

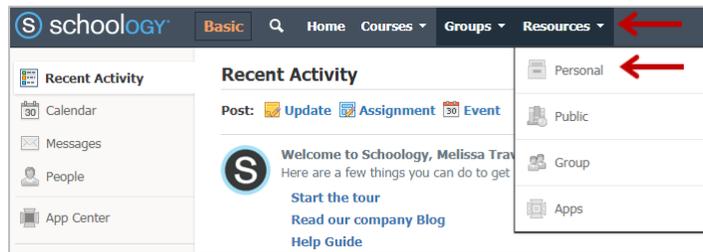
Common Cartridge Implementation with Schoology

Common Cartridge

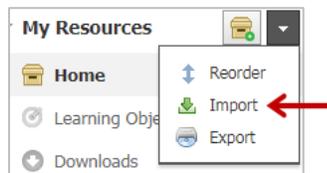
The common cartridge (.imsc file) and integration pdf was sent to you through our ticket system. Please save those to your computer for ease of access.

Importing Common Cartridge into Schoology

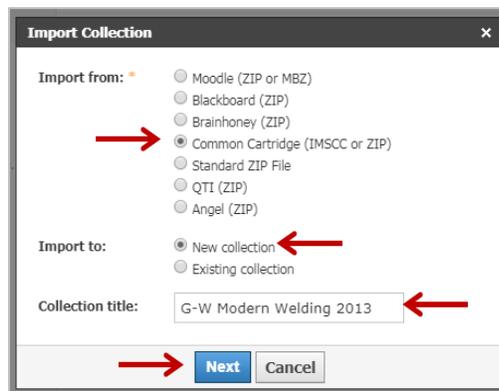
1. Log into your Schoology account.
2. Select *Resources* and then select *Personal*.



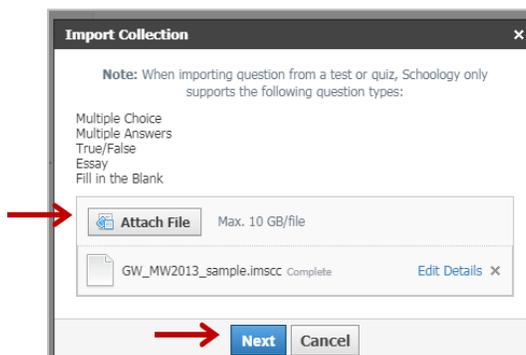
3. Select *Import*.



4. Select *Common Cartridge (IMSC or ZIP)*, select *New Collection* and give the collection a title. Select *Next*.



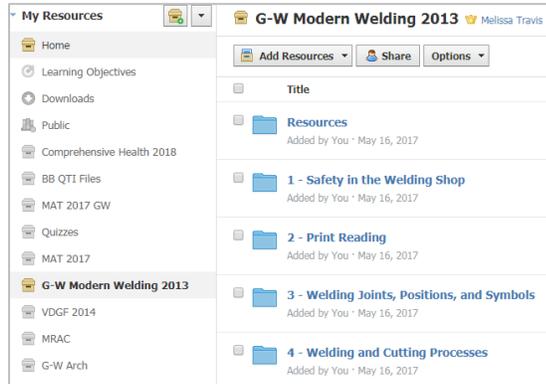
5. Select *Attach File*, to upload the common cartridge (IMSC) file that was sent, and then select *Next*.



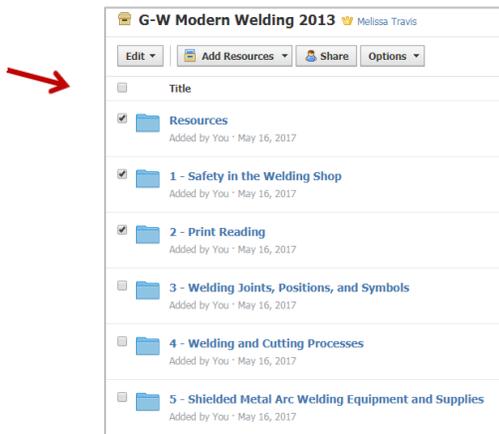
6. Your cartridge will now start uploading and should look similar to the image below. Depending on the size of the file, the import process may take some time.

Your files are currently being transferred into Schoology. You can access a list of your transferred files from your [Transfer History](#) area

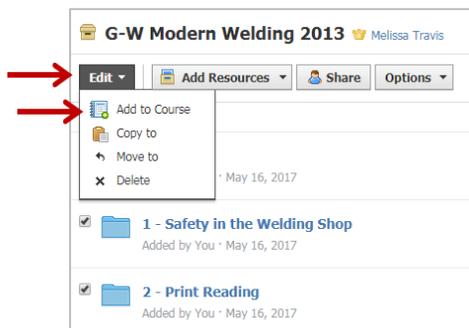
7. Once file is loaded you will be able to find your resource folder and see folders with the content.



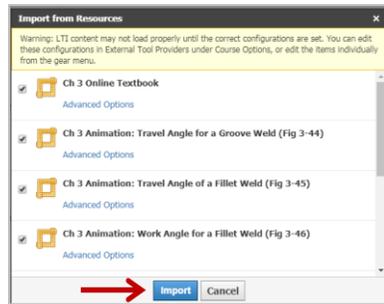
8. Select the content you want added to your course. You can select all or just select specific chapters.



9. Next you will want to select *Edit* then select *Add to Course*.

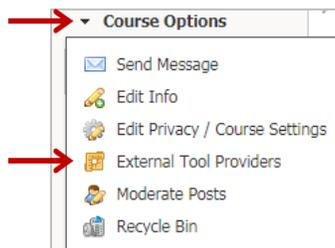


10. Select your course, and then select *Import*.



Setting Up External Tool in Schoology

1. Go to your course.
2. Steps 3- 7 describe how to set up the External tool at the course level. If you are a Schoology Administrator, you will likely want to add the external tool at the site level directions for that can be found here: <https://www.g-w.com/faq/schoology-external-tool.aspx>
3. Select *Course Options*, and then select *External Tool Providers*.



4. Select the *External Tools* tab.



5. Then select *Add External Tool Provider* button.



6. Find and open the Integration PDF that you received from G-W.
7. Enter the desired *Tool Name*. We suggest G-W, Goodheart-Willcox Publisher, or G-W Online Textbooks. Fill in the *Consumer Key*, *Shared Secret*, *Domain/URL*, and *Custom Parameters* fields using the information provided in the Integration PDF. The *Privacy*, *Configuration Type*, and *Match By* settings can be left with their default values. Then select *Submit*.

Add External Tool Provider [X]

Tool Name:

Consumer Key:

Shared Secret:

Privacy: Send Name and Email/Username of user who laun ▼

Configuration Type: Manual ▼

Match By: Domain ▼

Domain/URL:

Custom Parameters:

One key value pair per line (e.g. key=value)

Configuring LTI Links in Schoology

1. In order for the LTI links to work, they must be associated with the appropriate Tool Provider. You will need to adjust **every resource** you intend students to use. To adjust a link, click on the corresponding Gear icon and select *Edit*.
2. From the *Tool Provider* drop-down, select the name of the G-W tool you previously configured. Note: If there is not a G-W tool provider, please see the first section of this document about Setting Up an External Tool.
3. Select *Save Changes*. Repeat these steps to associate all LTI links with the appropriate Tool Provider.

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