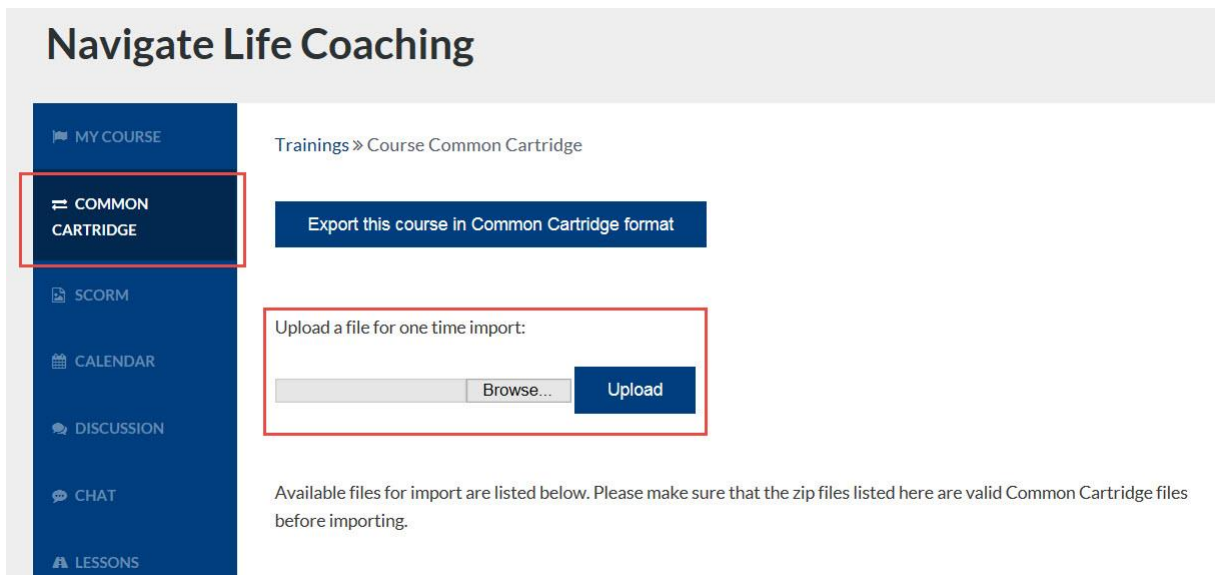# How to Import Common Cartridge Files

How to Import Common Cartridge Files

Edvance360 is Common Cartridge compliant. Common Cartridge 1.0 is the recommended format.

1 Navigate to Training/Course and select Common Cartridge

If you do not see the Common Cartridge course tool open Settings from the left-hand navigation and enable the Common Cartridge tool by selecting Active from the dropdown menu. Then select Save.

2 Select Browse to locate the file then Upload

If your Common Cartridge file adheres to the standard files will import into the Repository/Resources, discussion posts into Discussion and lessons into Lessons.