UNIVERSITY OF MONTANA
EDUCATIONAL INITIATIVES & INNOVATION

Learning Experience & Design (LEAD)

Importing Course Content

Canvas Tip Sheet

This tip sheet describes the possible sources of content that you may want to import into your new course shell. The process for importing this content will change depending on its source.

Preparing Your Course Shell

- All new course shells have a UM template applied. If you intend to import content from a previous semester into the new course, you may end up with duplicate template content. It is worth exploring the new course to see if there are items you want to utilize, but if not, delete template content before importing.
- Duplicated content might include Modules, Pages, Assignments, Discussions, Quizzes and more. Removing Modules does not delete the activities and resources in that module.
- To delete Pages, Assignments, Discussions, Quizzes, and Files, open the corresponding index from the Course Navigation Menu, then click on the Three-Dot Menu next to the item you want to permanently delete and select Delete.

Using the Course Import Tool

- The Course Import Tool allows you to copy content (all course content or specific resources and activities) from existing courses into new course shells.
- Open the course shell that you want to import content into. In the Sidebar on the right side of the course homepage, select Import Existing Content.
- Select the appropriate "Content Type" depending on the source of the content.
    - Select **Copy a Canvas Course** if importing content from a Sandbox (practice) shell, a course that's already been taught in Canvas, or a course that was migrated from Moodle into Canvas during the migration process. Search for your "source" course by name (a list of your courses will appear for easy selection).
    - Select **Moodle 1.9/2.x** if importing a Moodle backup file you had downloaded, then select the .mbz file saved to your computer.
    - Select **Canvas Course Export Package** if importing a Canvas backup file you had downloaded, then select the zipped IMSCC file saved to your computer.
- For the "Content" setting, you can import all content from the course by selecting the **All content** radio button, or if you want to select specific content like an activity or module, select the **Select specific content** radio button.

- We recommend selecting specific content when importing a Canvas course to avoid duplicating content and files. In most cases, when prompted to select content, check Syllabus Body, Modules, and Question Banks. By selecting specific Modules, only resources, files and activities found in the Modules will be imported into the new course.
- For the "Options" setting, select **Adjust events and due dates**. Either select **Shift dates** or **Remove dates**. If you do not shift or remove dates, you will be unable to use the "Automatically apply grade for missing submissions" setting in the new course.

Using the "Copy To" and "Send To" Options

- As an instructor, you can copy Canvas resources and activities (e.g. Modules, Pages, Quizzes, Discussions, Assignments, etc.) from one course directly into any course where you are enrolled with editing privileges.
- You can also send Canvas resources and activities to other instructors at your institution. If you are the instructor receiving course content from a colleague that was shared using the "Send To" tool, then you access it from the Received Content page.
- When you copy a resource or activity, any assets within it (images, files, etc.) will be included in your copy. When copying Classic quizzes, quiz questions will be included but linked question banks will not. Check the imported content to ensure a successful transfer.

Using Canvas Commons

- Canvas Commons is a learning object repository that enables educators to find, import, and share resources with their fellow instructors. You can import courses, modules, assignments, quizzes, discussions, pages, or files from Commons into your Canvas course.
- Canvas Commons is found on the **Global Navigation menu**. To access Commons, click the Commons link in the Global Navigation menu on the left side of the Canvas Dashboard.
- Click on the resource title to view the resources details and to import into another Canvas course. Imported Commons resources retain their options/settings in the new course except for their due dates.

Things to Remember

- Do not begin editing content until you're done importing all the content you want to use. If you import content into a new course, edit that content, and then import the content again, you will override any existing edits.
- Question banks linked to quizzes cannot be imported through Canvas Commons or using the "Copy To" or "Send To" options. To import a quiz with linked question banks, you must use the Course Import tool instead.
- Rubrics cannot be shared or imported directly. However, if you share or import an Assignment, Discussion or Quiz activity that includes a rubric, it will be attached to that activity.
- LTIs/External Tools may need to be reconfigured once imported into a new shell.

Learn More

- Consult the Canvas Instructor Guides for updated information on how to use Canvas.
- Find on-demand resources and support at LEAD's Teaching and Canvas Help webpage.
- Register for live LEAD faculty trainings on Griz Hub for focused training on using Canvas.

For further assistance, please contact the LEAD instructional designers at LEAD@umontana.edu.