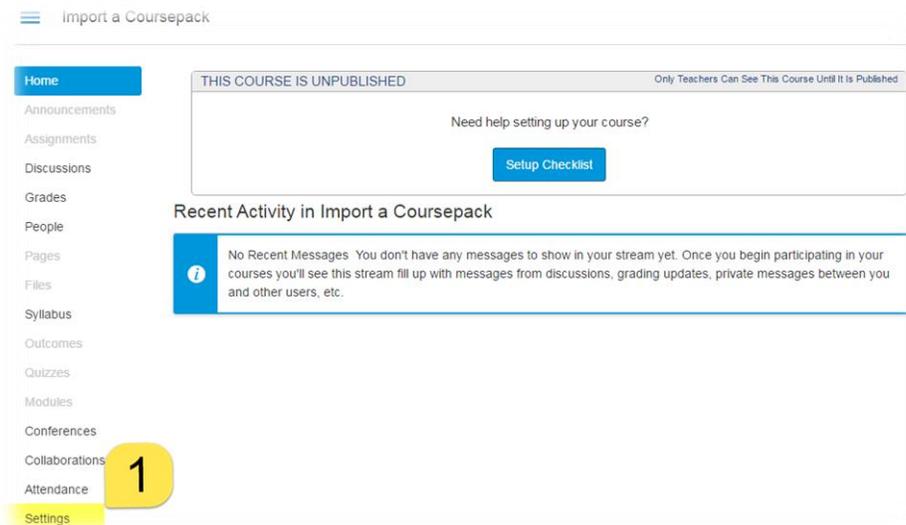


# How to Import SAGE Coursepacks: Canvas

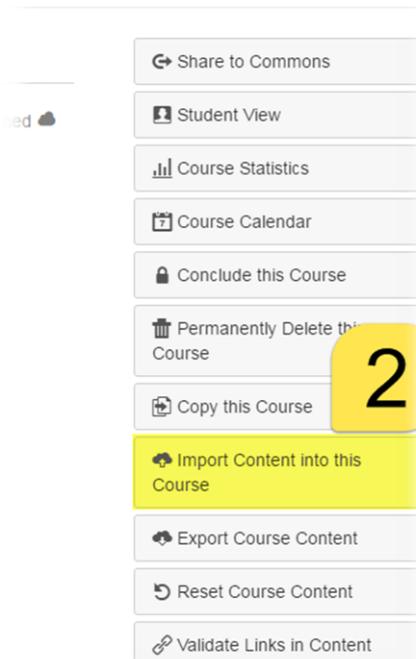
## How to Import a SAGE Coursepack into Your LMS

With the SAGE Publishing Coursepack file on your computer, navigate to the course you'd like to add the Coursepack to. Look to the bottom left-hand side of the screen and follow these steps:

1. Click on “Settings” on the bottom left-hand side of your screen.



2. On the far right-hand side, click “Import Content into this Course”.



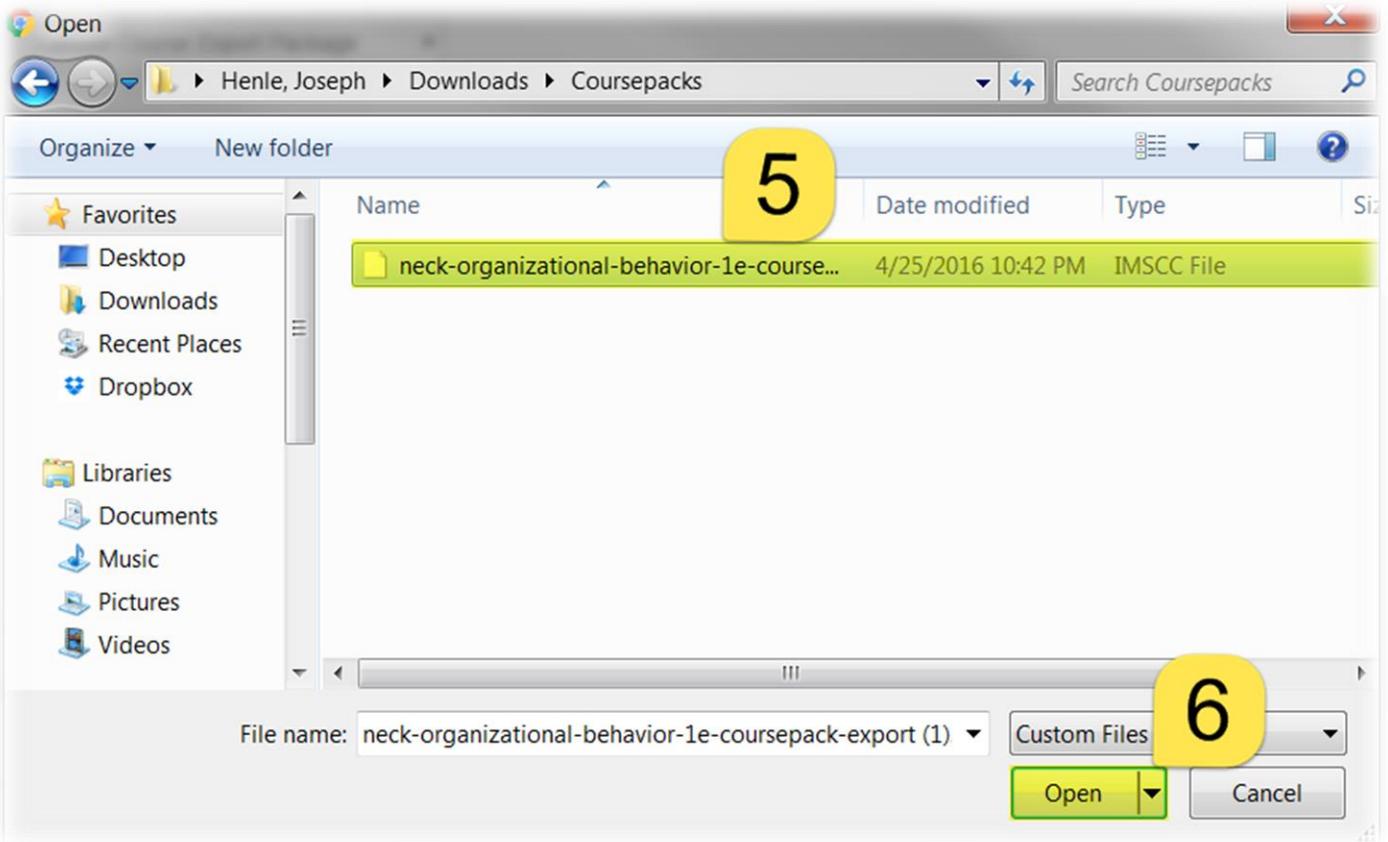
3. Under “Content Type”, select “Canvas Course Export Package”.

The screenshot shows the 'Import Content' form in a web application. On the left is a navigation menu with items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, and Quizzes. The main heading is 'Import Content'. Below it, there is a 'Content Type' dropdown menu with a yellow highlight box around the label and a yellow circle with the number '3' next to it. The dropdown is open, showing a list of options: 'Select One', 'Copy a Canvas Course', 'Canvas Course Export Package' (highlighted in green), 'Unzip .zip file into folder', 'Angel export .zip format', 'Blackboard 6/7/8/9 export .zip file', 'Blackboard Vista/CE, WebCT 6+ Course', 'Common Cartridge 1.x Package', 'D2L export .zip format', 'Moodle 1.9/2.x', and 'QTI .zip file'. Below the dropdown is a 'Current Jobs' section with the text 'No jobs have been queued'.

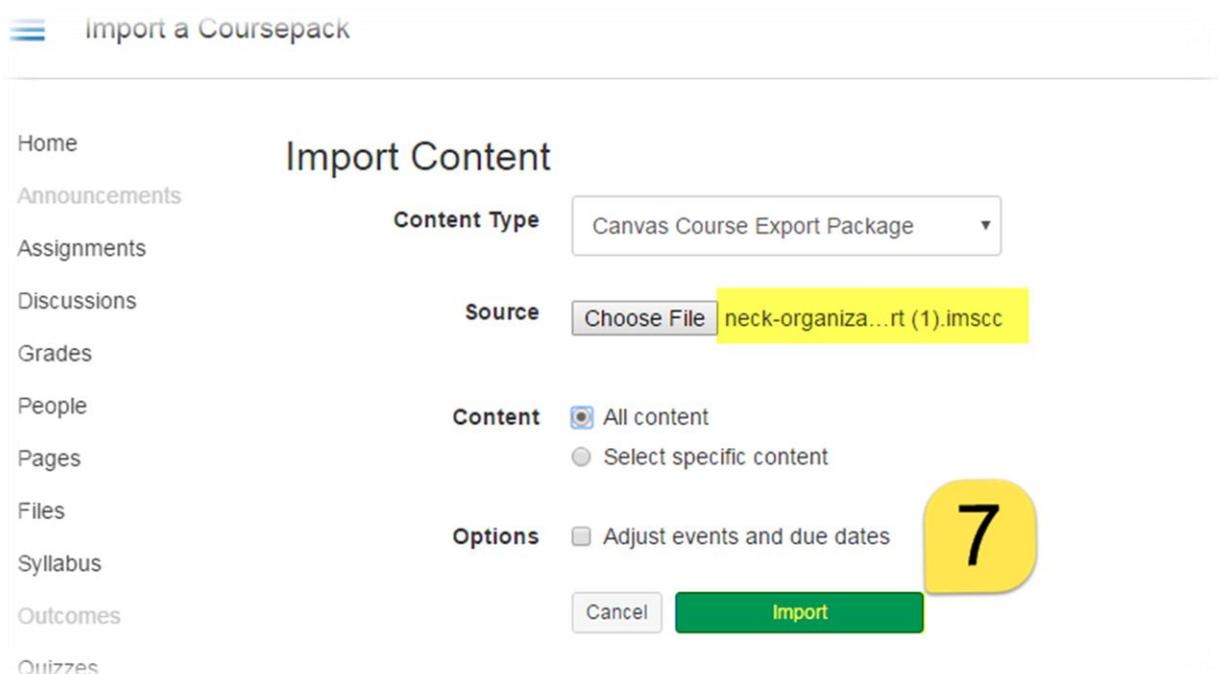
4. Click “Choose File”.

The screenshot shows the 'Import Content' form with the 'Content Type' dropdown set to 'Canvas Course Export Package'. A yellow circle with the number '4' is placed over the dropdown. Below it, the 'Source' section has a yellow highlight box around the 'Choose File' button and the text 'No file chosen'. The 'Content' section has two radio buttons: 'All content' (selected) and 'Select specific content'. The 'Options' section has a checkbox for 'Adjust events and due dates' which is unchecked. At the bottom are 'Cancel' and 'Import' buttons.

5. Navigate to the Coursepack file on your computer, then select it. **Important: Be sure to un-Zip the file you download from the SAGE Instructor Resources website.** The file that you will import into Canvas is the .imsc file that is contained within the Zip file.
6. Click “Open”.



7. Click “Import”.



- a. You'll see a progress monitor letting you know the process is running and when it's complete.

### Import Content

Content Type

### Current Jobs

Canvas Common Cartridge ...k-export+%281%29.imsc Apr 26 at 11:38pm Running

### Import Content

Content Type

### Current Jobs

Canvas Common Cartridge ...k-export+%281%29.imsc Apr 26 at 11:38pm Completed

## Student Resources, Instructor Resources, and Textbook Information

Once you've completed the import process, you will have access to all Student Resources, Instructor Resources, and Textbook Information. You'll find a module for Instructor Resources at the top that is not published, so your students won't see it. Below that is a module for Textbook Information, and below that are modules for all chapters of Student Resources. Each module contains multiple pages that you can view from the Pages link.

## Assessments

To find the quizzes that were loaded into your course, click on the "Quizzes" link on the far left-hand side of your course. You can publish any of the quizzes for your student to see and take by clicking the small cloud that is in line with that particular quiz. You also have

the ability to create or edit quizzes as well as reuse any of the questions by added them from their respective Question Bank.

☰ Import a Coursepack > Quizzes

The screenshot shows the 'Quizzes' management page. On the left is a navigation menu with 'Quizzes' highlighted. At the top right, there is a search bar and a '+ Quiz' button with a gear icon. Below this is a table of 'Assignment Quizzes'. A red arrow points from the 'Quizzes' menu item to the table. Another red arrow points from a gear icon in the table to a callout box.

▼ Assignment Quizzes		
Chapter 01 Journal Article Open...		⚙️
Chapter 01 Journal Article Quiz	18 pts 18 Questions	🗑️ ⚙️
Chapter 01 Multimedia Quiz	12 pts 12 Questions	🗑️ ⚙️
Chapter 01 Post-Test (Full Version)	40 pts 40 Questions	🗑️ ⚙️
Chapter 01 Post-Test (Randomiz...	15 pts 15 Questions	🗑️ ⚙️
Chapter 01 Pre-Test	25 pts 25 Questions	🗑️ ⚙️

Click this sproket to manage your Question Banks.