Import Curriculum

Last Modified on 10/28/2026 4:22 pm CDT

This tool is available with Campus Learning Suite.

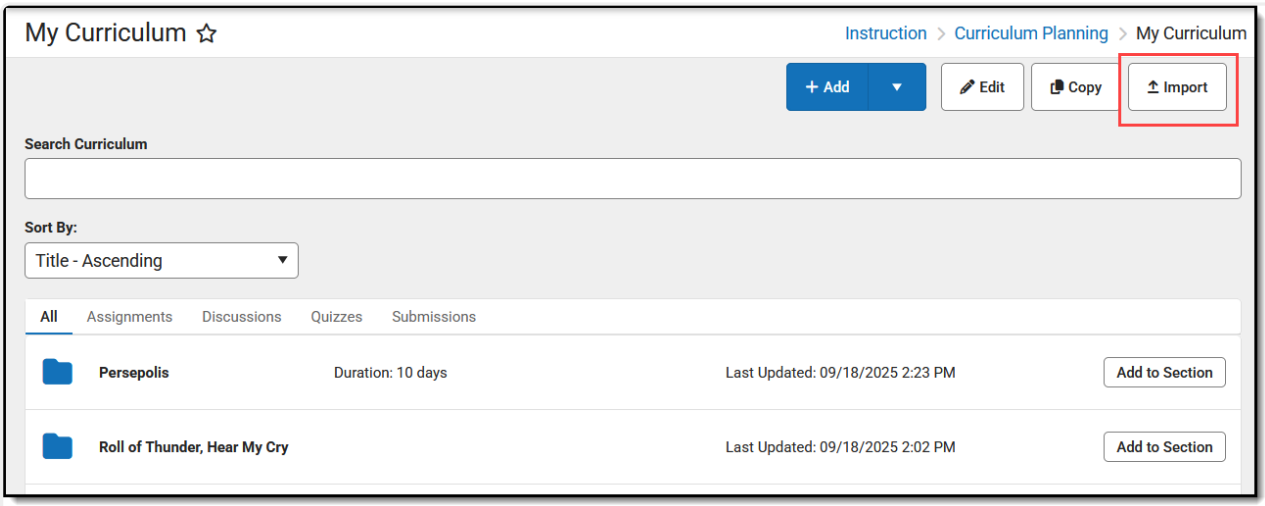
This tool is in a limited beta testing period and is only available in select districts.

Location: My Curriculum > Import

The import tool allows teachers and curriculum directors to import curriculum via a Common Cartridge file. Curriculum is imported into the My Curriculum tool, where it can be edited as needed prior to adding it to a section. Once curriculum has been added to a section, it can be shared to the library for other teachers to use.

To be imported, curriculum cartridges must conform to the 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 .imscc or .zip. Cartridges that exceed 350 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.

See the Prepare a Curriculum Cartridge for Import article for more information about recommendations and requirements for importing curriculum.



The status of imported curriculum cartridges displays in the import tool.

Prerequisites

- To import curriculum, districts must have a Campus Learning license. See the Campus Learning - Startup Guide for more information.
- The Campus Digital Repository must be enabled.
- If a cartridge contains LTI links and you want to keep them, that partner must be configured in the Digital Learning Applications Configuration tool. LTI links can be removed during import the connection is not configured.
- For more information, see the Prepare a Curriculum Cartridge for Import article.

Users must have the **Curriculum Import** tool right to import curriculum.

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.

See the Instruction Tool Rights article for more information.

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.

Import Curriculum

1. From the My Curricuum tool, 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 cartridge. The **Original File Name** is not editable.
4. Under **Learning Partner Options**, indicate if you wan to *Set Up a Single Learning Tool for All Links* or *Skip Setup and Remove Links*.
5. If you selected the first Learning Partner option, select a **Learning Tool**.
6. Mark the **Consent** checkbox to indicate that you consent to the linked policies.
7. 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.



Take note of errors and change the Curriculum Name if desired.

Add Curriculum to a Section

Once the curriculum has been imported, you can open it from My Curriculum and edit it as needed. Remember that dates and section-specific grading setup cannot be added until you add the curriculum to a section. See the Create Curriculum article for more information about fields in the curriculum editor.

When you're ready to add imported curriculum to a section, see the Schedule Curriculum article for instructions on adding curriculum to your sections.

Errors and Warnings

Errors are indicated by an orange triangle with messages that provide additional information for cartridges that can be imported. Warnings are indicated by a red circle and report for issues that prevent 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.

Message Text	Additional Information
"Custom content cannot be imported."	Custom content is content added to the cartridge that does not quite fit the specification. The custom content itself in 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 .imscc format, or a .zip that contained a .imscc 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.

Example Message	Additional Information
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.