

#### How To Export Courses from FocalPoint

- 1 Open the desired course in Course Designer within FocalPoint
- 2 Select the 'Export Course' icon

| ← Demo Course <p< th=""><th>Course Designer</th><th></th><th></th></p<> | Course Designer |       |   |
|---|-----------------|-------|---|
| ▶ 2 🖪 🛱 🕹 🗻<br>Learning   | ← Demo Course   |       | 0   |
| Learning  | 📩 🗹 📕           | 🔎 💽 🕰 |   |
|   | Learning        |       | Image: Second |

3 Select 'Canuas IMSCC Export' within the 'Export Course' icon

| Course Designer |                      |
|-----------------|----------------------|
| ← Demo Course   | 0                    |
| 📩 🖸 📕 🖬 🔥 🎿     |                      |
| Learning        | Canvas IMSCC Export  |
|                 | Generic IMSCC Export |
|                 |                      |

- 4 The selected course will download into the Downloads folder with the IMSCC extension
- 5 \*Note It is suggested to name the download with the version or date of the course\*



## How to Generate Client Secret and Consumer Key

1 Select 'LTI Tool Consumers' under Administration

|   | LTI Tool Consumers.  |                   |  |  |  |  |
|---|--|-------------------|--|--|--|--|
|   |  |                   |  |  |  |  |
|   | A list of all the LTI Tool Consumers registered in this tenant.    |                   |  |  |  |  |
|   | Consumer Name Key Secret   |                   |  |  |  |  |
| 2 | Select 'Create New' Create New                                     |                   |  |  |  |  |
| 2 | Enter Consumer Name *ClientID Client Secret and Client UDL         |                   |  |  |  |  |
| 3 | 3 Enter Consumer Name. "ClientID, Client Secret and Client URL are |                   |  |  |  |  |
|   | optional* When complete, click 'Create'                            |                   |  |  |  |  |
|   | Create Consumer Ba   | ck to List Create |  |  |  |  |
|   | Consumer Name Canvas Demo  |                   |  |  |  |  |
|   | ClientID   |                   |  |  |  |  |
|   | Client Secret  |                   |  |  |  |  |
|   | Client Url   |                   |  |  |  |  |
|   | Key a798911ca1da4316   |                   |  |  |  |  |
|   | Secret 6ec3262b64a24e92  |                   |  |  |  |  |
| 4 | User will now be able to see the newly created Key and Secret      |                   |  |  |  |  |
| - | Ser will now be able to see the newly created key and secret       |                   |  |  |  |  |
|   | Canvas Demo a798911ca1da4316 6ec3262b64a24e92 ClientID             | Edit   Delete     |  |  |  |  |
|   | Client Secret  |                   |  |  |  |  |

Client Url



#### How to add the 'FocalPointK12 LearningTree' app in Canvas

\*Note - Users will need Admin access in Canuas for these steps\*

1 Once logged into the Admin account in Canvas, select 'Admin', then select the correct organization



- 4 In the search bar, search for the 'FocalPointK12 LearningTree' app
- 5 Select the 'FocalPointK12 LearningTree' app, then select '+ Add App' FOCALPOINTK12

+ Add App

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# How to create a new Course in Canvas and import IMSCC content

1 How Do I Import Content From Common Cartridge Into Canuas