

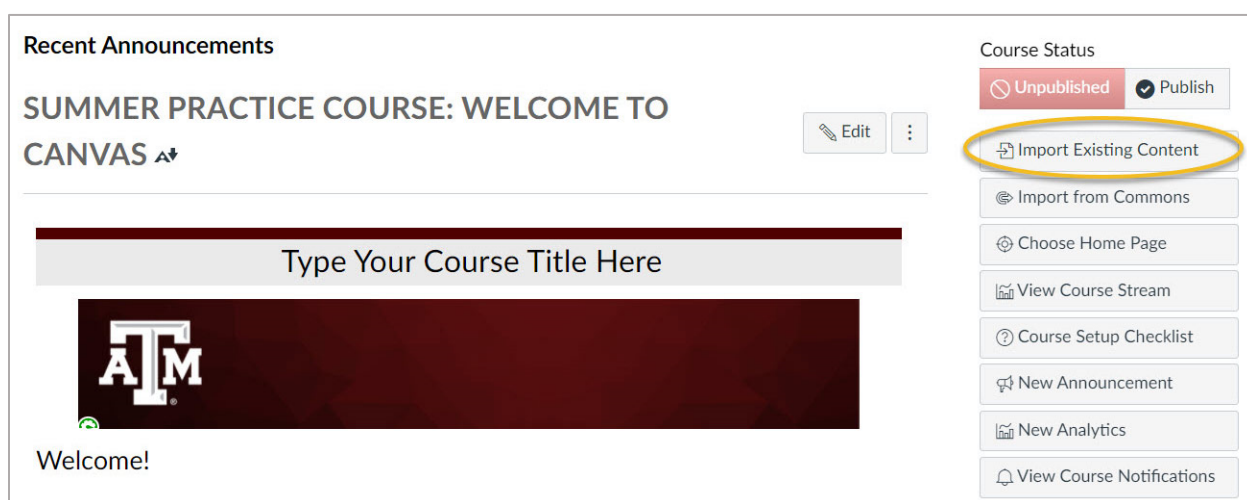
Importing Content into your Canvas Course

Hi, I'm Lani Draper, Instructional Designer at eSAIL.

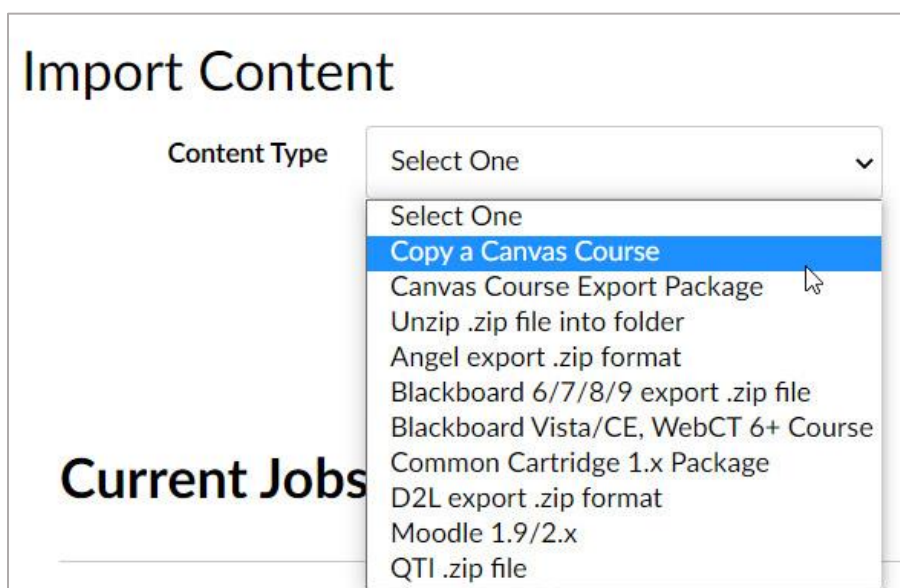
This video will take you through the steps of importing a course into another Canvas course.

Import Existing Content (0:16)

To start, you need to select the empty course that you want to copy another course into. Once inside that course, click "Import [Existing] Content" in the sidebar menu on the right.



In the "Content Type" menu, you can select "Copy a Canvas Course" if you're trying to copy another section from Canvas into your new section.



Other Import Options (0:49)

Other options are, if you have exported a course in Canvas, and you have that export package, you can choose to import a “Canvas Course Export Package.” If you still have an export package from Blackboard, choose the “Blackboard 6/7/8/9 export .zip file.”

Another option is to import test banks from publisher Zip files. If you have one of those packages from the publisher, you can select “QTI .zip file,” and that usually works. For this example, I'm going to “Copy from a Canvas course.”

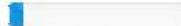
Once I've chosen [the content type], it gives me the option to search for a course. There, I can use the pull-down menu to select previous semester courses.

Select Which Content to Import (1:45)

Then, I need to select what content I want. I can select “All content” to copy over the entire course, or I can “Select specific content” if I only want to bring over test banks or different files. In this example, I'm going to do “All content.” Once I've chosen that, I can hit the “Import” button.

Job Queue (2:13)

Then, it shows my current job is queued and then running, so I just need to wait and let that finish running.

Current Jobs			
Course Copy	PRACTICE COURSE:...	Feb 17 at 2:54pm	Running 
Course Copy	PRAC 001: WELCOME TO...	Feb 17 at 2:44pm	Completed
Course Copy	Master Blueprint...	Dec 3, 2021 at 12:49pm	Completed

Once the course copy is shown as “Complete,” you're ready to check the material you've copied over. Also, click the link that says “issues” if any issues come up, and it'll tell you if anything had trouble copying over.

Review Content (2:38)

A best practice, once you have something imported, is to check your Home page.

This [the home page] will be the empty home page that you had in the course previously from the template, so you'll need to change that.

Check the “Modules” area and make sure everything that you need copied over. Again, you may have duplicates of things from the template, so you should be able to delete some of those.

Change Front Page (3:10)

You can also check your “Pages” area. “View All Pages,” allows you to change your Home page. When you see the Home page that is likely set with the title “2” on it [“Home Page 2”], go to that page’s menu, which is on the right with the three dots, and you can change this to “Use as Front Page.”



You'll also notice the dates. Anything you imported over will have the current date, while older material will have an older date.

Check Assignments (3:58)

Also, check your “Assignments” area for any quizzes and assignments, and ensure everything gets pulled over there.

And that is how you import a course!