

Importing Library Content from Canvas Commons

There are currently three types of online library instruction content available in Canvas Commons:

1. Instruction for Writing Across the Curriculum (WAC) courses
2. APA and MLA citation style tutorials
3. Instruction for WRIT 101/WRIT 101 Plus at Missoula College

You can import any of these items by following the steps below, which use the WAC content as an example.

1. In Canvas Commons, search “WAC” in the search bar. A course titled “Library Instruction for WAC Courses” should appear.

The screenshot displays the Canvas Commons search interface. On the left is a vertical sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, My Materials, and Help. The main header includes a search bar with the text 'wac', a dropdown menu set to 'Most relevant', and a 'Filter' button. Below the search bar, it indicates '6 results'. The first result, 'Library Instruction for WAC Courses' by Karli Cotton, is circled in green. This result is categorized as a 'COURSE' and is for 'Undergraduate - Graduate' students. The second result is 'Template-Specialty-Faculty' by Susan Balter-Reitz, also a 'COURSE' for 'All grades'. The third and fourth results are 'RUBRIC' items: 'Rubric - Discussion Forum Post and Reply Assignment' and 'Rubric - Detailed Rubric for Discussion Forum', both by 'UMOnline' for 'Undergraduate - Graduate' students. At the bottom right, there is a pagination control showing '1 of 1'.

Item Type	Title	Author	Grades	Downloads	Favorites
COURSE	Library Instruction for WAC Courses	Karli Cotton	Undergraduate - Graduate	7	0
COURSE	Template-Specialty-Faculty	Susan Balter-Reitz	All grades	1	0
DISCUSSION	Rubric - Discussion Forum Post and Reply Assignment	UMOnline	Undergraduate - Graduate	12	0
DISCUSSION	Rubric - Detailed Rubric for Discussion Forum	UMOnline	Undergraduate - Graduate	5	0

2. You can preview the content in Canvas Commons. Once you determine which modules you would like to import, select the “Import/Download” button.

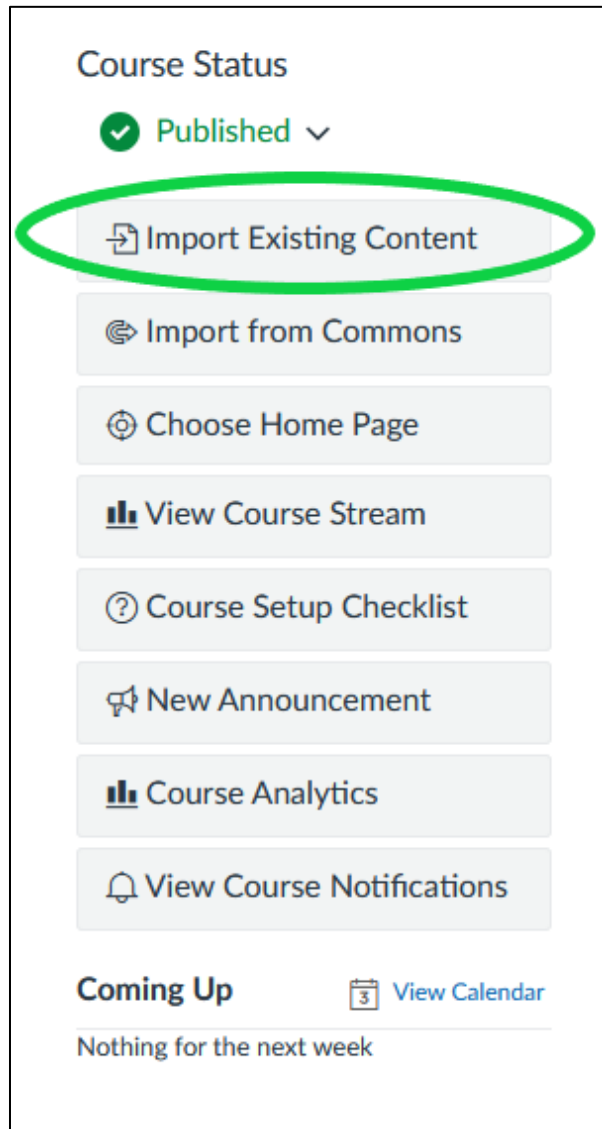
The screenshot shows the Canvas Commons interface. At the top, there's a navigation bar with 'Search', 'Shared', 'Imported', 'Updates (1)', and 'Favorites'. Below this, a search bar contains 'Library Instruction for WAC Courses'. To the right of the search bar, there are links for 'Edit Resource' and 'Remove from Commons'. Below the search bar, there's a 'Back to Search' button and a status bar showing '0 Favorites', '7 Downloads', '2/5/26', and 'Attribution'. The main content area is divided into two sections: 'Modules (6)' on the left and 'Instructor Resources' on the right. The 'Modules (6)' section lists 'Assignments (2)', 'Pages (20)', 'Quizzes (1)', and 'Files (179)'. The 'Instructor Resources' section lists several documents: 'Instructor Overview', 'Information Positionality - Instructor Supplement', 'Choosing & Framing a Topic - Instructor Supplement', 'Searching for Information - Instructor Supplement', and 'Using Sources in Your Writing - Instructor Supplement'. On the right side of the interface, there's a preview of the selected resource, '35.5 MB - IMS Common Cartridge File (.imsc)', with a green circle highlighting the 'Import/Download' button. Below the preview, there are buttons for 'Add to Favorites' and 'Copy Resource Link'.

3. At the bottom of the menu, select “Download” (do not select “Import into Course”). This will download a .imsc file to your computer.

Note: Sometimes Mac computers will download the file as something other than .imsc. You can simply change the ending of the file name to .imsc, which should allow you to import the content.

The screenshot shows the 'Import/Download' dialog box. At the top, there's a close button (X) and the title 'Import/Download'. Below this, there's a section 'Import into Canvas' with a search bar labeled 'Search for a course'. Underneath, there's a section 'courses' with a list of checkboxes and course names: 'All', 'College Writing I (Sect: 50, 71267, Autumn Semester 2025)', 'Information Literacy for Writing Across the Curriculum', 'Information Literacy for Writing in the Disciplines', 'SANDBOX: AI Literacy for University Students', 'WRIT 101/Plus Library Instruction', 'WRIT 201 Library Instruction', 'College Writing I (Sect: 51, 32580, Spring Semester 2026)', and 'College Writing I (Sect: 56, 34309, Spring Semester 2026)'. At the bottom, there are two buttons: 'Import into Course' and 'Download'. The 'Download' button is highlighted with a green circle.

4. Navigate to the course you would like to import the content to. On the home page under the Course Status menu, select “Import Existing Content”.



5. On the Import Content page, select “Canvas Course Export Package” from the content type dropdown menu. Upload your .imsc file to the Source field, and choose “Select Specific Content”. You can then add the file to the import queue.

Import Content

Use the Import Content tool to migrate course materials from other sources into this course.

 Previously imported content from the same course will be replaced. Manually added content will remain.

Select Content Type

Canvas Course Export Package

Source *


Choose File
Drag and drop or [browse your files](#)

No file chosen

Content *

☐ All content
The following content types will be imported: Course Settings, Syllabus Body, Modules, Assignments, Quizzes, Question Banks, Discussion Topics, Pages, Announcements, Rubrics, Files, and Calendar Events.
Feature Options aren't imported and must be enabled manually in the new course's Settings.

☒ Select specific content

Options

☐ Adjust events and due dates

Clear

+ Add to Import Queue

6. Once the content is uploaded, a “Select Content” button should appear under the Content Imports menu.

Content imports					
Content import files cannot be downloaded after 500 days.					
Content Type	Source Link	Date Imported	Status	Progress	Action
Canvas Common Cartridge	fee30b3260e84aa8ab31514314a3e5b0.imsc	Feb 5 at 11:01am	Waiting for selection		Select content

7. Here, you will be able to select the modules you want to use. Make sure to also import Assignments, Quizzes, Pages, and Files since these elements make up the modules. ****Do not import “Course Settings” or “Syllabus Body”.****

Select Content for Import [X]

- ☐ Course Settings
- ☐ Syllabus Body
- > ☒ Modules (6) ←
- > ☒ Assignments (3) ←
- > ☒ Quizzes (1) ←
- > ☐ Question Banks (1)
- > ☒ Pages (20) ←
- > ☒ Files (179) ←

Cancel Select Content

8. Once the import completes, the content should appear on your modules page, and you can make adjustments as needed.

If you would like any assistance with this process, please reach out to Karli Cotton, Online Learning Librarian at karli.cotton@mso.umt.edu or 206-243-5185.