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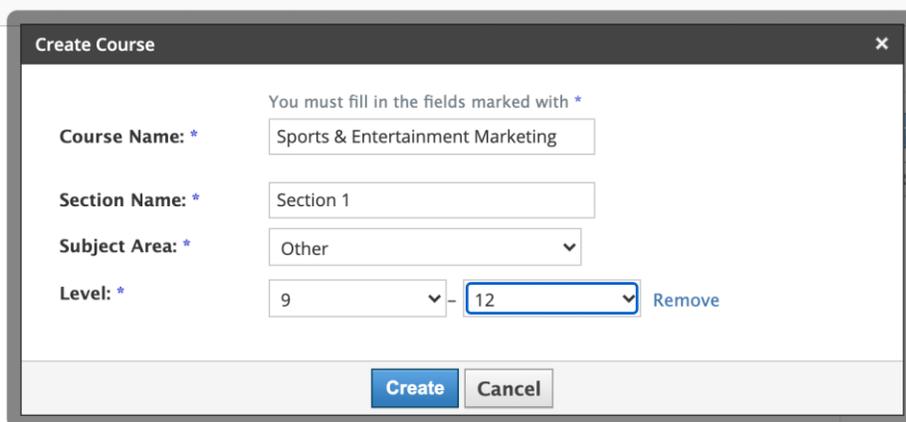
5. On the following page, click "Resources" in the top menu

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

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"
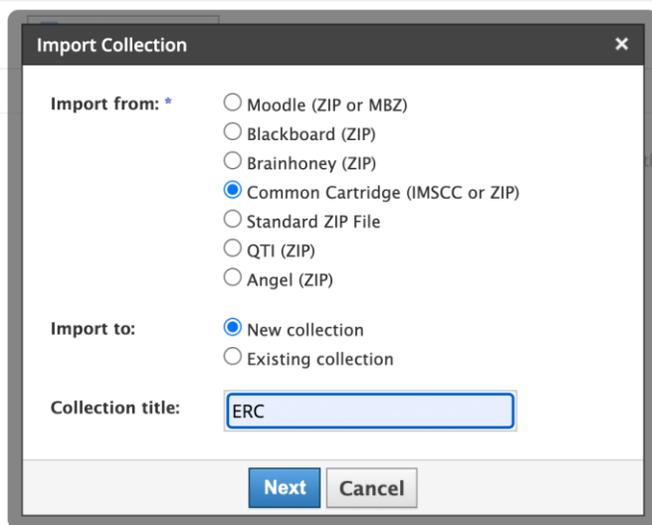
8. Click "Attach File" then select the .imscc (Common Cartridge) file that you downloaded previously. Click "Next". The upload may take a few minutes. Click "Next" again when the upload is complete.
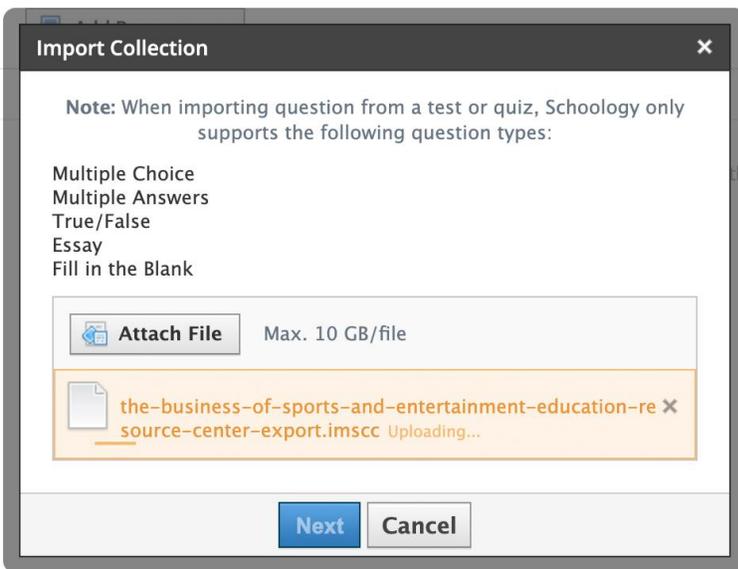
9.If you would like to have the course imported as Web content, check "Select All" then click "Convert", otherwise click "Skip & Import"
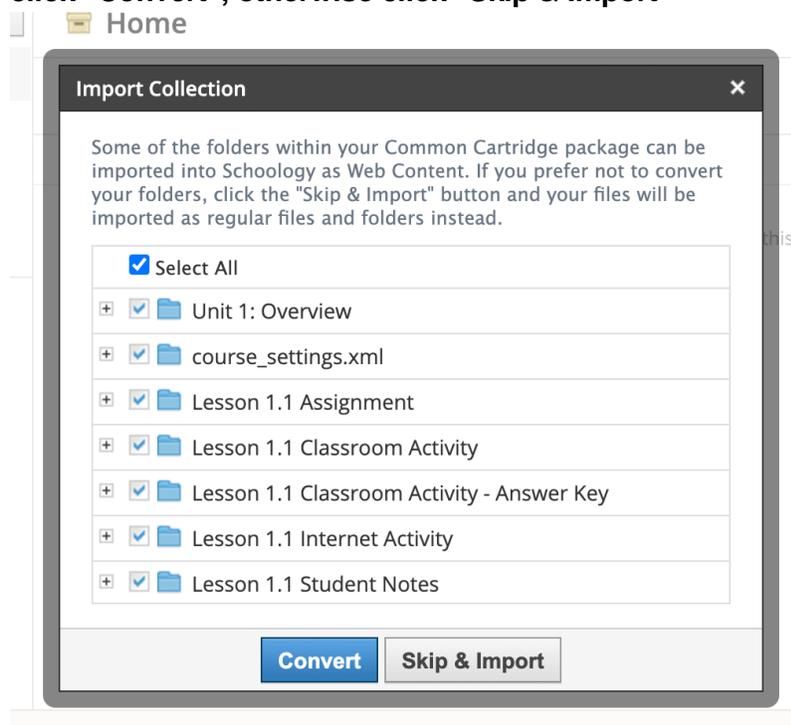
10. You will receive an email once the transfer is complete. If you click "Transfer History", you can also see your transfer status which will show as pending until it is completed.
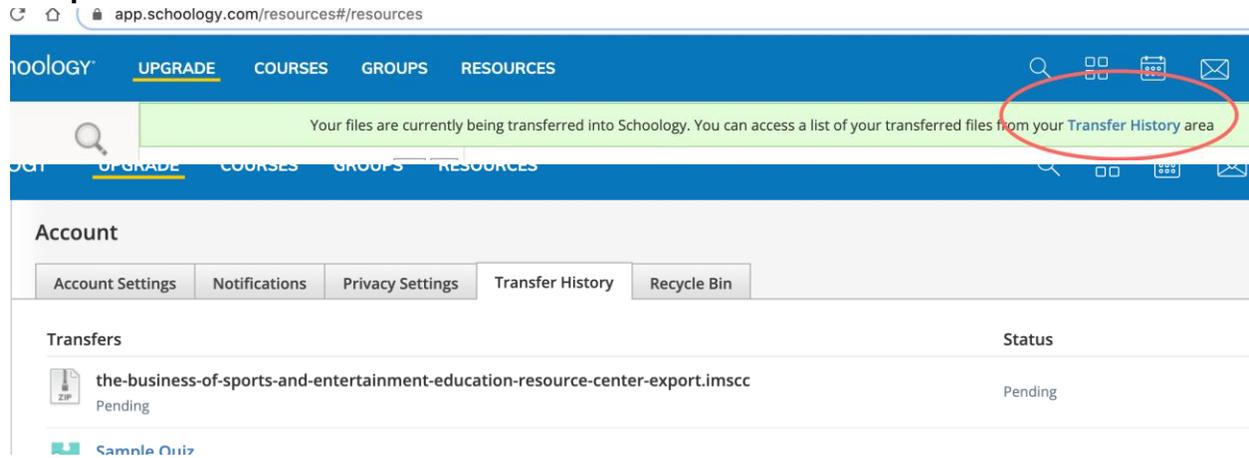
11. To access your transfer history, click your username right corner of the top navigation, then click "Settings"
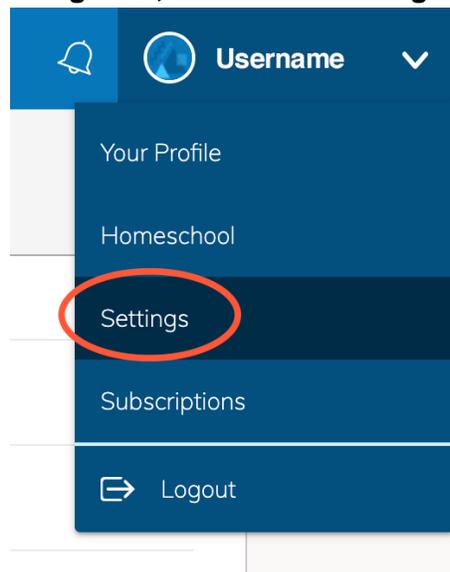
12. Click the "Transfer History" tab.
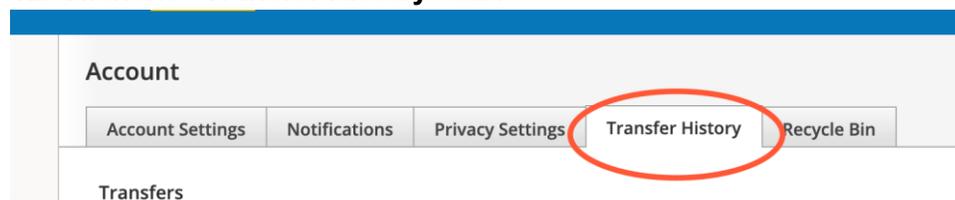
13. You should see the list of file transfers and their statuses. The transfer will show as "completed" when the file transfer is done.

ERC
Complete · Common Cartridge (IMSCC or ZIP) · Aug 14, 2020 at 1:53pm

Complete

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

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Courses

Sports & Entertainment Marketing
Section 1
Homeschool

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

COURSES   GROUPS   RESOURCES

Sports & Entertainment Marketing: Section 1
Homeschool

Add Materials ▾   Options ▾

All Materials ▾

> Unit 1: History and Evolution of SEM   ✿▾

Sports & Entertainment Marketing: Section 1

Homeschool

Add Materials ▾   Options ▾

All Materials ▾

∨ 📁 **Unit 1: History and Evolution of SEM**   ⚙▾

🖼 **Unit 1: Overview**   ⚙▾

📄 **Lesson 1.1 - PPT Slides-Genesis of SEM.ppt.zip** 399 KB   ⚙▾

🖼 **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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