

Importing Labster Simulations using Common Cartridge

Labster gives students access to a realistic lab experience that will let them perform experiments and practice their skills in a fun and risk-free learning environment.

Important: Please note that you always have to create new activities/assignments for each simulation URL and that you cannot modify existing activities/assignments with new simulation URLs. The import is done on each course

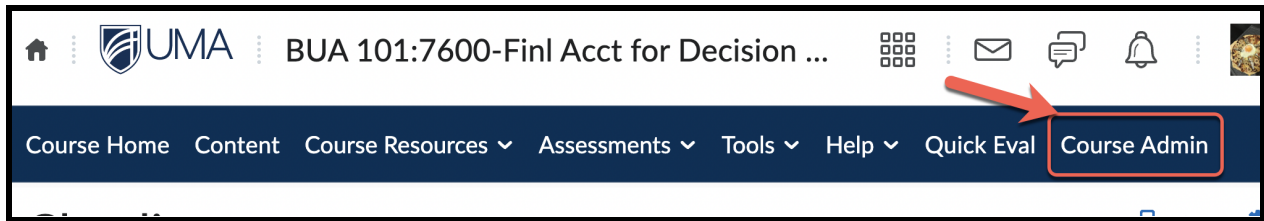
1. Login to Brightspace as Administrator or Teacher.
2. Open your course created earlier based on your institution guidelines.
3. Select **Course Tools** then **Edit Course**.
4. Select **Import / Export / Copy Components**.
5. Select **Import Components** options.
6. Click **Start** button.
7. Upload the common cartridge file provided by Labster.
8. Select **Import All Components** button.
9. Wait until the import is done, then select View Content.

Optional but recommended:

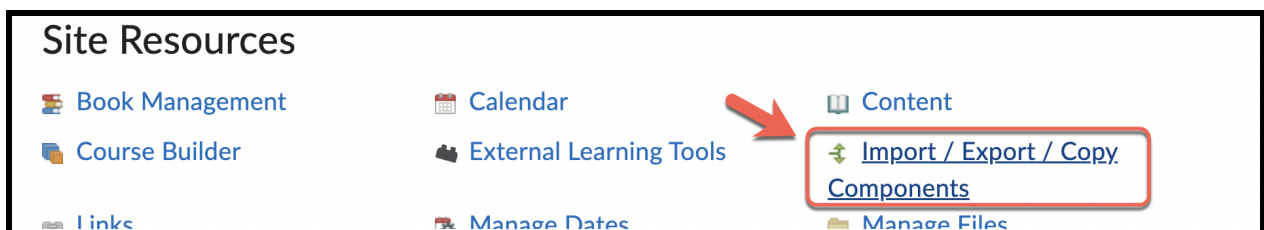
We recommend adding the Labster dashboard as an assignment with a custom grade parameter (send_attempts all) which sends all the attempts completed to 100% to the grade book. Without this custom parameter, Labster will only send back the first final grade to Brightspace once students reach 100% completion. The Labster dashboard will automatically get imported together with the Common Cartridge. The Labster Dashboard provides further details on students results from all attempts including those which are not completed to 100%. Please note that custom parameters should not be added when setting up the Dashboard, as it is a non-gradable item.

To access Labster for your courses:

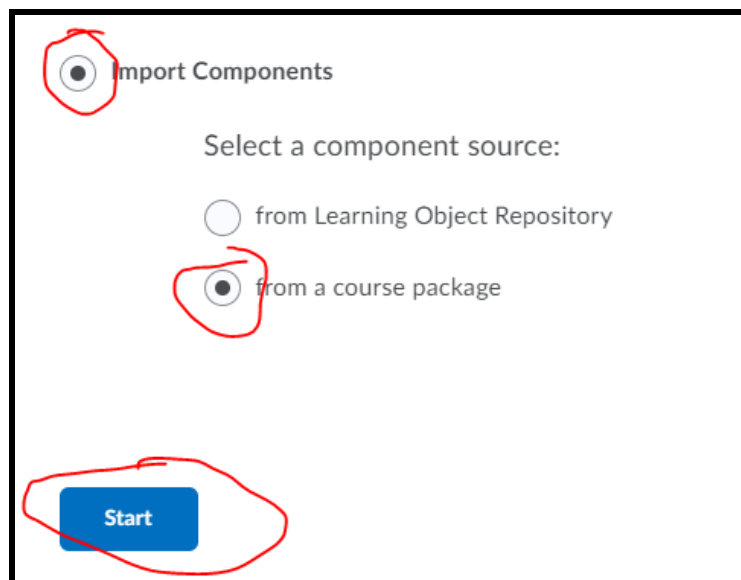
Click on **Course Admin** from the home navbar.



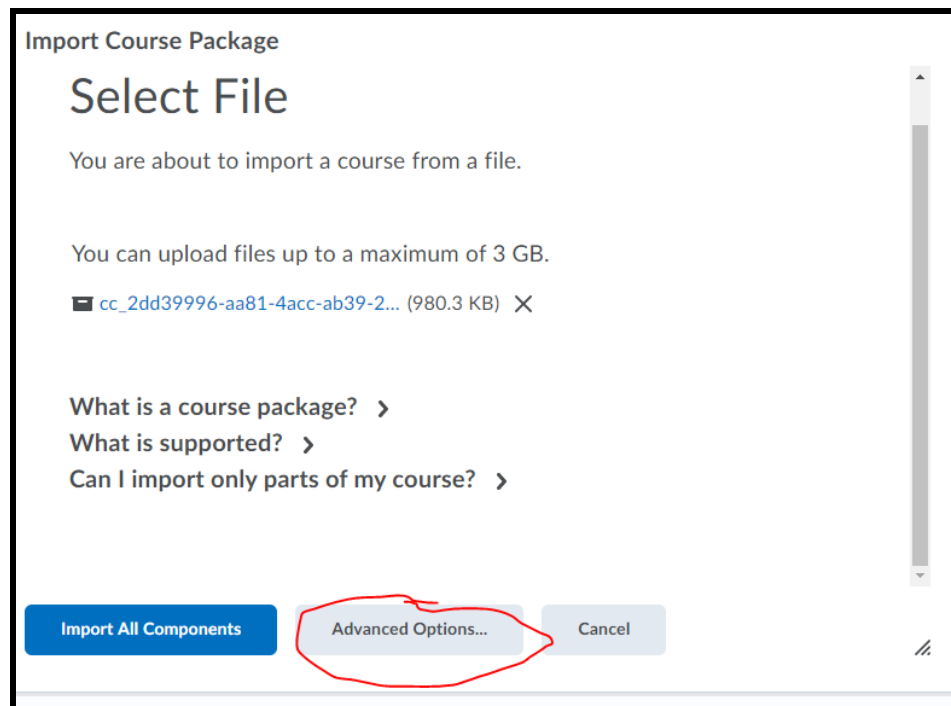
Under the **Course Admin** tools, simply select the **Import/Export/Copy Components** tool



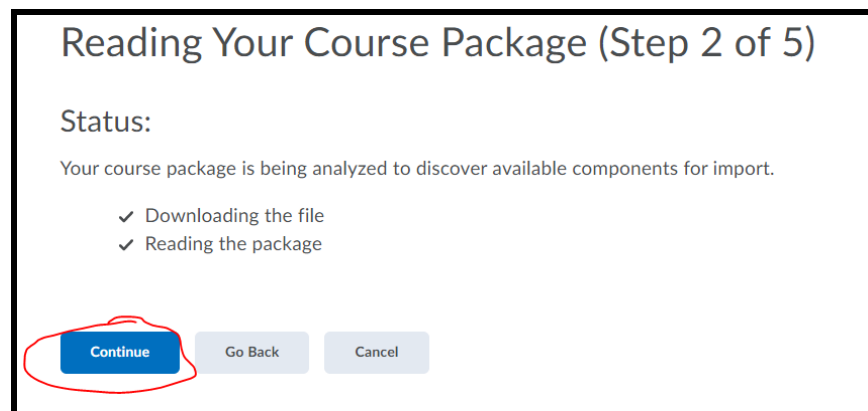
On the components tool, you'll want to scroll to the bottom of the page and select **Import Components** then **from a course package**, and select **Start**.



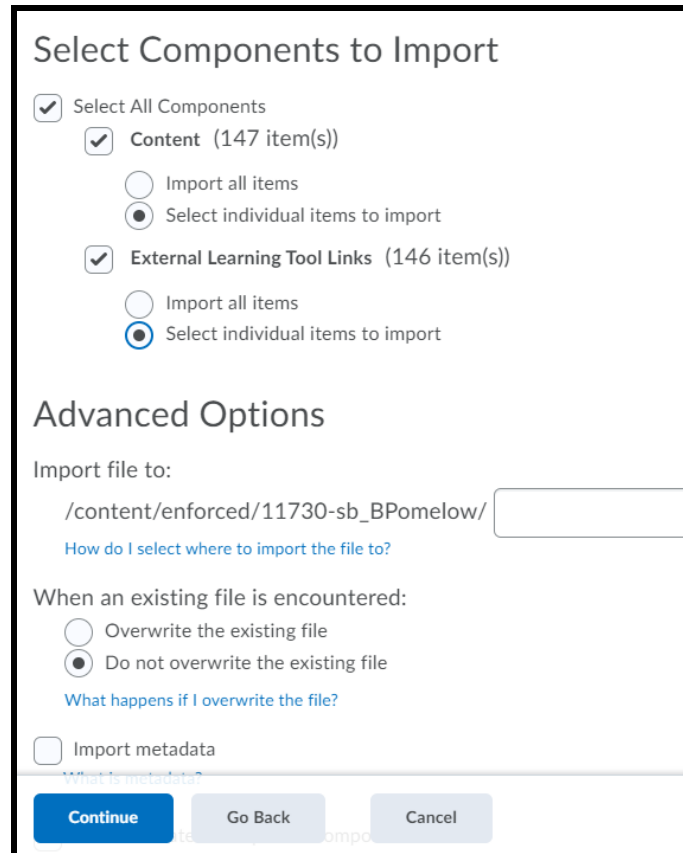
Here, you can use the file picker to upload the package attached to this email, and select **Advanced Options**.



Once the package has confirmed completion, click **Continue**.



When you are brought to the **select Components to import** page choose the first three checkboxes, and the second of each radio button, as indicated. The remaining options are set per individual faculty preference, and click continue.



The screenshot shows a web form titled "Select Components to Import". It contains two main sections: "Select Components to Import" and "Advanced Options".

Select Components to Import

- ☒ Select All Components
 - ☒ Content (147 item(s))
 - ☐ Import all items
 - ☒ Select individual items to import
 - ☒ External Learning Tool Links (146 item(s))
 - ☐ Import all items
 - ☒ Select individual items to import

Advanced Options

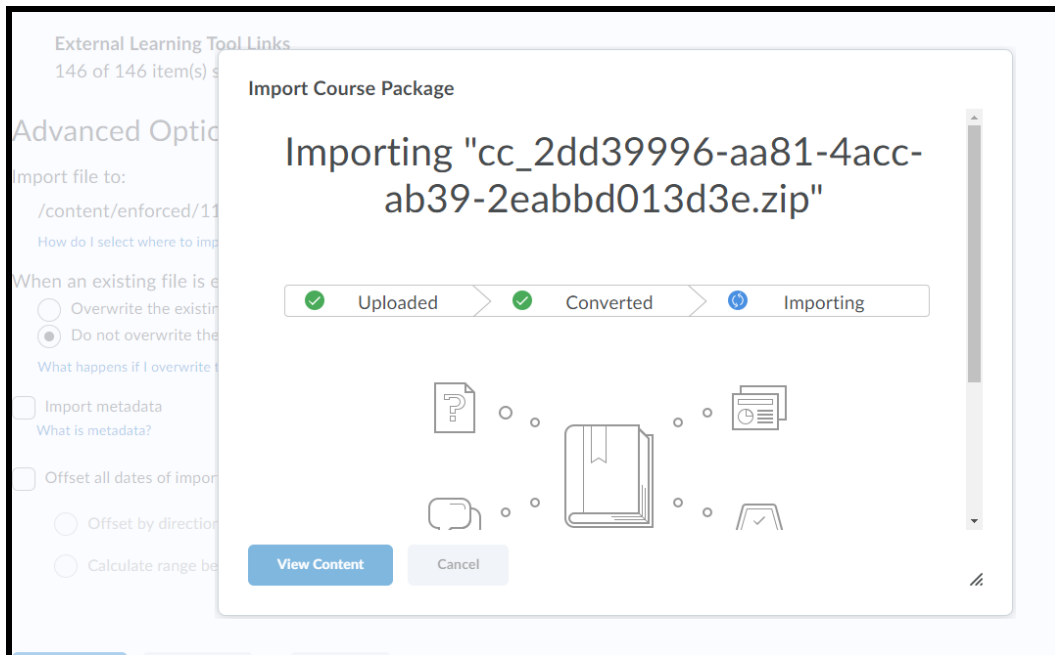
Import file to:
/content/enforced/11730-sb_BPomelow/
[How do I select where to import the file to?](#)

When an existing file is encountered:
☐ Overwrite the existing file
☒ Do not overwrite the existing file
[What happens if I overwrite the file?](#)

☐ Import metadata
[What is metadata?](#)

At the bottom are three buttons: "Continue" (blue), "Go Back" (light blue), and "Cancel" (light blue).

Next Faculty will only need to select the "modules and topics" they wish to use in their course, as well as **External Learning Tool Links**, and click **Continue**. The last Step will confirm the number of modules, and Tool links that have been selected. (page 4 of 5) Once you click Continue here, the content will begin importing into your course.



Clicking **View Content** will bring you to your **Simulations Dashboard** in your content area. The dashboard for faculty will begin importing data, once students begin using the simulations.

Simulations ▾

Add dates and restrictions...

Add a description...

Upload / Create ▾
Existing Activities ▾
 Bulk Edit

 Dashboard ▾
 External Learning Tool ▾

Add a sub-module...


Labster Dashboard

Best attempt ▾
 Find a student

Currently, there is no data in your dashboard.
Please wait until your students start using the simulations.