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 left-hand side of the screen and follow these steps:

1. Navigate to the "Administration" block and click "Restore".

ADMINISTRATION	- <
	⊕ ⊕ -
 Course administration 	
Turn editing off	
Edit settings	
Users	
T Filters	
Reports	
Grades	
🕨 Badges 🧧 🕇	
🖆 Backup	
📩 Restore	
📥 Import	
Publish	
Reset	
Question bank	
Switch role to	
My profile settings	
Site administration	
S	earch

2. Click "Choose a file..."

Import a	backu <mark>2</mark>	ıp file	÷									
		·····	′ou can (irag and	d drop file	shere	 them	 1.	 	 	 	
Restore												

3. Click "Choose File".

	F	ile picker	×
T Server files			
n Recent files			
🚵 Upload a file		<mark>्र</mark>	
🚵 URL downloader			
n Private files	Attachment	Choose File No file chosen	
Wikimedia	Save as		
	Author	Joseph Henle	
	Choose license	All rights reserved	
		Upload this file	

4. Navigate to the Coursepack file on your computer, then click "Open". <u>Important</u>: Be sure to un-Zip the file you download from the SAGE Instructor Resources website. The file that you will import into Moodle is the .mbz file that is contained within the Zip file.

				8== •
Favorites	Name	Date modified	Туре	Size
Desktop	backup-moodle2-course-52-neck_1e_cou	4/25/2016 10:49 PM	MBZ File	24,843 KB
Downloads				
Recent Places				
Dropbox				
=				
Libraries				
Documents				
🌛 Music				
Pictures				
Videos				
Computer				
Local Disk (C:)				
JHenles (\\sagefs				

5. Click "Upload this file".

	F	ile picker		L.
Server files Recent files				
Upload a file				
VIRL downloader Private files	Attachment Save as Author	Choose File backup-moo136	3-nu.mbz	
	Choose license	All rights reserved	5	

6. Once you see the file, click "Restore".

Import a bac	kup file	
Files*		
Choose a file		
backup-moodle2-course-	2-neck_1e_coursepack-20160426-0138	3-nu.mbz
6		
Restore		

You will now click through a series of "Continue" and "Next" buttons. Because each page has a lot to scroll through, screen shots are not included here for each page. Each numbered item below contains a brief description of what needs to be done on that page.



- 1. Confirm: Scroll to the bottom and click "Continue".
- 2. **Destination:** Mark the button as shown and click "Continue" (see below).

۲
Continue

- 3. Settings: Scroll to the bottom and click "Next".
- 4. Schema: Scroll to the bottom and click "Next".
- 5. Review: Scroll to the bottom and click "Perform restore":

Previous	Cancel	Perform restore

- 6. **Process:** The import process is running; there is nothing to click at this step.
- 7. **Complete:** Once the import process is complete, click "Continue":

Home ► Courses ► Miscellaneous ► How to Impe	ort a Sage Corusepack 🕨 Restore
	1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. Complete
	Db2.83 Secs
1. Confirm N 2. Destination	A Softings N 4 Schome N 5 Device N 6 Droscos N 7 Complete
1. Confirm ► 2. Destination	■ 3. Settings ■ 4. Schema ■ 5. Review ■ 6. Process ■ 7. Complete
1. Confirm ► 2. Destination The course was restored successfully,	 ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete clicking the continue button below will take you to view the course you restored.

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. At the top of your course page, you'll find a section for Instructor Resources that is not visible, so your students won't see it. Below that will be a section for Textbook Information, and below that will be a section for each chapter of Student Resources. Click the title of the resources to see the material.

Each Coursepack has a different number of sections depending on the number of chapters in its corresponding book. Your course will have been created with a specific number of sections which may differ from the number of sections in the Coursepack. Make sure to turn your Edit Mode on to see if there were any "Orphaned activities" (see image below). If you do see sections listed as "Orphaned activities", you can add them to your course for students to see by clicking on the small plus (+) button (see the red arrow at the bottom of the screen shot). By clicking that button, each section will be added to your course.

*All Student Resources are <u>VISIBLE</u>. If you'd like to keep them hidden from students, you may hide them using the corresponding option within each section or by using the minus (-) button at the bottom of the page.

🕀 Chapter 9 (eBook)	Edit -
If you purchased access or redeemed a code for the eBook, you can read Chapter 9 here.	
NOTE: You might need to enter your email address and VitalSource password if you are not already logged in.	
 Chapter 9 Flashcards 	Edit≁
Test your knowledge of importa	nt vocabulary from the text.
Chapter 9 SAGE Journal Articles 2	Edit •
 Chapter 9 Multimedia Resources 2 	Edit +
Video, audio, and additional mu to learning objectives within eac	ltimedia resources related h chapter.

÷ –

(i) Moodle Docs for this page

Assessments

To find the assessments that have been loaded into your course, click on the "Question bank" link on the left-hand side of your course. All questions are separated by the topic (Journal Article Quiz, Post-Test, Pre-Test, Multimedia Quiz, etc.). When building your own quizzes, you can use any/all questions from one or more question banks.

ADMINISTRATION	- <
	⊕ ⊕ -
 Course administration 	
🖍 Turn editing off	
🏶 Edit settings	
Users	
T Filters	
Reports	
I Grades	
Badges	
🗳 Backup	
📫 Restore	
👛 Import	
Publish	
Reset	
Question bank	
Questions	
Categories	
Import	
Export	
Legacy course files	
Switch role to	
My profile settings	
Site administration	
Search	