

# Course Cartridges

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Systems Supported		
	Yes	No
<b>Operating Systems</b>		
<b>Windows</b>	✓	
<b>Mac</b>	✓	
<b>Browsers</b>		
We support current versions of browsers and one version back unless otherwise noted		
<b>Chrome</b>	✓	
<b>Internet Explorer</b>	✓	
<b>Firefox</b>	✓	
<b>Safari</b>	✓	
<b>Mobile</b>		
<b>iPhone</b>		X
<b>iPad</b>		X
<b>Android Smartphone</b>		X
<b>Android Tablet</b>		X
<b>Kindle</b>		X

## 1. Is this compatible with my LMS?

The course cartridge works with many of the recent versions of popular learning management systems including Blackboard, Angel, Moodle, Desire2Learn, and Canvas. The learning management administrator/instructional technologist at your school can confirm if you have the latest system.

Compatible learning management systems:

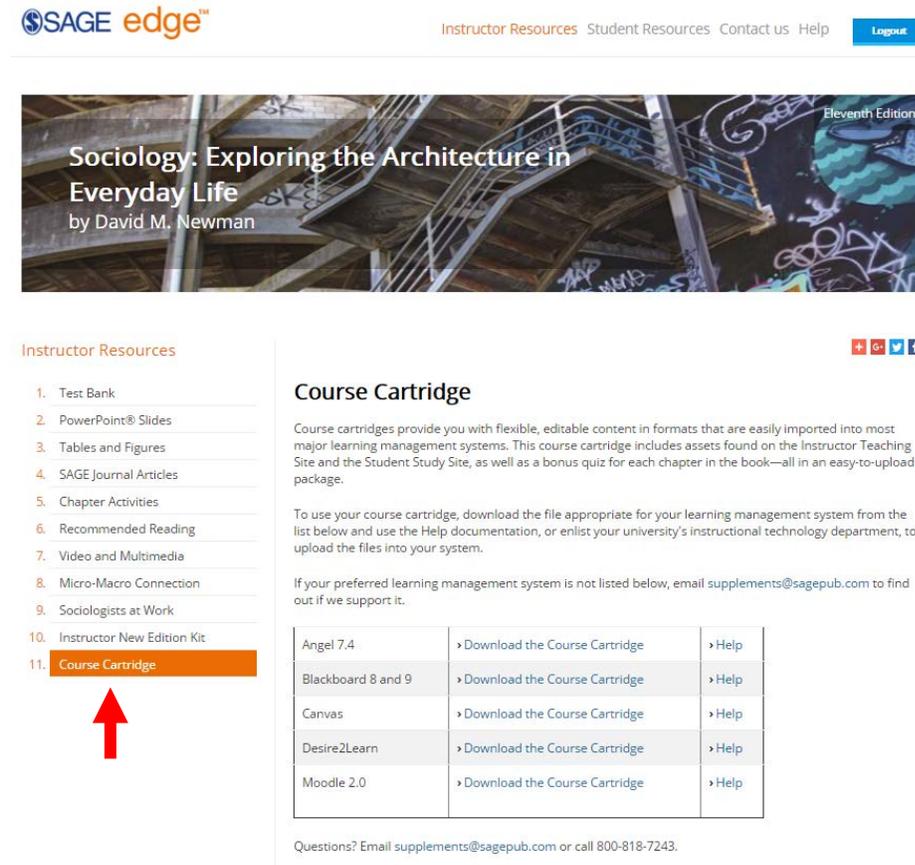
- Angel 7.4, Service Pack 5 and above
- Blackboard Learn 9.1, Service Pack 4
- Canvas
- Desire2Learn 9.2 and above
- Moodle 1.9 and above

## 2. How do I access my course cartridge?

## FAQ

Course cartridges are featured on our Instructor Teaching Sites. Visit the Instructor Teaching Site for your book and login with your user name and password. If you do not have a user name and password, follow the instructions on that web page to obtain one.

Once you've logged in, go to the Course Cartridge page using the menu on the left hand side.



**SAGE edge™** Instructor Resources Student Resources Contact us Help Logout

### Sociology: Exploring the Architecture in Everyday Life

by David M. Newman

Eleventh Edition

#### Instructor Resources

1. Test Bank
2. PowerPoint® Slides
3. Tables and Figures
4. SAGE Journal Articles
5. Chapter Activities
6. Recommended Reading
7. Video and Multimedia
8. Micro-Macro Connection
9. Sociologists at Work
10. Instructor New Edition Kit
11. **Course Cartridge**

### Course Cartridge

Course cartridges provide you with flexible, editable content in formats that are easily imported into most major learning management systems. This course cartridge includes assets found on the Instructor Teaching Site and the Student Study Site, as well as a bonus quiz for each chapter in the book—all in an easy-to-upload package.

To use your course cartridge, download the file appropriate for your learning management system from the list below and use the Help documentation, or enlist your university's instructional technology department, to upload the files into your system.

If your preferred learning management system is not listed below, email [supplements@sagepub.com](mailto:supplements@sagepub.com) to find out if we support it.

Angel 7.4	<a href="#">Download the Course Cartridge</a>	<a href="#">Help</a>
Blackboard 8 and 9	<a href="#">Download the Course Cartridge</a>	<a href="#">Help</a>
Canvas	<a href="#">Download the Course Cartridge</a>	<a href="#">Help</a>
Desire2Learn	<a href="#">Download the Course Cartridge</a>	<a href="#">Help</a>
Moodle 2.0	<a href="#">Download the Course Cartridge</a>	<a href="#">Help</a>

Questions? Email [supplements@sagepub.com](mailto:supplements@sagepub.com) or call 800-818-7243.

Download the course cartridge that matches your system. The tutorial videos and documentation on this page will help you upload it to your learning management system.

### 3. How do my students access the course cartridge?

Your students can access the course cartridge once you load it into your Learning Management System. They do not have access to the download page.

### 6. Who do I contact for tech support?

Often your instructional technologist on campus can assist if you are having complications with your learning management system.

### 7. How long do I have access?

## FAQ

Course cartridges are available for download for the life of the edition of the book. Once installed, they will remain indefinitely and, depending on the features of your learning management system, are reusable.

### **8. What are the main features of the product?**

Our common cartridges feature all the assets you'll find on the Instructor Teaching Site. Assets are loaded in an easy to edit format to help you build your course in your learning management system. The assets are organized by chapter so you can pick and choose what you would like to use. The test bank is populated into the testing function of your LMS for secure test generation.

### **9. Is there anything else I should know about the product?**

Yes, course cartridges allow you to create your course just the way you want, whether you are teaching on a quarter system, semester system, or another timeframe.

### **Course Cartridges with Student Study Site Materials**

Select course cartridges include assets found on the Instructor Teaching Site and the Student Study Site, as well as a bonus quiz. Course cartridges with these resources are available for titles published after November 2014.

Instructors can hide bonus quizzes within the LMS until they'd like to make it available for students.

Below are detailed instructions for hiding and unhiding bonus quizzes for Angel, Canvas, Moodle, Blackboard and Desire2Learn.

#### **ANGEL:**

Below are instructions for the various versions of Angel platforms.

#### ***Angel 6.3***

- 1) Select the 'edit' option of a particular quiz/item as shown below:

## FAQ



The screenshot shows a software interface with three tabs: 'Syllabus', 'Calendar', and 'Lessons'. Below the tabs, the text 'Alfred Rosa, Paul Eschholz, Models for Writers, Eleventh Edition' is displayed. A breadcrumb trail reads 'Lessons > Question Banks'. A folder icon is followed by the title 'Question Banks'. Below this, a menu bar contains 'Add Content', 'Rearrange', 'Settings', 'Reports', 'Utilities', and 'Delete'. A list of five items is shown, each with a document icon and a title: 'Helen Keller, The Most Important Day', 'Natalie Goldberg, Be Specific', 'Thomas L. Friedman, My Favorite Teacher', 'Sandra Cisneros, My Name', and 'Gloria Naylor, The Meanings of a Word'. Each item has a sub-menu with 'edit', 'reports', 'utilities', and 'delete' options. The 'edit' link for the first item is highlighted with a red box.

2) Then under "Normal" mode in the 'ACCESS SETTINGS' tab, select 'YES' in the Hidden option in order to hide that particular quiz / item as shown below:

## FAQ

The screenshot shows the Quiz Editor interface for a quiz titled "Helen Keller, The Most Important Day". The interface is divided into several sections:

- Navigation:** Syllabus, Calendar, Lessons, Class.
- Course Information:** Alfred Rosa, Paul Eschholz, Models for Writers, Eleventh Edition.
- Breadcrumbs:** Lessons > Question Banks > Helen Keller, The Most Important Day > Quiz Editor.
- Quiz Title:** Helen Keller, The Most Important Day.
- Settings:**  Normal,  Advanced.
- QUIZ SETTINGS:**
  - Title: Helen Keller, The Most Important Day
  - Subtitle: (empty)
  - Directions: (empty text area)
  - Check Spelling: [Check Spelling](#), [HTML Editor](#)
  - Max Attempts: Unlimited
  - Milestone Settings:  Milestone Settings. When enabled, milestone settings allow you to configure calendar and milestone options.
  - Gradebook Assignment:  Gradebook Assignment. When enabled, gradebook settings allow you to configure gradebook synchronization options.
- ACCESS SETTINGS:**
  - Tracking: Disabled
  - Hidden: YES (highlighted with a red box)
  - User Team: ALL
  - Viewable By: Course Editors
  - Password: (empty)

3) Select 'NO' option in order to unhide that particular quiz / item as shown below:

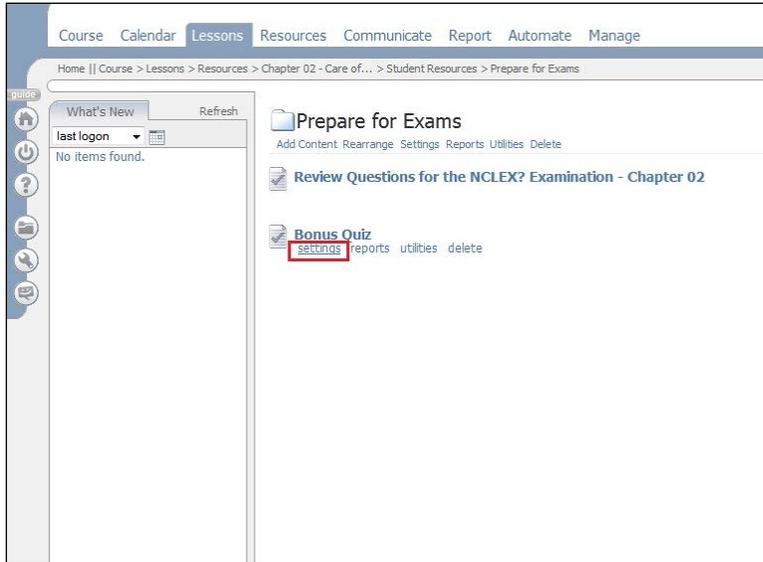
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- Breadcrumbs:** Lessons > Question Banks > Helen Keller, The Most Important Day > Quiz Editor.
- Quiz Title:** Helen Keller, The Most Important Day.
- Settings:**  Normal,  Advanced.
- QUIZ SETTINGS:**
  - Title:** Helen Keller, The Most Important Day
  - Subtitle:** (empty)
  - Directions:** (empty text area)
  - Check Spelling:** [Check Spelling](#) [HTML Editor](#)
  - Max Attempts:** Unlimited
  - Milestone Settings:**  Milestone Settings. When enabled, milestone settings allow you to configure calendar and milestone options.
  - Gradebook Assignment:**  Gradebook Assignment. When enabled, gradebook settings allow you to configure gradebook synchronization options.
- ACCESS SETTINGS:**
  - Tracking:** Disabled
  - Hidden:** NO (highlighted with a red box)
  - User Team:** ALL
  - Viewable By:** Course Editors
  - Password:** (empty)

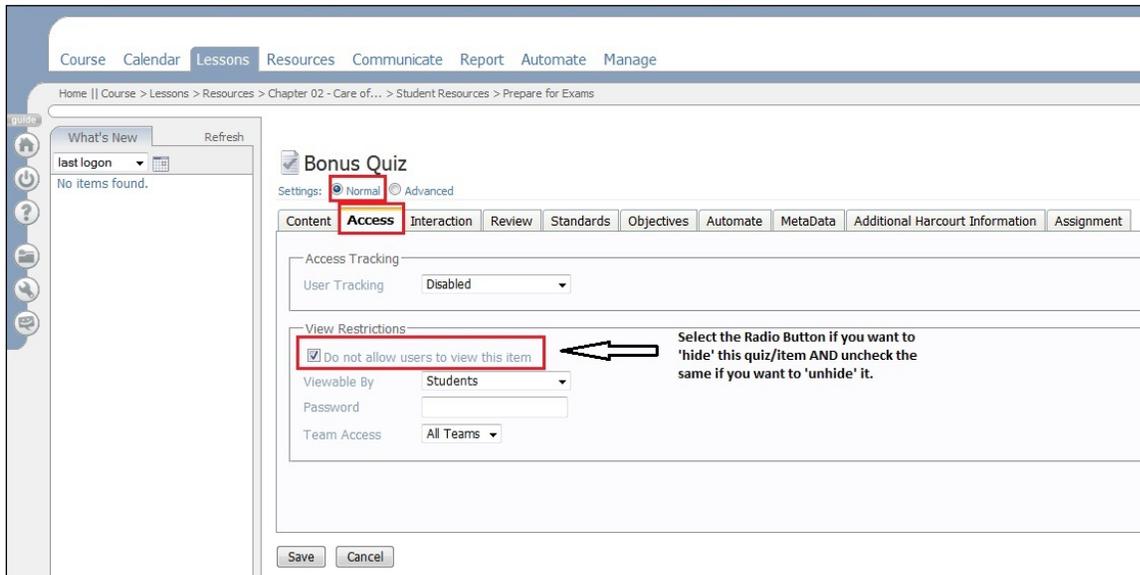
**ANGEL 7.2 through 8.0**

- 1) Select the 'settings' option of a particular quiz/item as shown below:

# FAQ



- 2) Then in the "Normal" mode under 'Access' tab, check the radio-button of the option "Do not allow users to view this item" if you want to hide that particular quiz/item. Uncheck the same if you want to unhide it as shown below:

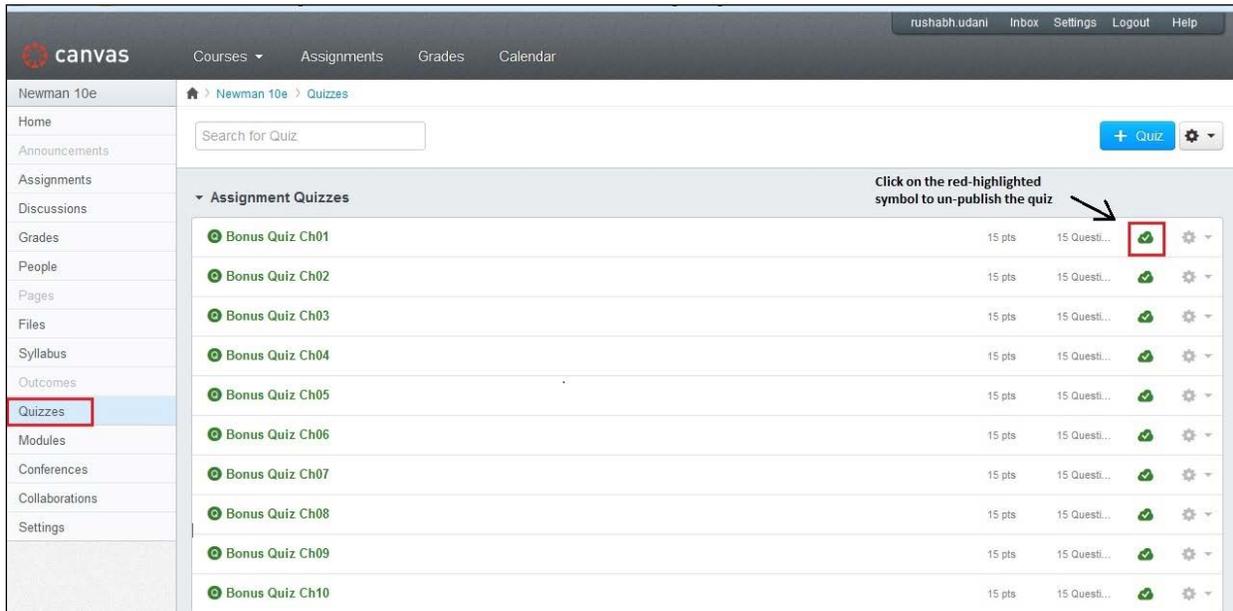


## FAQ

### CANVAS:

In order to hide the quizzes in *Canvas*, the Instructor needs to "Un-Publish" the quizzes as shown below:

1) Go to "Quizzes" section available on the right panel and click on the  symbol of the quiz that you need to hide. This will un-publish that particular quiz. Please have a look at the below screen-grab:



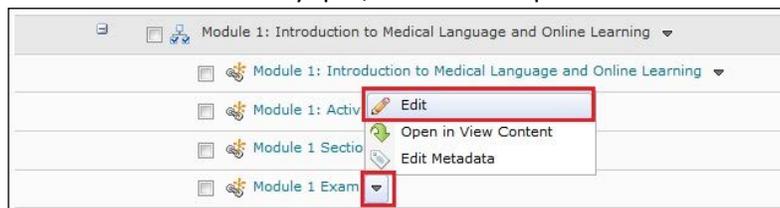
Quiz Name	Points	Questions	Status
Bonus Quiz Ch01	15 pts	15 Quest...	Published (Green Checkmark)
Bonus Quiz Ch02	15 pts	15 Quest...	Published (Green Checkmark)
Bonus Quiz Ch03	15 pts	15 Quest...	Published (Green Checkmark)
Bonus Quiz Ch04	15 pts	15 Quest...	Published (Green Checkmark)
Bonus Quiz Ch05	15 pts	15 Quest...	Published (Green Checkmark)
Bonus Quiz Ch06	15 pts	15 Quest...	Published (Green Checkmark)
Bonus Quiz Ch07	15 pts	15 Quest...	Published (Green Checkmark)
Bonus Quiz Ch08	15 pts	15 Quest...	Published (Green Checkmark)
Bonus Quiz Ch09	15 pts	15 Quest...	Published (Green Checkmark)
Bonus Quiz Ch10	15 pts	15 Quest...	Published (Green Checkmark)

2) Once that quiz is unpublished, the symbol will appear as  and the Students can't attempt that quiz.

### DESIRE 2LEARN:

In order to hide/unhide any particular quiz, please follow the steps below

1) Click on the drop-down arrow button of any quiz, select 'Edit' option as shown:



Module Name	Options
Module 1: Introduction to Medical Language and Online Learning	Edit, Open in View Content, Edit Metadata

## FAQ

- 2) Then under the "Restrictions" tab, check the radio-button of the option "Hide this topic" under the 'Hidden' section if you want to hide that particular quiz. Uncheck the same if you want unhide it as shown below:

Edit Topic - Module 1 Exam ▾

Properties **Restrictions** Discussions Comments

**Availability**

**Hidden**

Hide this topic   Select the Radio Button if you want to 'hide' quiz/item AND uncheck the same if you want to 'unhide' it.

Date Availability

Has Start Date

6/16/2014 10 25 AM Now

Canada - Toronto

Has End Date

6/23/2014 10 25 AM Now

Canada - Toronto

**Release Conditions**

Attach Existing Create and Attach Remove All Conditions 

There are no conditions attached to this item.

Save and Close Save Cancel

- 3) Finally, click on the 'Save and Close' button.
- 4) In D2L, if your quiz is hidden, the closed eye  will appear after the quiz. If unhidden, there won't be any symbol.

## BLACKBOARD:

To *hide/unhide* the *Bonus Quizzes* please follow these instructions:

- 1) When you log into any *BB* course using your Instructor login, click on 'Control Panel' on the left panel. Click on 'Course Documents' in the "Content Areas" section. Go to any chapter whose *Bonus Quizzes* you need to Hide/Unhide. For example: Go to *Chapter 1. An Introduction to Sociology in the Global Age* >> *Bonus Quiz Ch01* then click on "Modify".

Your Institution UNIVERSITY

Home Help Logout Developer Copy

My Institution Courses Community Content Collection Services

CHAPTER 1. AN INTRODUCTION TO SOCIOLOGY IN THE GLOBAL AGE

Chapter 1. An Introduction to Sociology in the Global Age

Item Folder External Link Course Link Test Select Learning Unit Discover Content

1 Learning Objectives (1,028 kb) Modify Manage Copy Remove

2 Multimedia Links (7,451 kb) Modify Manage Copy Remove

3 Flashcards (6,421 kb) Modify Manage Copy Remove

4 Bonus Quiz Ch01 (Item is not available) **Modify** Manage Remove

OK

## FAQ

2) Then click on "Modify the Test options".

Your Institution UNIVERSITY

Home Help Logout Developer Copy

My Institution Courses Community Content Collection Services

BUPA18: INTRODUCTION TO SOCIOLOGY, SECOND EDITION - STUDENT RESOURCES (BUPA18) > CONTROL PANEL > COURSE DOCUMENTS > CHAPTER 1: AN INTRODUCTION TO SOCIOLOGY IN THE GLOBAL AGE > MODIFY TEST

### Modify Test

- ▶ **Modify the Test**  
Modify the Test in the Test Canvas.
- ▶ **Modify the Test options**  
Modify the Test options, such as availability and feedback.

OK

3) Under the "Test Options" page:

- Click radio button **Yes** in 'Make the link available' under 'Test Availability' if you wish to unhide any quiz to Students

Your Institution UNIVERSITY

Home Help Logout Developer Copy

My Institution Courses Community Content Collection Services

**Name** Bonus Quiz Ch01

**Choose Color of Name** █ [Pick](#)

**Description**

Normal 3 Times New Roman B I U S x<sub>2</sub> x<sup>2</sup>

Path: [body](#)

**Open Test in new window**  Yes  No

### 2 Test Availability

**Make the link available**  Yes  No

**Add a new announcement for this Test**  Yes  No

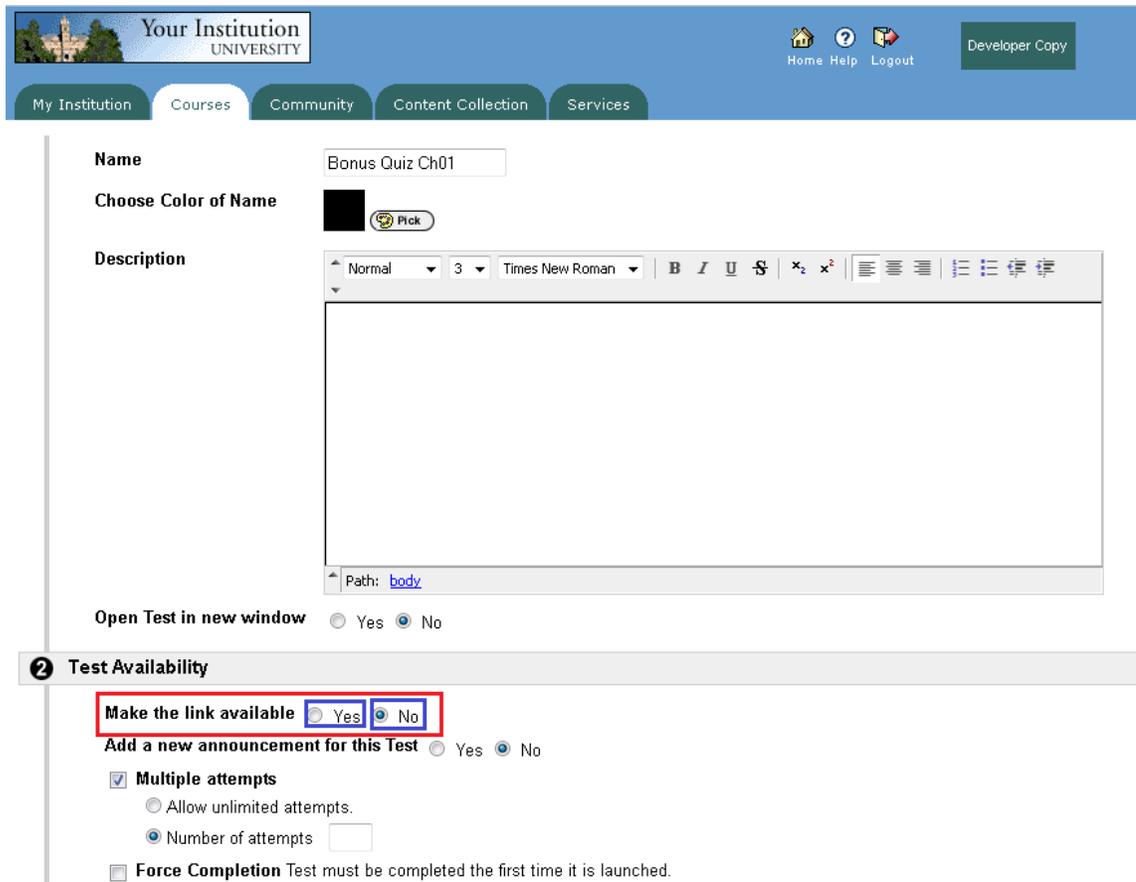
**Multiple attempts**

- Allow unlimited attempts.
- Number of attempts

**Force Completion** Test must be completed the first time it is launched.

- Otherwise, click **No** in the same window if you wish to hide showing any particular quiz to Students.

## FAQ



The screenshot shows the Moodle quiz configuration interface. At the top, there is a navigation bar with 'Your Institution UNIVERSITY' and links for 'Home', 'Help', and 'Logout'. Below this is a menu with 'My Institution', 'Courses', 'Community', 'Content Collection', and 'Services'. The main form has the following fields:

- Name:** A text input field containing 'Bonus Quiz Ch01'.
- Choose Color of Name:** A color selection tool with a black square and a 'Pick' button.
- Description:** A rich text editor with a toolbar (Normal, 3, Times New Roman, Bold, Italic, Underline, Strikethrough, x<sub>2</sub>, x<sup>2</sup>) and a large text area. The path is shown as 'body'.
- Open Test in new window:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Test Availability:** A section with a red box around the 'Make the link available' radio buttons, where 'No' is selected. Below it are 'Add a new announcement for this Test' (Yes/No), 'Multiple attempts' (checked) with options for 'Allow unlimited attempts' and 'Number of attempts' (input field), and 'Force Completion' (unchecked).

4) Finally, click on 'Submit' and then 'OK'.

## MOODLE

In *Moodle 1.9* servers, you can 'hide' any Quiz as follows:

- 1) When you log into any *Moodle* course using your Instructor login, click the "**Turn editing on**" button present on the top right of the Moodle course homepage.
- 2) Then click on the open eye  button available on the label of the Quiz to HIDE the quiz from Students. After clicking on this, the open eye button will turn to a closed eye button  as shown in the screenshot below:



3) Click again on the closed eye  button. The quiz is again visible to Students i.e. the quiz will be UNHIDE.

