

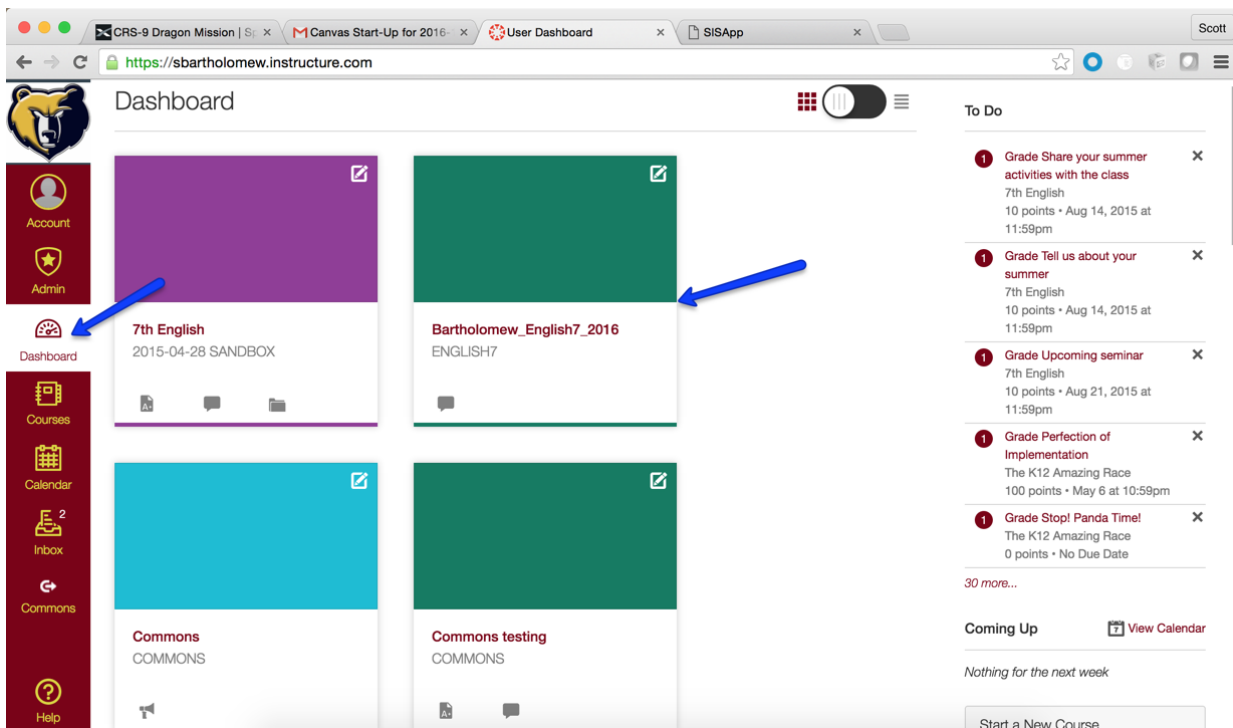
Importing Content from a Previous Course into Canvas

Now that the new year's classes have loaded into Canvas from PowerSchool, you may start the transition of moving content from your previous course, your Sandbox course, or creating a new course altogether.

Following are the steps for moving content from another location.

NOTE: When you log in to Canvas and click on "Courses", select "All Courses". Here you will see your previous courses under the "Past Enrollments" section at the bottom of the page. You may move content from this course or from your Sandbox course.

Step 1) Navigate to your dashboard where you should find the newly imported empty course shells. If you are not able to see them, you may need to click on "courses" in the navigation then "all courses" at the bottom of the list.



The screenshot shows the Canvas dashboard interface. On the left is a navigation sidebar with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main dashboard area displays four course shells in a 2x2 grid:

- Top-left: Purple shell titled "7th English" with a date of "2015-04-28 SANDBOX". A blue arrow points to the "Courses" icon in the sidebar.
- Top-right: Green shell titled "Bartholomew_English7_2016" with "ENGLISH7" below it. A blue arrow points to this shell.
- Bottom-left: Light blue shell titled "Commons" with "COMMONS" below it.
- Bottom-right: Dark green shell titled "Commons testing" with "COMMONS" below it.

On the right side of the dashboard, there is a "To Do" list with several items, each with a red notification icon and a close button (X):

- Grade Share your summer activities with the class (7th English, 10 points, Aug 14, 2015 at 11:59pm)
- Grade Tell us about your summer (7th English, 10 points, Aug 14, 2015 at 11:59pm)
- Grade Upcoming seminar (7th English, 10 points, Aug 21, 2015 at 11:59pm)
- Grade Perfection of Implementation (The K12 Amazing Race, 100 points, May 6 at 10:59pm)
- Grade Stop! Panda Timer! (The K12 Amazing Race, 0 points, No Due Date)

Below the "To Do" list is a "Coming Up" section with a "View Calendar" button and the text "Nothing for the next week". At the bottom right, there is a "Start a New Course" button.

Step 2). Go into Course settings and click on "import content into this course"

The screenshot shows the Canvas LMS interface for a course named "English7". The browser address bar displays "https://sbartholomew.instructure.com/courses/46/settings". The left sidebar contains navigation options: Home, Account, Announcements, Assignments, Admin, Discussions, Grades, Dashboard, People, Pages, Courses, Files, Syllabus, Outcomes, Quizzes, 2 Inbox, Modules, Conferences, Collaborations, Commons, Attendance, Settings (highlighted with a blue arrow), and Help. The main content area is titled "Course Details" and includes a "Course is Published" status. The "Course Details" tab is active, showing fields for Name (Bartholomew_English7_), Course Code (English7), Time Zone (Mountain Time (US & Canada)), SIS ID, Root Account (Scott Bartholomew Sandbox), Subaccount (Scott Bartholomew Sandbox), Term (Default Term), Starts (Jul 17, 2016 at 11:26pm), and Ends (Sun Jul 17, 2016 11:26pm). A blue arrow points to the "Import Content into this Course" button in the right-hand sidebar, which also contains buttons for "Share to Commons", "Student View", "Course Statistics", "Course Calendar", "Conclude this Course", "Permanently Delete this Course", "Copy this Course", "Export Course Content", "Reset Course Content", and "Validate Links in Content". Below these buttons is a "Current Users" section showing "Students: None".

Step 3). Select "copy a canvas course" from the drop down and select the from which you'd like to copy content, then select "all content" or "specific content". Specific content will allow you to only import specific pages, quizzes, assignments etc.

Then click "Import"

The screenshot displays the Canvas LMS interface for importing content. The browser address bar shows the URL: https://sbartholomew.instructure.com/courses/46/content_migrations. The page title is "English7". The left sidebar contains navigation links: Home, Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area is titled "Import Content" and includes a "Content Type" dropdown set to "Copy a Canvas Course", a "Search for a course" field with "Master course template" selected, and an "Include completed courses" checkbox. Under "Content", "All content" is selected. Under "Options", "Adjust events and due dates" is unchecked. At the bottom are "Cancel" and "Import" buttons. A "Current Jobs" section at the bottom shows a robot icon and the text "No jobs have been queued".

2 other ways to do this:

- 1). You may [export](#) the common cartridge from the old course then [import](#) it into the new course
- 2). You can [share it](#) to commons then bring it down into the new course shell.