

VOA 2023 Canvas: Course Import External (slides) 1

Import External Course into Canvas

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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

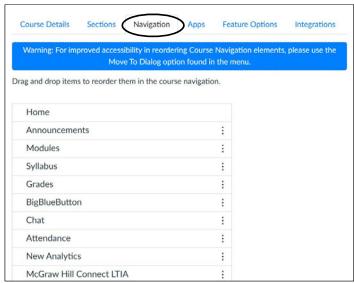
Select the course into which the material is to be imported.
 Select the Settings menu from the toolbar at the left edge.



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Import Course into Canvas: Step 2

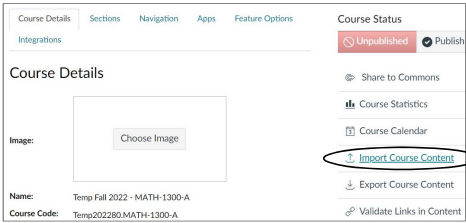
Select *Navigation* tab from the tabs at the top.



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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

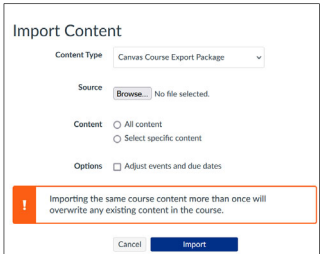
In Import Content, select *Canvas Course Export Package*.



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Import Course into Canvas: Step 5

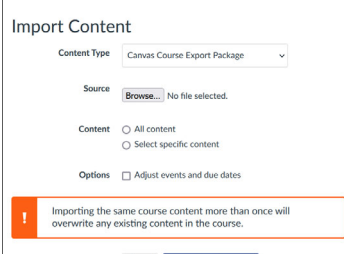
In Source section, select the *Browse* command button.



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Import Course into Canvas: Step 6

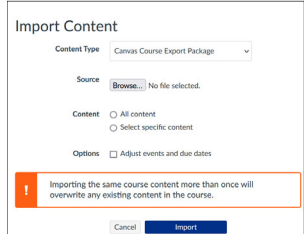
In the Content section, select *All Content*.



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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.



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Import Course into Canvas: Step 8

Press the *Import* command button.



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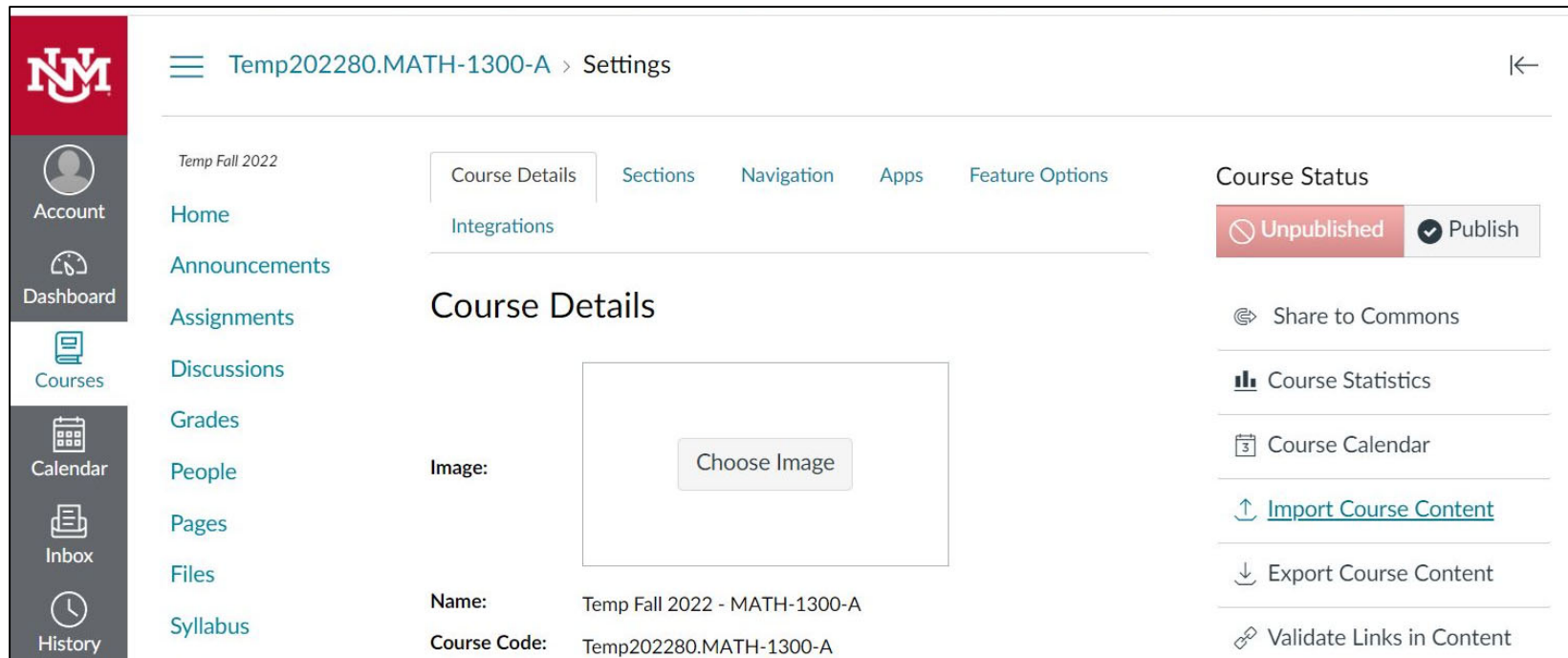
Canvas: Import Course from a Saved External File

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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.

Import Course into Canvas: Step 1

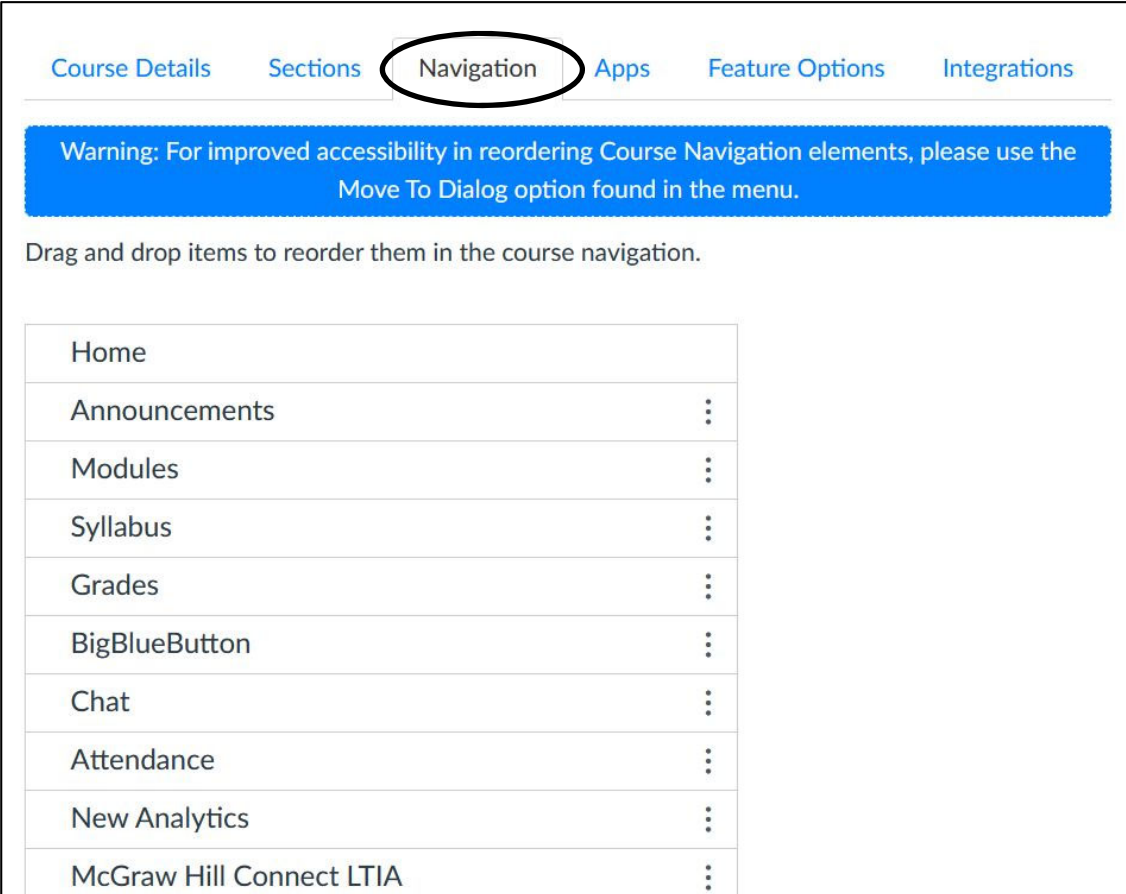
Select the course into which the material is to be imported.
Select the Settings menu from the toolbar at the left edge.



The screenshot displays the Canvas LMS interface for a course. On the left is a vertical toolbar with icons for Account, Dashboard, Courses, Calendar, Inbox, and History. The main content area shows the course name 'Temp202280.MATH-1300-A' and the 'Settings' page. The 'Course Details' tab is active, showing fields for 'Image' (with a 'Choose Image' button), 'Name' (Temp Fall 2022 - MATH-1300-A), and 'Course Code' (Temp202280.MATH-1300-A). On the right, the 'Course Status' section shows 'Unpublished' and 'Publish' buttons, along with options for 'Share to Commons', 'Course Statistics', 'Course Calendar', 'Import Course Content', 'Export Course Content', and 'Validate Links in Content'.

Import Course into Canvas: Step 2

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

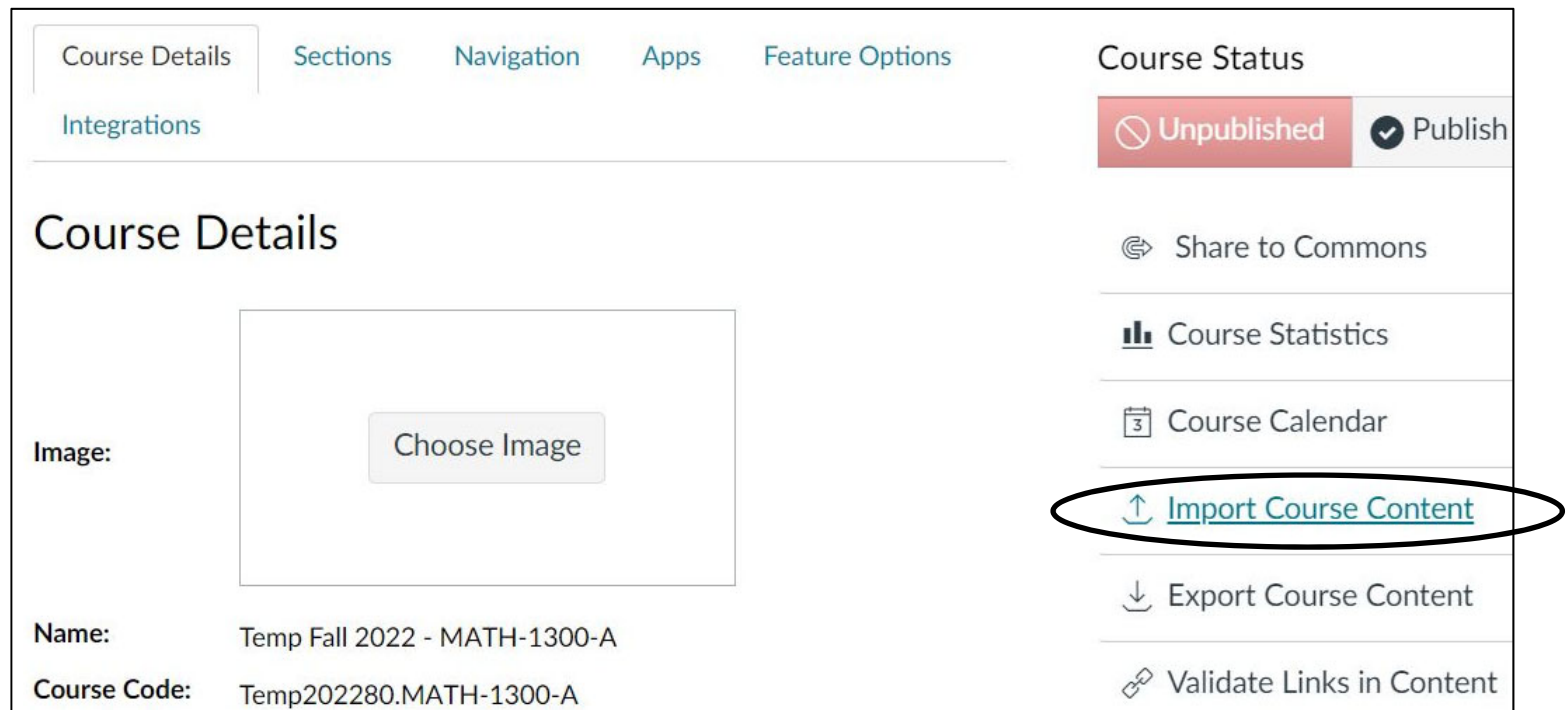


The screenshot shows the Canvas course navigation editor. At the top, there are five tabs: "Course Details", "Sections", "Navigation", "Apps", "Feature Options", and "Integrations". The "Navigation" tab is circled in black. Below the tabs is a blue warning box with the text: "Warning: For improved accessibility in reordering Course Navigation elements, please use the Move To Dialog option found in the menu." Below the warning box is the instruction: "Drag and drop items to reorder them in the course navigation." Below this instruction is a table with the following items:

Home	
Announcements	⋮
Modules	⋮
Syllabus	⋮
Grades	⋮
BigBlueButton	⋮
Chat	⋮
Attendance	⋮
New Analytics	⋮
McGraw Hill Connect LTIA	⋮

Import Course into Canvas: Step 3

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



The screenshot displays the Canvas course management interface. At the top, there are tabs for 'Course Details', 'Sections', 'Navigation', 'Apps', and 'Feature Options'. Below these is a sub-tab for 'Integrations'. The main area is titled 'Course Details' and contains an 'Image:' label next to a 'Choose Image' button. Below that, the 'Name:' is 'Temp Fall 2022 - MATH-1300-A' and the 'Course Code:' is 'Temp202280.MATH-1300-A'. On the right side, there is a 'Course Status' section with 'Unpublished' and 'Publish' buttons. Below this are several action buttons: 'Share to Commons', 'Course Statistics', 'Course Calendar', 'Import Course Content' (circled in black), 'Export Course Content', and 'Validate Links in Content'.

Import Course into Canvas: Step 4

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

The screenshot shows the 'Import Content' page in Canvas. On the left is a navigation menu with links for Home, Announcements, Assignments, Discussions, Grades, People, and Pages. The main heading is 'Import Content'. Below it, there is a 'Content Type' dropdown menu. The dropdown is open, displaying a list of options: 'Select One' (highlighted in blue), 'Copy a Canvas Course', 'Canvas Course Export Package', 'Unzip .zip file into folder', 'Angel export .zip format', 'Blackboard 6/7/8/9 export .zip file', 'Blackboard Vista/CE, WebCT 6+ Course', 'Common Cartridge 1.x Package', 'D2L export .zip format', 'Moodle 1.9/2.x', and 'QTI .zip file'. At the bottom of the page, the text 'Current Jobs' is visible.

Import Course into Canvas: Step 5

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

Import Content

Content Type

Source 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.

Import Course into Canvas: Step 6

In the Content section, select *All Content*.

Import Content

Content Type

Source 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.

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

Source 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.

Import Course into Canvas: Step 8

Press the *Import* command button.

Import Content

Content Type

Source 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.