

**Important note:** This guide is intended as a reference. Please be on the lookout for an email from Alicia Thompson ([athompson@wnnorton.com](mailto:athompson@wnnorton.com)), who will be contacting those using Norton materials to assist you with course set up. You can also request a meeting with Alicia on her Calendly page ([here](#)). Because different texts have different digital resources, instructors are strongly encouraged to work with Alicia for set up.

Additional questions can be directed to the Norton representative for JSU, Morgan Johnson ([mojohnson@wnnorton.com](mailto:mojohnson@wnnorton.com)).

## Setting up your courses in Canvas – W. W. Norton

### **Canvas - RLMS file import**

#### **Step 1**

Find your specific course text at <https://wnnorton.com/> (make sure you've logged in with your school email). Navigate to the Instructor Resource page for that text.

#### **Step 2**

Download the Canvas Course Export Package file from the Instructor Resource page by selecting the download button beside the Canvas Resources. The downloaded file will have an .imscc extension. Do not attempt to open the file at this time.

#### **Step 3**

Log into your course shell in Canvas and navigate to the *Settings* page.

#### **Step 4**

On the *Settings* page, click on *Import Content into this Course*. This opens a page where you'll select your file type.

#### **Step 5**

In the *Content Type* field on the next page, select *Canvas Course Export Package*. Browse for your file ending in imsc on your desktop.

#### **Step 6**

If you want to select specific items, check off *Select specific content*.

#### **Step 7**

Click on *Import*, and the system will begin the import process.

### **Step 8 – Specific Content**

If you are selecting specific content, use the blue button to bring up the list of available materials. Check off your desired content, and then click the *Select Content* button to begin the import process.

- While the import is running, a progress bar will appear on your page.
- When the import is complete, a button appears stating *Completed*.
- Return to the *Modules* to see your content.

**Once your content has been imported to Canvas, it's time to create a **Student Set**. This allows you to keep track of student grades and other assignment data.**

### **Create your Student Set**

#### **Step 1**

While logged into Canvas as an instructor, click on the InQuizitive link.

#### **Step 2**

When prompted, sign in with your Norton account credentials.

#### **Step 3**

Select the option to create a new student set from scratch.

#### **Step 4**

The title will automatically match your Canvas course title (you may need to shorten it to fit the 35-character limit). Enter your state, school, start date, and end date, and click Submit.

- If a box pops up asking you to confirm if the course is participating in Inclusive Access, please choose YES and Save.

#### **Step 5**

After you create the student set, you should see a green badge indicating an LMS connection. If you do not see the green badge, please stop and contact me for assistance.

#### **Step 6**

**Please assign the “Grades Accepted Until” dates for all activities that you’d like students to complete.** Only assignments with due dates will factor into the average that reports to Canvas. To do this, click “[set]” across from each activity you wish to assign, choose your date from the calendar, and click “set grades accepted until.”