

Import Curriculum

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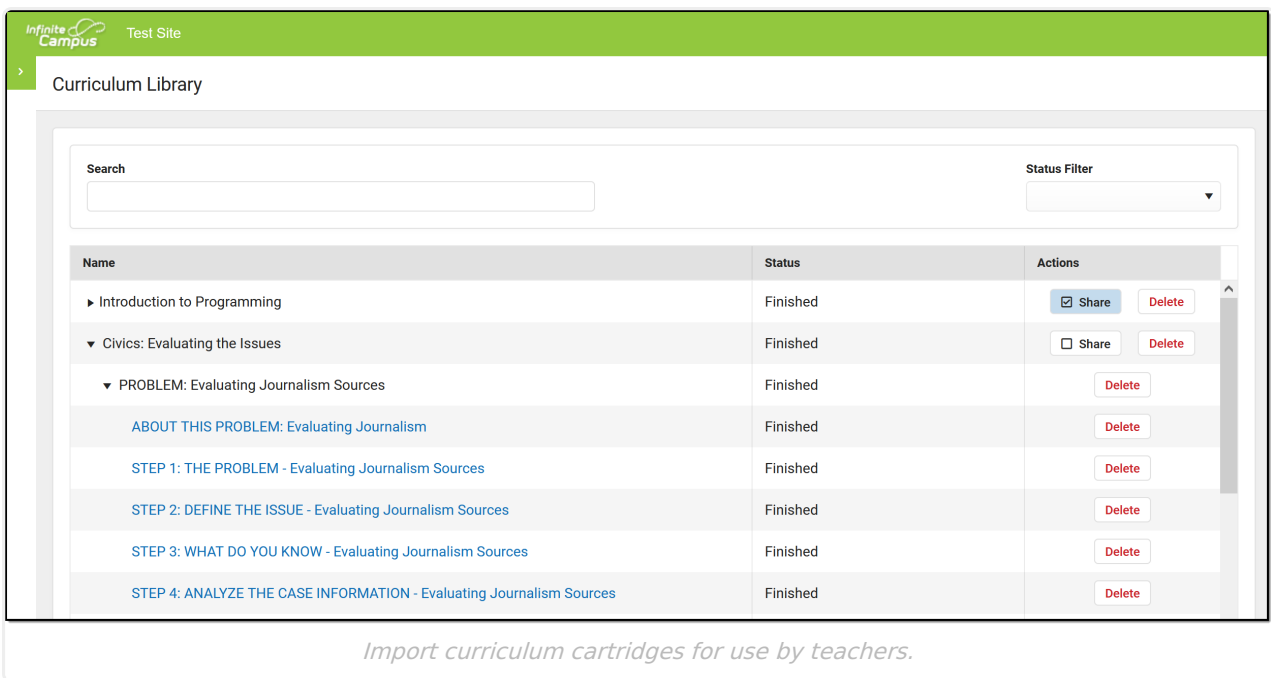
Classic View: System Administration > Campus Learning > Curriculum Library

Search Term: Curriculum Library

The Curriculum Library allows curriculum administrators to import curriculum via a Common Cartridge file, manage imported curriculum, and make it available to teachers. Imported curriculum functions the same as folders, resources, and assignments created in Campus.

To be imported, curriculum cartridges must conform to the [IMS Global Common Cartridge 1.3](#) specification. Cartridges that conform to a previous version of the specification may import correctly but could have some issues. These files have a file type of .imsc or .zip. Cartridges that exceed 100 MB cannot be imported; importing large files may affect performance. Campus recommends avoiding very large cartridges, such as a full year's worth of curriculum, and instead importing curriculum in 2-4 week unit chunks. Cartridges that include quizzes can be imported, as long as the quizzes only contain true/false and multiple choice style questions.

Curriculum is imported at the district level and is visible to all district users with access to this tool.



The screenshot shows the 'Curriculum Library' interface. At the top, there is a search bar and a 'Status Filter' dropdown. Below this is a table with three columns: 'Name', 'Status', and 'Actions'. The table lists several curriculum items, all with a status of 'Finished'. The 'Actions' column contains 'Share' and 'Delete' buttons for each item. The items are organized into a tree structure, with some items expanded to show sub-items.

Name	Status	Actions
▶ Introduction to Programming	Finished	<input checked="" type="checkbox"/> Share <input type="button" value="Delete"/>
▼ Civics: Evaluating the Issues	Finished	<input type="checkbox"/> Share <input type="button" value="Delete"/>
▼ PROBLEM: Evaluating Journalism Sources	Finished	<input type="button" value="Delete"/>
ABOUT THIS PROBLEM: Evaluating Journalism	Finished	<input type="button" value="Delete"/>
STEP 1: THE PROBLEM - Evaluating Journalism Sources	Finished	<input type="button" value="Delete"/>
STEP 2: DEFINE THE ISSUE - Evaluating Journalism Sources	Finished	<input type="button" value="Delete"/>
STEP 3: WHAT DO YOU KNOW - Evaluating Journalism Sources	Finished	<input type="button" value="Delete"/>
STEP 4: ANALYZE THE CASE INFORMATION - Evaluating Journalism Sources	Finished	<input type="button" value="Delete"/>

Import curriculum cartridges for use by teachers.

Set-up

- To import curriculum, districts must have a Campus Learning license. See the [Campus Learning - Startup Guide](#) for more information.
- If a cartridge contains LTI links, that partner must be configured in the [Learning Interoperability](#) tool.
- If a cartridge contains file attachments, the [Campus Digital Repository](#) must be enabled.

Tool Rights

- Users must have the System Administration > Campus Learning > **Curriculum Library** tool right to view the library and import curriculum. Campus recommends limiting the number of users with this tool right.
- To use imported content, teachers must have the **Enhanced Curriculum** tool right and rights to at least one of the following: Grade Book, Planner, Progress Monitor, Assignment Overview.

Where do I find Curriculum to Import?

Because this import only allows for curriculum that conforms to the Common Cartridge 1.3 specification, not all curriculum can be imported. Some tools (such as Canvas and Schoology) export their curriculum in Common Cartridge format, which can then be imported. Additionally, Open Educational Resources can sometimes be exported in this format.

Importing Curriculum

1. To begin, click **Import** and **Select Files** to select a cartridge to import.
2. Once a file is selected, note any warnings or messages that display. See the Error & Warning section below for more information.
3. If desired, modify the **Curriculum Name**. This name displays as the top level folder storing the curriculum in the Curriculum Library. The **Original File Name** is not editable.
4. Curriculum can be aligned to Course Masters or Courses as part of the import process.
NOTE: At this time, these alignments CANNOT be modified or added after the cartridge has been imported. Indicate if the cartridge should be aligned to **Course Masters** or **Courses**.
5. In the Course Master/Course field, search for a master/course using the name or number. Select all appropriate masters/courses. These tags are used in searching and filtering and do not prevent teachers in other courses from viewing and using this curriculum.
6. Ignore the **Description** field - this description does not display anywhere else in the product and will be removed with a future release.
7. Below the Description field, you may see a message such as "There are 4 folders that will have their names changed. In Campus, child folders cannot have the same name as their parent folder. If the cartridge includes parent and child folders with the same name, Campus will automatically add a number to the end of the folder name. For example, parent and child folders named "Algebra Basics" will be renamed "Algebra Basics 1" and "Algebra Basics 2".
8. If the cartridge contains curriculum with LTI links, select the **Learning Tool** that applies to these links. Learning tools must be enabled by Infinite Campus and then configured in the Learning Interoperability tool or can be configured here if you have the appropriate tool rights. See the [Configuring LTI Connections](#) article for more information about this process.

Our current Digital Learning partners are listed [here](#). If you don't see a partner in this list that you would like to use, fill out [this form](#) to notify Infinite Campus.

9. Mark the **Consent** checkbox to indicate that you consent to the linked policies.
10. Click **Import** to begin the import. A message displays in the top right corner indicating that the import is running. Once an import is queued, it runs in the background, so users can leave the Library while the import is processing.

Once the import is complete, a notification and process alert are sent.

Select a file that conforms to the [IMS Global Common Cartridge](#) and [Thin Common Cartridge 1.3](#) specifications.

Select files...
✓ Done

This cartridge may contain unsupported content.

- Custom content cannot be imported.
- Associated content will be imported as attachments.

Curriculum Name *

Original File Name

Evaluating_Civics_Issues.imsc

Course Filter Label

Course Master

Course

Course Masters

Description

Consent

By uploading a file, I agree to be legally bound by the terms of the [Infinite Campus Acceptable Use Policy](#), the policies referenced therein, and any applicable District policies.

Enter information for the cartridge and map to course masters or courses.

Make Curriculum Available to Teachers

To view imported curriculum items, expand the cartridge to view curriculum items. Click the hyperlinked title of an item to view a read-only version. Note: any curriculum items that did not fit into the internal folder structure of the cartridge are included in an "Imported Course Resources" folder. For example, these resources may include images that weren't linked to their curriculum properly. If desired, teachers can move these items to their appropriate curriculum once they copy the curriculum.

If any curriculum items should not be made available to teachers, delete it from the library. Once the curriculum is ready, click **Share**.

To access curriculum, teachers must have the *Enhanced Curriculum* [tool right](#) as well as at least rights to a curriculum related tool, such as the [Grade Book](#), [Planner](#), or [Progress Monitor](#).

Teachers add curriculum to their sections by clicking the **Library** button in the [Grade Book](#) or [Planner](#). They then copy the curriculum to their section, making any desired adjustments.

Changes made by teachers to their copies of curriculum do not affect the original versions in the Library. If curriculum is unshared from the Library after it has been added to sections, teachers retain and can continue to use their copies.

Errors and Warnings

Orange error messages provide additional information for cartridges that can be imported. Red warning message indicate an issue that prevents the cartridge from being imported.

Unsupported Content

These errors display on the import screen after a file is selected.

Message Text	Additional Information
"Associated content will be imported as attachments."	Associated content is content included in curriculum that does not align with the types of additional content that can be added to Campus curriculum. This content is added as attachments that can be viewed by students and teachers and may not be integrated into the curriculum in the same way it was in the source program.
"Custom content cannot be imported."	Custom content is content added to the cartridge that does not quite fit the specification. The custom content itself is not imported, but it doesn't prevent the cartridge itself from being imported.

Cartridge Cannot be Imported

These warnings display on the import screen after a file is selected.

Message Text	Additional Information
"It contains the following file types that cannot be added to the Campus Digital Repository:..."	Curriculum that includes file attachments that are not allowed by the Campus Digital Repository cannot be imported. See this File Types list for excluded types.
"You do not have tool rights to configure Learning Partners, which is a required step for importing this curriculum."	Selecting a Learning Partner is a required step if the cartridge contains curriculum with LTI links. LTI connections can be configured, but only if you have rights to the Learning Interoperability/Digital Learning Applications Configuration tool.

If there is an issue with the file type, a message displays in the top right corner that reads "There was an issue scanning this file." displays once the import is initiated. This message

indicates that the file being imported was not in .imsc format, or a .zip that contained a .imsc file.

Import Errors

An error may also occur during the import process. In this instance, an error alert icon displays before the Name, the Status of the cartridge is 'Errored,' and a View Error button display in the Actions column.

These errors are often as a result of issues with the cartridge that was imported. The following table describes possible import errors:

Example Message	Additional Information
File size exceeds 1MB.	Indicates that an attached file exceeds the size restrictions for the Campus Digital Repository .
Index: 0, Size: 0	Indicates that the cartridge does not contain structure directions, which means that the import process is unable to sort files.
Source and value are both required for the field Educational-IntendedEndUserRole	Indicates the cartridge is missing required data. It may be that Campus doesn't support the version of the cartridge or that the cartridge itself is poorly constructed.
Error encountered while parsing input file.	Indicates that something in the cartridge could not be read by the import process.