *Activity Module*



4. Select *External Tool or LTI* (depends on versions)



5. Select *Manage Tools*



6. Type in the tool name. (Suggested: G-W or Goodheart-Willcox) Then copy the Launch URL from the G-W provided integration PDF and paste it in the Tool URL field.

**External tool configuration**

▼ Tool settings

Tool name\* ⓘ

Tool URL\* ⓘ

- Copy the Consumer key, Shared secret, and Custom parameters from the G-W provided integration PDF and paste into the corresponding fields. Leave Default launch container to Embed, without blocks.

Consumer key  

Shared secret   
[Click to enter text](#) 

Custom parameters  

Default launch container   
Embed, without blocks 

- Make sure to change Share launcher's email with tool to Never and Accept grades from the tool to Never.

Privacy

Share launcher's name with tool   
Delegate to teacher

Share launcher's email with tool   
Never 

Accept grades from the tool   
Never 

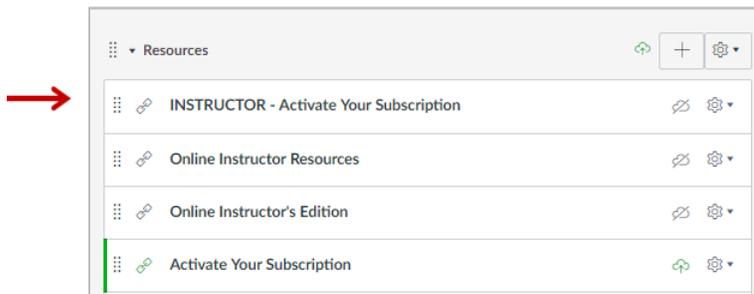
- Select *Save Changes*.

Save changes Cancel

## Content Activation

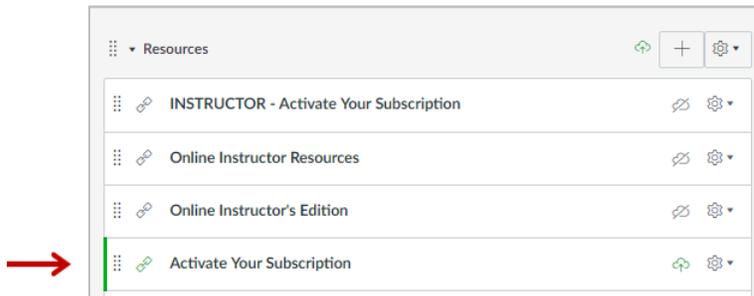
### 1) Instructor Activation

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