Importing Course Content

Canvas Tip Sheet

This webinar examines the Course Import tool and explains how to import content from an existing course into a new course.

Using the Course Import Tool

- The Course Import Tool allows you to copy content (full course content or individual activities) from existing courses into new course shells.
- To use, first 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. This button can also be accessed through Settings in the left Course Navigation Menu.
- For Content Type, choose **Copy a Canvas Course** if importing migrated content or from your Canvas Sandbox shell. You will see a dropdown menu with all courses where you are enrolled as a teacher. Choose the Canvas course you want to import.
    - If importing a Moodle backup file (.mbz), choose **Moodle 1.9/2.x**.
- For Content, you have two options:
    - If importing from your migrated course, choose Select Specific Content which allows you to bring in specific content/activities rather than the full course.
    - If importing from your Sandbox shell, choose **All Content**. This will ensure any changes made to the Home Page or Syllabus are imported.
- Decide if you want to automatically Adjust Events and Due Dates. If you select this option, you will then need to set the beginning and end date of your course. An alternative option is to manually update your due dates once the content has been imported.
- Click **Import**. The import request will be listed under Current Jobs.
    - If you chose **Select Specific Content**, you must select the content before the import can run. Click the **Select Content** button and select the content and activities you want to import, making sure to *leave Syllabus and Course Settings unchecked*. Click the **Select Content** button one more time to begin your course import.

Review Your Course Content and Activities

- Your new Canvas course includes a template that is applied to all course shells as they are generated each semester. The Template is customizable, with multiple Home Page design options and sample content for the Syllabus, a Getting Started Module, and a content Module.
- Scroll through your course to familiarize yourself with the new layout and template features in Canvas. Content is organized into Modules but function similarly to Sections in Moodle. Your content is added after the template content.

For further assistance, please contact the UMOnline IDs (umonlineIDs@umontana.edu)

- Consider opening your course in Moodle to compare content between the Moodle course and the migrated course. If your Moodle course is not visible, submit a Help Ticket to UM IT to [Request Access to a Previous Course](#).
- If you used weighted categories in your Moodle Gradebook, check to see that appropriate weights were applied to [Assignment Groups](#) in Canvas. Open the Assignments Index by clicking Assignments in the left Course Navigation Menu. Some Assignments may be uncategorized and weighted at 0%. To recategorize, simply drag and drop into the appropriate category.
- Consult Canvas Instructor Guides to learn about specific settings for content and activities: [Pages](#), [Discussions](#), [Assignments](#), and [Quizzes](#).

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 the content in the new course, and then import the content again, you will override the existing edits.
- Using the template standardizes the student experience and provides instructors with more time to focus on adding learning content and designing assessments. Students ask for consistency in online course environments to help them focus on learning content verses navigation.
- LTIs/External Tools may need to be reconfigured once imported into a new shell.
- [Rubrics](#) are not included in course migrations. You will need to manually rebuild your rubrics in Canvas. You can still access your courses in Moodle through the end of Fall 2024 if you need to reference rubrics.

Learn More

- The [Canvas Instructor Guides](#) are an incredible resource, and we recommend consulting them to learn more about how to use Canvas.
- If you've already completed the on-demand [UM Canvas Essentials Course,](#) you can still access the course to review content.
- You can [register for additional trainings on Griz Hub](#), including 30-minute webinars on specific topics like Assignments, Quizzes, Discussions, etc., as well as a 90-minute Canvas Essentials Webinar.

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