

# D2L Common Cartridge Import

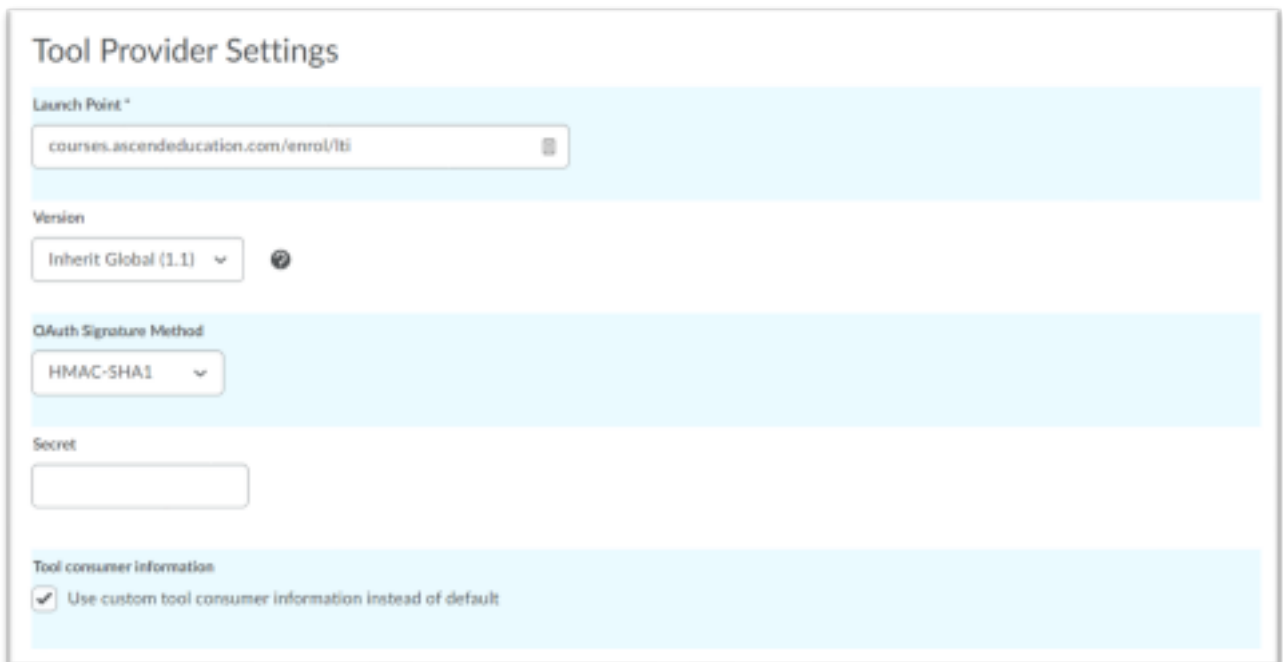
## Add Tool Provider

This can be done on a global level or the course level. These instructions go over the course level.

1. Click 'External Learning Tools (LTI)' in the Navbar then select the 'Manage Tool Providers' tab and click 'New Tool Provider'



2. Fill in the information given in the email from Ascend Education

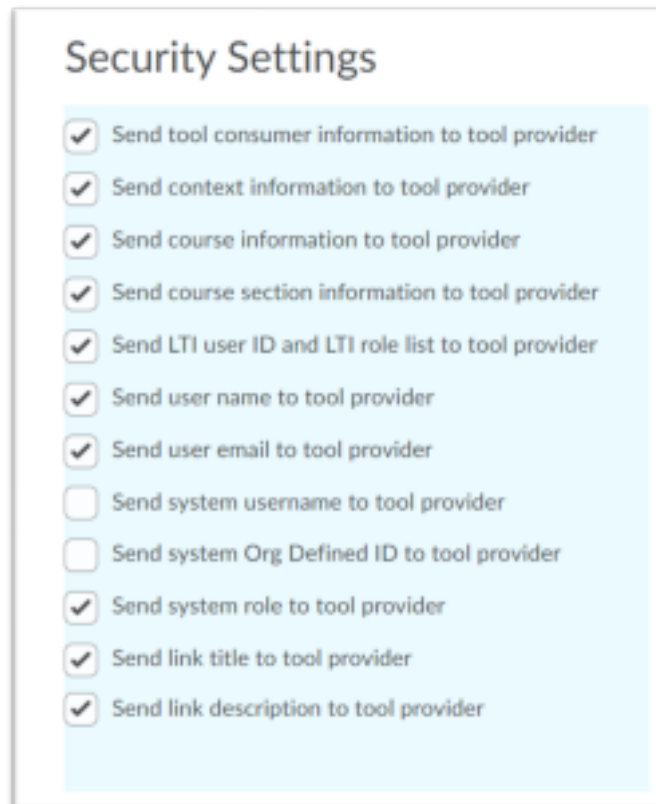


The screenshot shows the 'Tool Provider Settings' form with the following fields and values:

- Launch Point\***: courses.ascendeducation.com/enrol/lti
- Version**: Inherit Global (1.1)
- OAuth Signature Method**: HMAC-SHA1
- Secret**: (empty field)
- Tool consumer information**:  Use custom tool consumer information instead of default

3. In the Launch Point field, enter the base URL supplied by the tool provider (do not include http://)
4. In the Version field, choose version 1.1.
5. In the OAuth Signature Method field, specify the cryptographic hash function HMAC-1
6. In the Secret field, enter the secret supplied by the tool provider.

7. To use a key that is not your default key, check the Use custom tool consumer information instead of default check box and update the appropriate fields. Use this option if the key from the tool provider is not your default key, or you want the tool provider to access different information than you usually share with other tool providers.
8. To manage security settings at the tool provider level rather than for each individual link, under Security Settings, select the tool consumer, context, and user information required by the tool provider.



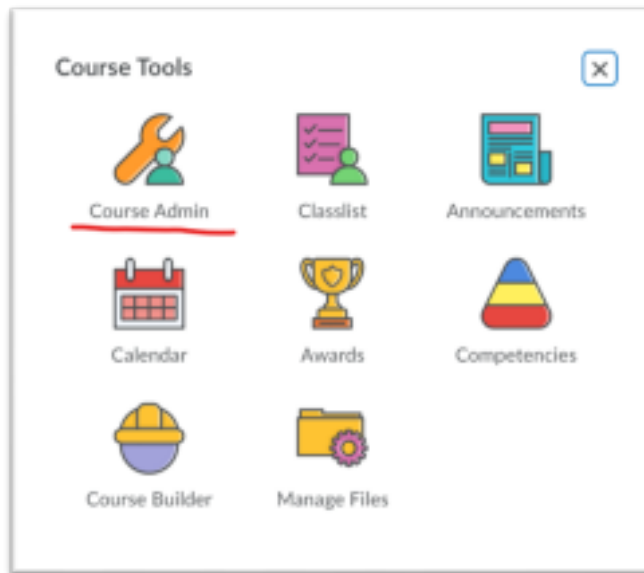
**Security Settings**

- Send tool consumer information to tool provider
- Send context information to tool provider
- Send course information to tool provider
- Send course section information to tool provider
- Send LTI user ID and LTI role list to tool provider
- Send user name to tool provider
- Send user email to tool provider
- Send system username to tool provider
- Send system Org Defined ID to tool provider
- Send system role to tool provider
- Send link title to tool provider
- Send link description to tool provider

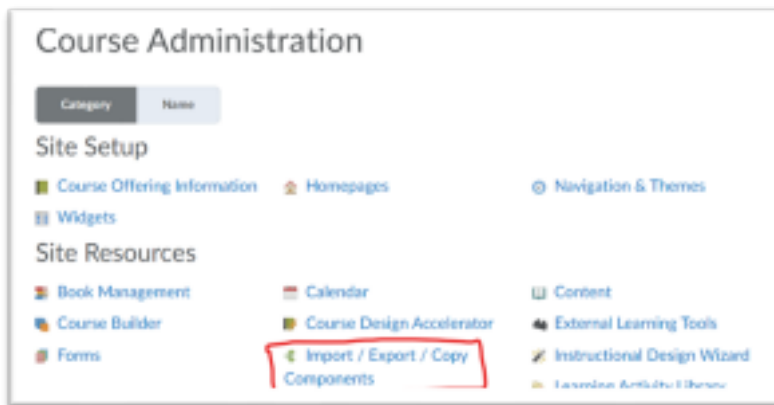
9. Click Save

## Import Cartridge

1. Create a new course or open a course to which you wish to import content.
2. Select Course Tools, then Course Admin.

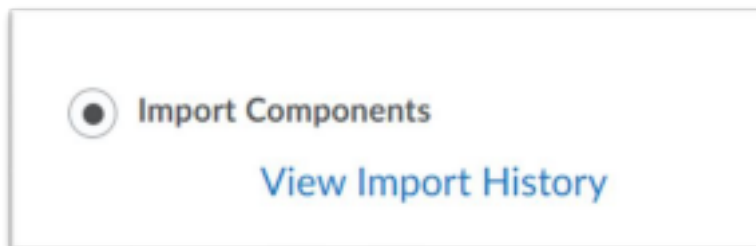


3. Under Site Resources, select Import/Export/Copy Components

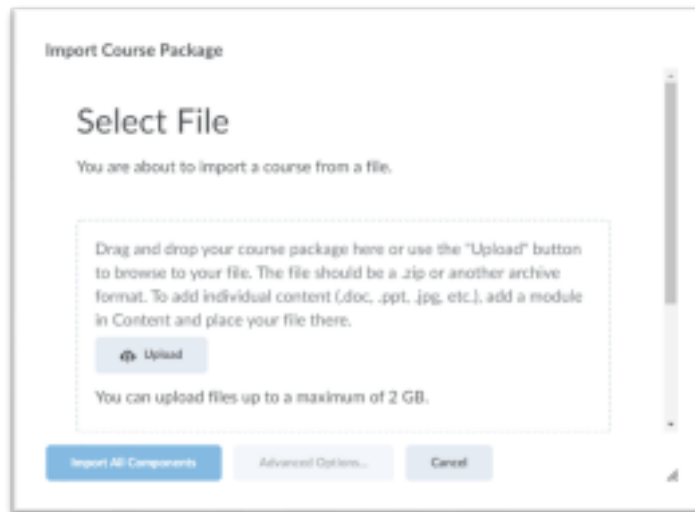


4. Select

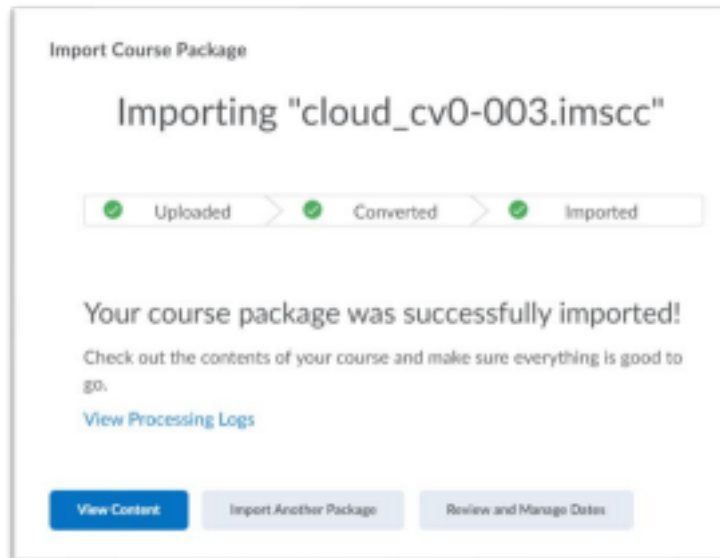
Import Components, then select Start



5. Select Upload to upload the common cartridge (.imsc) file that was sent. Then select 'Import All Components'.



6. Once your cartridge has uploaded, select 'View Content'.



7. Now Content can be viewed in your course.

Table of Contents	55	Upload / Create	Existing Activities	Bulk Edit
Introduction	3			
Module 1: Cloud Architecture and Design	7			
Module 2: Cloud Security	12			
Module 3: Deployment	13			
Module 4: Operations and Support	18			
Module 5: Troubleshooting	11			
Exam	2			

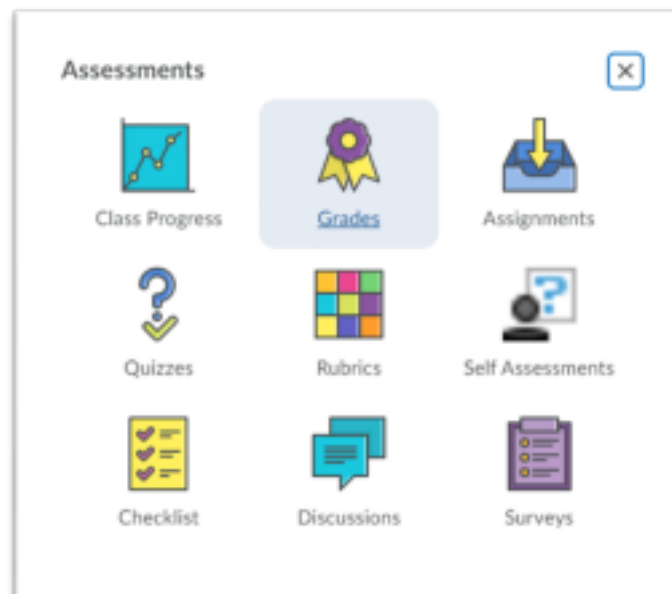
  

Cloud+ Module 1 PowerPoint	External Learning Tool	✓
5.1 Compare and Contrast the Different Types of Cloud Models	External Learning Tool	✓
Lab: Getting Ready for Cloud Technologies	External Learning Tool	✓
5.2 Explain the Factors that Contribute to Capacity Planning	External Learning Tool	✓
Quiz 1	External Learning Tool	✓
Lab: Cloud Essential Concepts	External Learning Tool	✓
5.3 The Importance of High-Availability and		✓

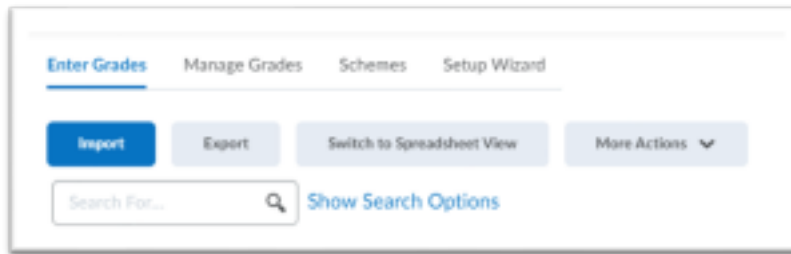
## Add Graded Items

Now that the content has been added, you can add a grade item to graded activities. These usually include any Labs and Quizzes provided by Ascend Education. You will receive a .csv file to import into the gradebook.

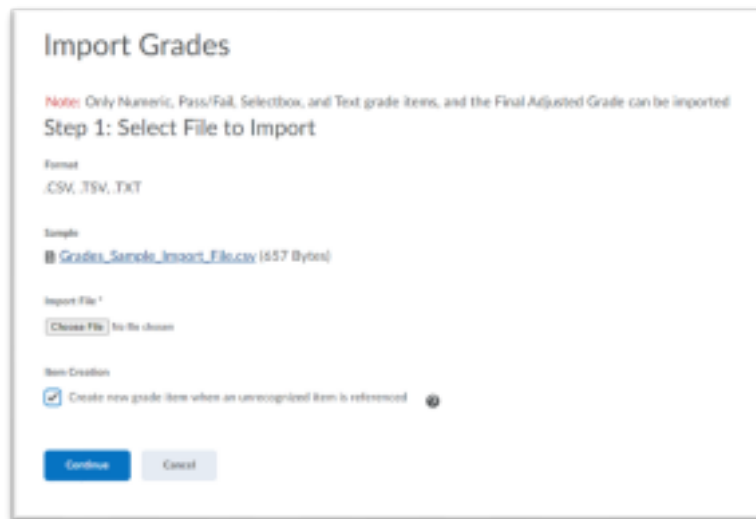
1. Go to the course and Select 'Assessments' -> 'Grades'



2. Then select the 'Enter Grades' tab and click 'Import'



3. Make sure to download the .csv file that was sent. On the Import Grades screen, mark the checkbox 'Create new grade items when unrecognized items are referenced'. Then navigate to the downloaded .csv file to import it and click 'Continue'.



4. It will show a list of all the graded items contained in the .csv file. You can look through the list, but you should be able to just click 'Continue'.

## Import Grades

### Step 2: Create New Grade Items

The following unrecognized items have been found.  
To create a new grade item for an unrecognized item, select the Create New Grade Item check box.

Unrecognized Item	Create New Grade Item	Type
Practice Lab Zero	<input checked="" type="checkbox"/>	Numeric ▾
Lab: Getting Ready for Cloud Technologies	<input checked="" type="checkbox"/>	Numeric ▾
Quiz 1	<input checked="" type="checkbox"/>	Numeric ▾
Lab: Cloud Essential Concepts	<input checked="" type="checkbox"/>	Numeric ▾
Quiz 2	<input checked="" type="checkbox"/>	Numeric ▾
Lab: Using Azure Key Vault	<input checked="" type="checkbox"/>	Numeric ▾
Lab: Network Security	<input checked="" type="checkbox"/>	Numeric ▾
Lab: Security Tools	<input checked="" type="checkbox"/>	Numeric ▾

[Continue](#) [Go Back](#) [Cancel](#)

- Now you will see the list of activities again and be able to edit their properties, i.e. point values, category, etc. Once you have edited the items accordingly, click 'Continue'.

**Step 3: New Grade Item Properties**

**Practice Lab Zero (Numeric)**

Category  
None ▾

Maximum Points \*  
10 ⓘ

Can Exceed  
 ⓘ

Bonus  
 ⓘ

**Lab: Getting Ready for Cloud Technologies (Numeric)**

Category  
None ▾

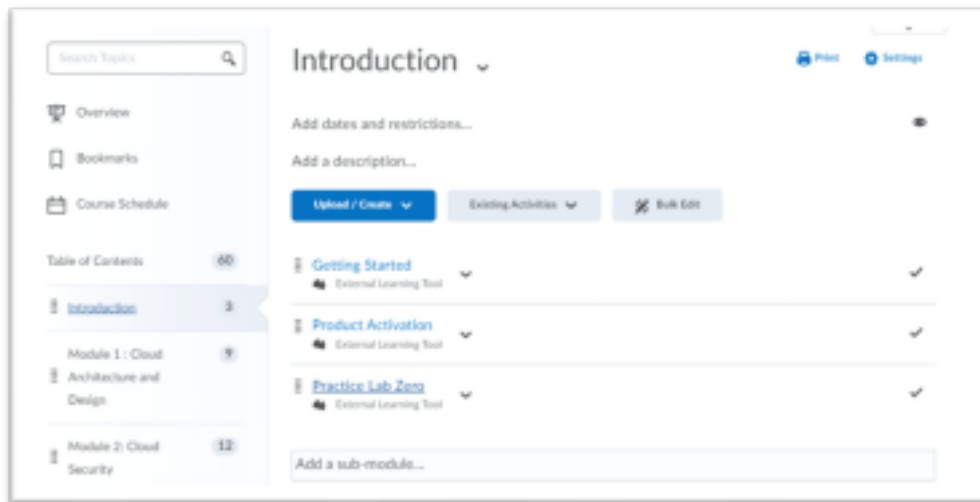
Maximum Points \*  
10 ⓘ

Can Exceed  
 ⓘ

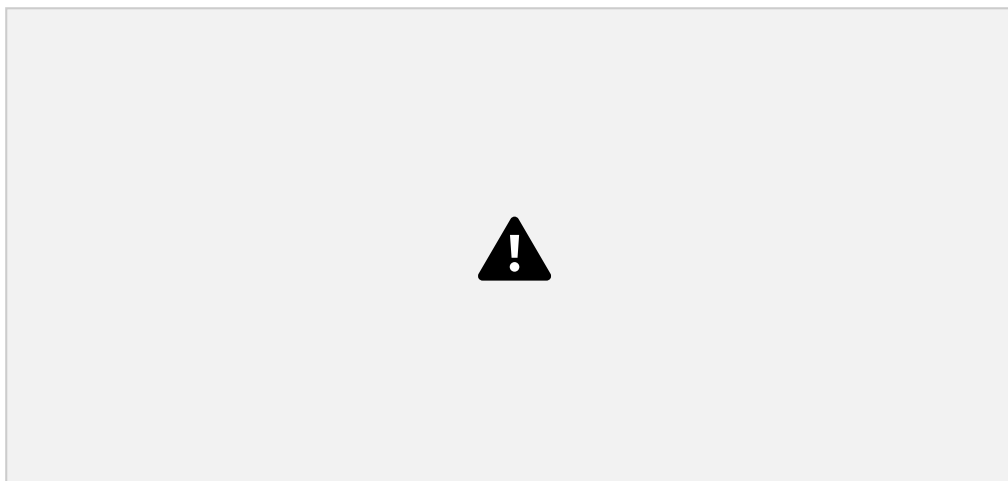
Bonus  
 ⓘ

[Continue](#) [Go Back](#) [Cancel](#)

6. A couple more screens will come up checking for errors. Just click 'Continue' and 'Import'. All of the graded items are now added, but they have to be associated with the correct activities.
7. Go to the course content. Select an item that needs a grade item associated with it. In this example we clicked on 'Practice Lab Zero'.



8. When the activity loads, scroll down to the bottom to the 'Activity Details'. In the bottom right there is a section called 'Assessment'. Click 'Add a grade item'.



9. There will be a dropdown that you can click that will show all the graded items in your gradebook. Simply click the dropdown and select the matching grade item.

