Loading Common Cartridge Content into Schoology

1. Login to your Schoology account: https://app.schoology.com/login

2. Click "Courses" in the top navigation bar



3. If you have an existing course that you would like to update, select that course, then skip ahead to step 5. Otherwise, click "Create New Course"



4. Enter your course details and click "Create"

Create Course		×
	You must fill in the fields marked with *	ć
Course Name: *	Sports & Entertainment Marketing	1
Section Name: *	Section 1	.6
Subject Area: *	Other 🗸	
Level: *	9 - 12 Remove	
	Create Cancel	

5. On the following page, click "Resources" in the top menu



6. In the "My Resources" section, Click the small down arrow, and select "Import" from the dropdown menu

choology [.]	UPGRADE COURSES	GROUPS	RESOURCES
Search Personal Public	 My Resources Home Learning Objectives Downloads Public 	Reorder Import Export	Add Res

7. In the Import Collection pop-up, select "Common Cartridge". You can either import the content to an existing collection, or create a new one depending on your course setup preferences. Click "Next"

Import Collection		×
Import from: *	\bigcirc Moodle (ZIP or MBZ)	
	O Blackboard (ZIP)	
	O Brainhoney (ZIP)	
	Common Cartridge (IMSCC or ZIP)	
	\odot Standard ZIP File	
	O QTI (ZIP)	
	○ Angel (ZIP)	
Import to:	New collection	
	\bigcirc Existing collection	
Collection title:	ERC	
	Next Cancel	

8. Click "Attach File" then select the .imscc (Common Cartridge) file that you downloaded previously. Click "Next". The upload may take a few minutes. Click "Next" again when the upload is complete.

Note. W	supports the following question types:	
Multiple C Multiple A True/Fals Essay Fill in the	Choice Inswers e Blank	thi
🚮 At	tach File Max. 10 GB/file	
th so	e-business-of-sports-and-entertainment-education-re × urce-center-export.imscc Uploading	

9.If you would like to have the course imported as Web content, check "Select All" then click "Convert", otherwise click "Skip & Import"

imported your folde imported	into Schoology as Web Content. If you prefer not to conver ers, click the "Skip & Import" button and your files will be as regular files and folders instead.
🗹 Sel	ect All
+ 🗸 🚞	Unit 1: Overview
+ 🗸 🚞	course_settings.xml
+ 🗸 🚞	Lesson 1.1 Assignment
+ 🗸 🚞	Lesson 1.1 Classroom Activity
+ 🗸 🚞	Lesson 1.1 Classroom Activity - Answer Key
+ 🗸 🚞	Lesson 1.1 Internet Activity
+ 🗸 🚞	Lesson 1.1 Student Notes

10. You will receive an email once the transfer is complete. If you click "Transfer History", you can also see your transfer status which will show as pending until it is completed.

noology [.]	UPGRADE	COURSES	GROUPS	RESOURCES		<u> </u>
Q		Yo	ur files are current	ly being transferred into S	choology. You can access a lis	st of your transferred files from your Transfer History area
Jan <u>or</u>	SNADE	COURSES	GROUPS R	BUUNCES		
Account						
Account S	ettings	Notifications	Privacy Setting	s Transfer History	Recycle Bin	
Transfers						Status
the- zip Pend	business-of	f-sports-and-er	ntertainment-ec	lucation-resource-cent	er-export.imscc	Pending
Sam	nle Quiz					

11. To access your transfer history, click your username right corner of the top navigation, then click "Settings"



12. Click the "Transfer History" tab.

Account				
Account Settings	Notifications	Privacy Settings	Transfer History	Recycle Bin
Transfers				

13. You should see the list of file transfers and their statuses. The transfer will show as "completed" when the file transfer is done.



14. To access the content, click "Courses" in the top navigation. Then select the course to which you imported the content.

(S) schoology	COURSES GROUPS	RESOURCES	MORE :
Courses			
Sports & Entertainme Section 1 Homeschool	ent Marketing		

15. Click the arrow next to Unit 1 to see the contents of that unit.



COURSES	GROUPS	RESOURCES	
Sports Homescho	& Ente	ertainment Marketing: Section 1 🛙	
T A	dd Materials 👻	Options -	All Materials 🔻 🚽
~	Unit 1: Histor	y and Evolution of SEM	☆ ~
	🛃 Unit 1: Ov	verview	\$\$ v
	Lesson 1.	1 - PPT Slides-Genesis of SEM.ppt.zip 399 KB	公 ~
	🛃 Lesson 1.	1 Student Notes	☆ ~
	🖪 Lesson 1.	1 Classroom Activity	☆ ~
	🛃 Lesson 1.	1 Classroom Activity - Answer Key	☆ -
	🛃 Lesson 1.	1 Assignment	☆ -
	🛃 Lesson 1.	1 Internet Activity	☆~
	🗈 Lesson 1.	2 - PPT - Industry Growth.ppt.zip 11 MB	☆ -
	🛃 Lesson 1.	2 Student Notes	\$.~

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