How to set up Ximera for a calculus class on a regional campus

1. Make sure you have been added to the OSU Calculus Ximera Carmen course. If you have not been added, please contact Elizabeth Miller (miller.4962@osu.edu)
2. Go to your Carmen course and open it.
3. Click on “Settings”.
4. Click on “Import Course Content”.
5. Under content type, select “Copy a Canvas Course”.
6. Search for “OSU Calculus Ximera” and choose “Select Specific Content”. Then click Import.

7. Click “Select Content”

8. Expand the arrow next to Assignments and select the folders for the assignments for your course. Also select “LTI External Tools” and then click “Select Content”

9. Ximera will be added to your course under “Assignments”. You may now change the names of each assignment, the number of points they are worth, and the due dates under the “Assignments” tab by clicking the three dots at the right end of each assignment and then clicking “Edit”. 