

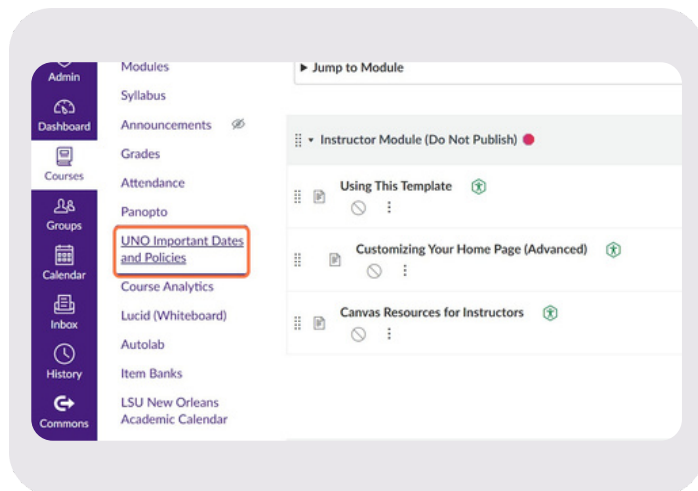
Import a Canvas Course

Before You Import

1

As a pre-step, in the class you are importing from, note any content, settings, pages, etc. that say UNO or University of New Orleans.

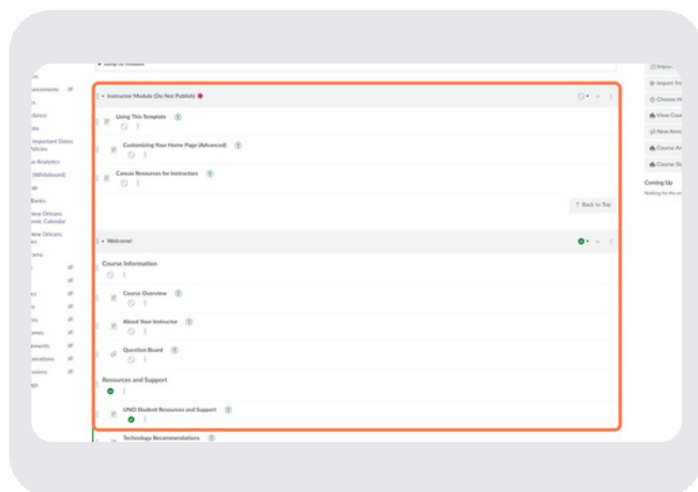
You do not need to change them or do anything with them now. You will just want to note them for later.



2

Note any repeated modules, pages, etc.

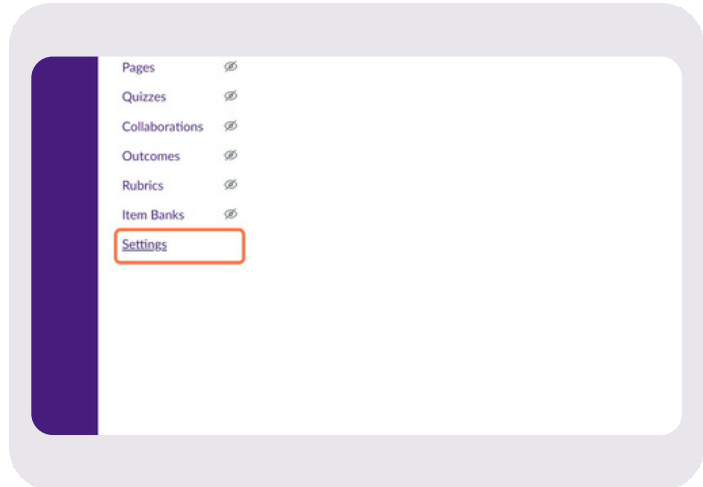
Again, you do not need to do anything with them. You just want to know they are there to help you not import them. Remember that the Instructor Module and the Welcome module are updated and in your new shells every semester. **You never need to import these.**



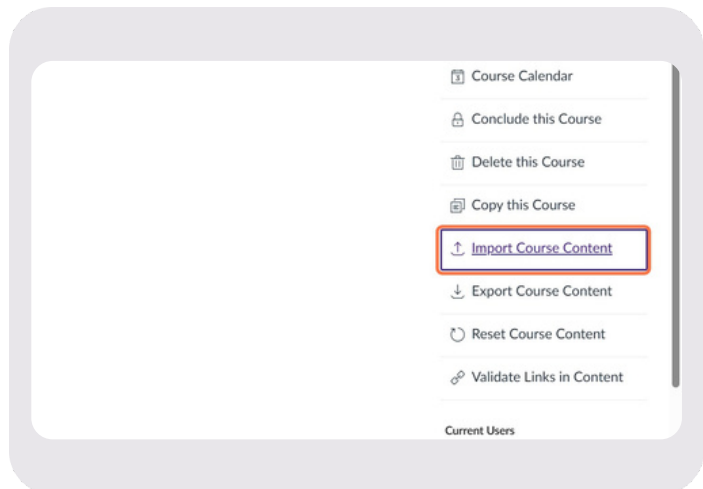
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Importing Content

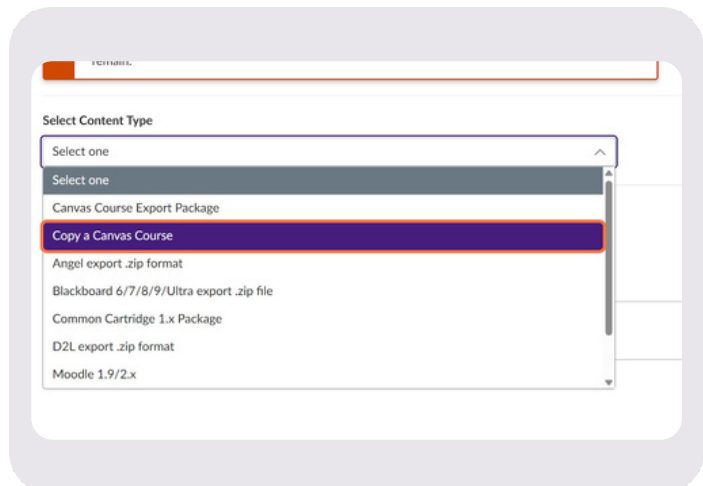
- 3 In your new class for the upcoming semester, click on Settings.



- 4 Click on Import Course Content



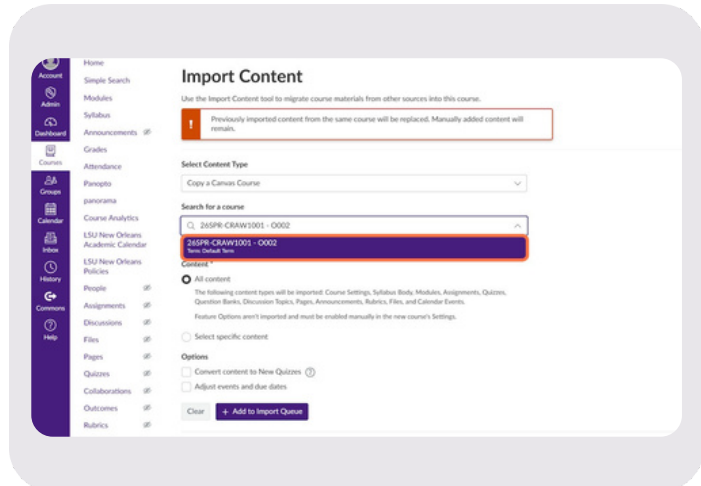
- 5 From the Select Content Type menu, click on Copy a Canvas Course.



Import a Canvas Course

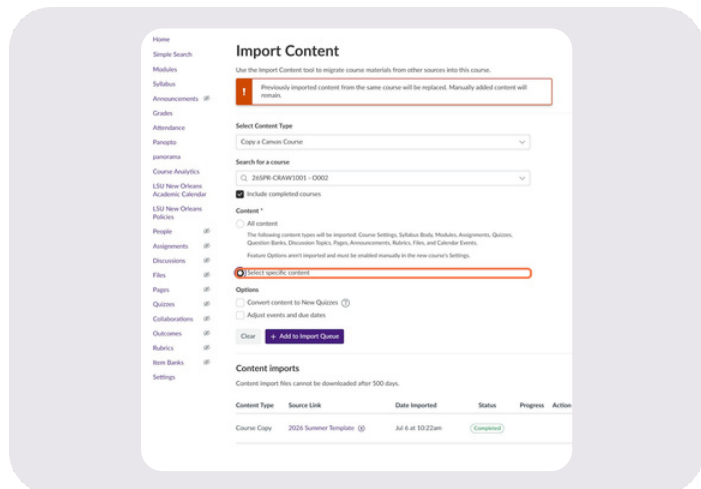
6

Find the course you want to import from and click on it. You may have type in/paste in the name of the course, or you may be able to choose it from a list.



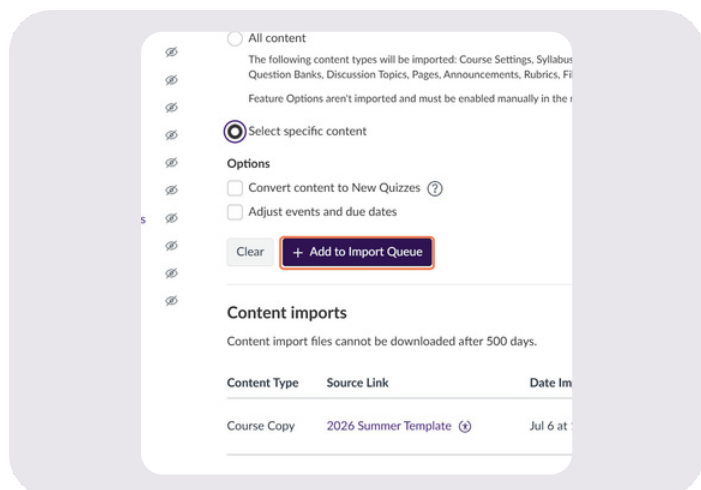
7

Click on Select specific content.



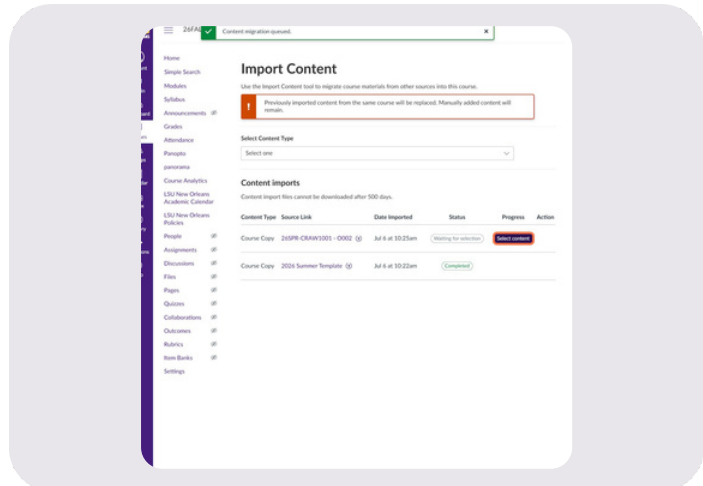
8

Click on Add to Import Queue.

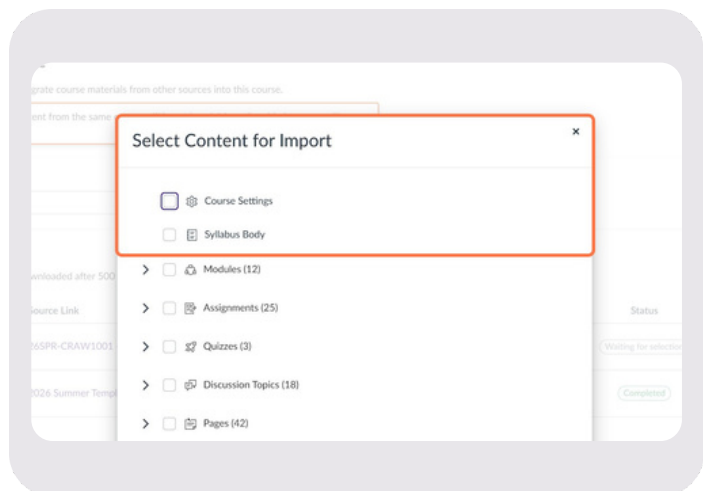


Import a Canvas Course

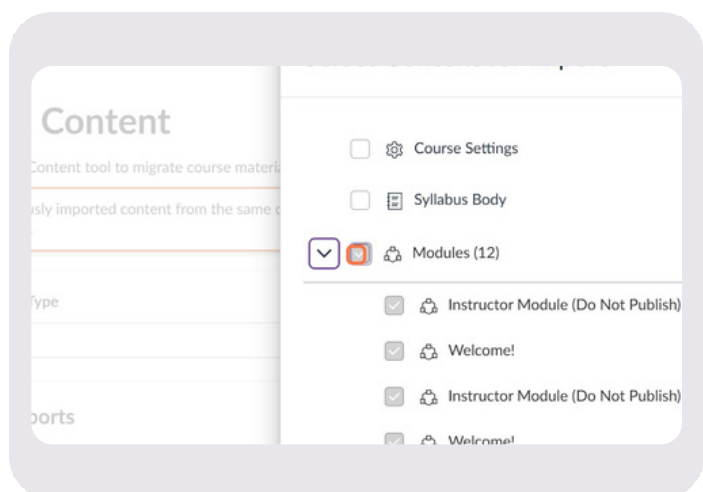
9 Click on Select content.



10 Leave Course Settings and Syllabus Body unchecked. This will make sure none of the settings from the UNO template transfer. Note: You may need to re-enable Respondus Lock-down Browser, Attendance, or other customized software/links in your course navigation after import.



11 Check the box for Modules. Then, Click the down arrow to the left of Modules to expand.

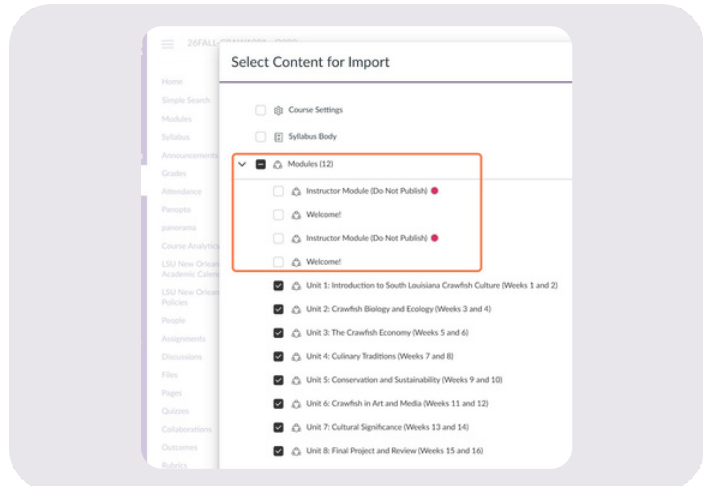


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12

Uncheck any Modules you do not want to transfer.

You should uncheck any versions of Instructor Module (Do Not Publish) or Welcome! as these will be included in your new template.

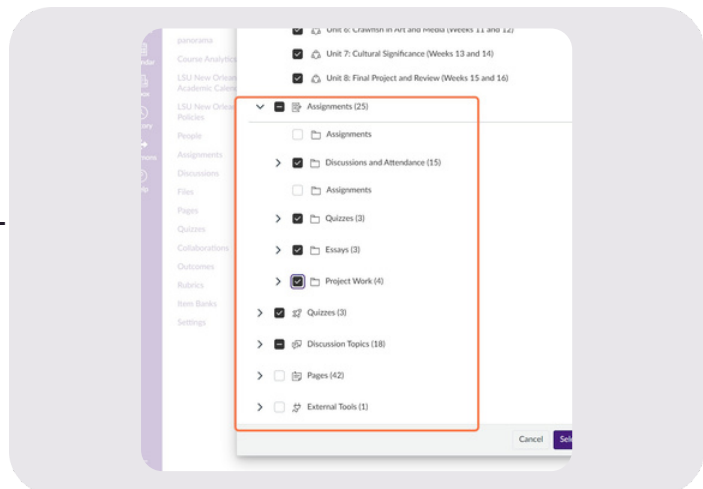


13

Check the box for Assignments. Then, click the down arrow to the left of Assignments to expand. Uncheck any empty Assignment Groups.

Note: You will be able to tell an assignment group is empty because it will not have any numbers next to it.

Note: You can further expand each Assignment Group and uncheck any assignments, quizzes, or discussions you do not want to bring into your new course.



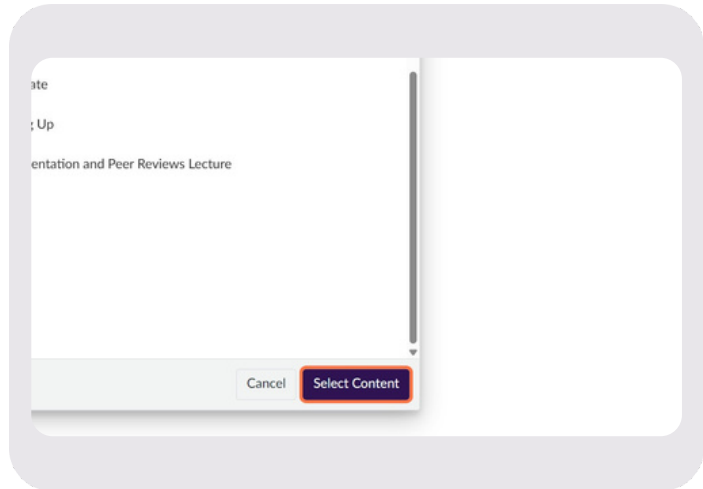
14

Optional: Check for non-Module content.

If there are any quizzes, discussions, pages, or files that you did not have in a Module, you will want to find them in their correct area. Put a check mark next to them for them to be imported. **You do not need to do this step for anything included in a Module.**

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15 Click on Select Content



16 Your past content is now importing. You may see Queued or Running under status. If the status is Running, you will see a progress bar. When it is finished, You will see the status Completed.

Note: You can leave or close the import page while the import is queued or running.

