

VOA 2023 Canvas: Course Import External (slides) 1

Import External Course into Canvas

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www.StatLit.org/pdf/2023-Canvas-Course-Import-External-Slides.pdf

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Canvas: Import Course from a Saved External File

To import a saved Canvas course stored outside Canvas:

1. Open the Settings menu.
2. Select the *Navigation* tab at the top.
3. Select *Import Course Content* on the right menu.
4. Select *Canvas Course Export Package*
5. In Source section, select the *Browse* command button.
6. Select *All Content*
7. [Optional] Check box to *Adjust due dates*.
8. Press the *Import* command button.

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Import Course into Canvas: Step 1

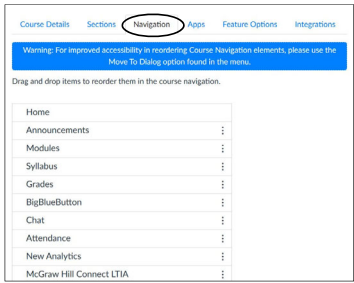
Select the course into which the material is to be imported.
 Select the Settings menu from the toolbar at the left edge.



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Import Course into Canvas: Step 2

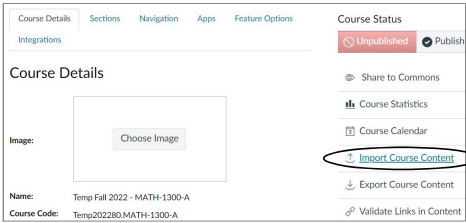
Select *Navigation* tab from the tabs at the top.



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Import Course into Canvas: Step 3

Select *Import Course Content* from the buttons on the right.



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Import Course into Canvas: Step 4

In Import Content, select *Canvas Course Export Package*.



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Import Course into Canvas: Step 5

In Source section, select the *Browse* command button.



Import Content

Content Type: Canvas Course Export Package

Source: **Browse...** No file selected.

Content: All content
 Select specific content

Options: Adjust events and due dates

Importing the same course content more than once will overwrite any existing content in the course.

Cancel Import

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Import Course into Canvas: Step 6

In the Content section, select *All Content*.



Import Content

Content Type: Canvas Course Export Package

Source: **Browse...** No file selected.

Content: All content
 Select specific content

Options: Adjust events and due dates

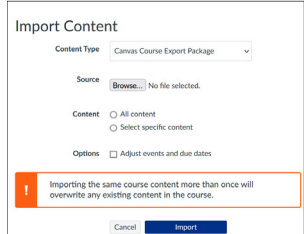
Importing the same course content more than once will overwrite any existing content in the course.

Cancel Import

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Import Course into Canvas: Step 7 Optional

In the Options section, check the *Adjust due dates* box. Set Fall 2023 Start Date as Monday: August 21.



Import Content

Content Type: Canvas Course Export Package

Source: **Browse...** No file selected.

Content: All content
 Select specific content

Options: Adjust events and due dates

Importing the same course content more than once will overwrite any existing content in the course.

Cancel Import

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Import Course into Canvas: Step 8

Press the *Import* command button.



Import Content

Content Type: Canvas Course Export Package

Source: **Browse...** No file selected.

Content: All content
 Select specific content

Options: Adjust events and due dates

Importing the same course content more than once will overwrite any existing content in the course.

Cancel **Import**