



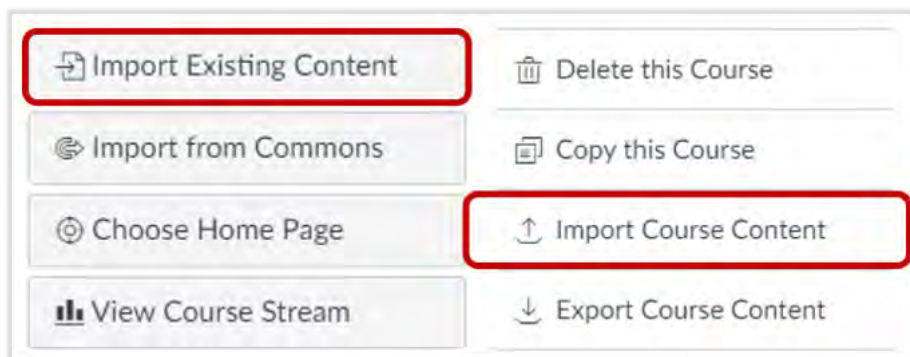
## IMPORTING MATERIALS INTO A CANVAS COURSE

Canvas provides several methods to import content into a course shell:

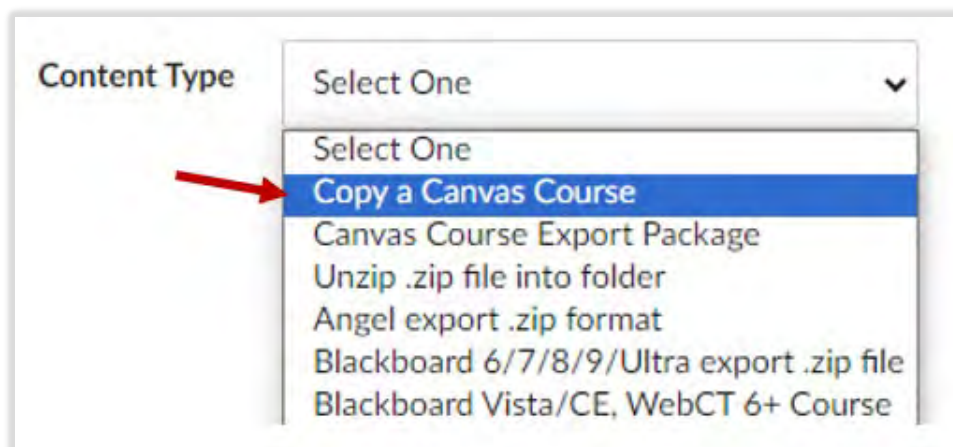
- [Importing all or specific parts of an existing Canvas course.](#)
  - Important Note: If you are importing content from a course migrated from Moodle into a templated course, eLearning recommends using “Select Specific Course Content” and **not** ticking the box for Course Settings.
- [Copying course content to a specific Canvas course.](#)
- [Importing from the Canvas Commons.](#)

### Importing from an Existing Canvas Course

Begin in the course where you wish to move the content. The option to initiate content imports is available both on the **Home** page and the **Settings** page. From the right-side menu, select **Import Existing Content** on the Home page OR **Import Course Content** from the Settings page.



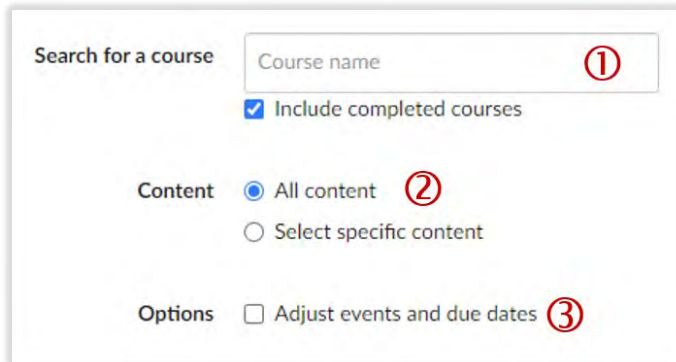
Either way, Canvas sends users to the **Import Content** page. To add content from another course within Canvas, select **Copy a Canvas Course**.



Canvas will then open up a menu to facilitate the course copy.

1. First, Canvas requires you to search for and select the course you wish to copy. *Hint: Try searching by the course code, EDU 370 for example.*
2. Tick the appropriate box to have Canvas bring over **All content** or allow you to **Select specific content**.
3. Tick **Adjust events and due dates** if you wish to have Canvas automatically adjust all of the course dates for you.

When the import settings are ready, click the **Import** button.



Search for a course  ①

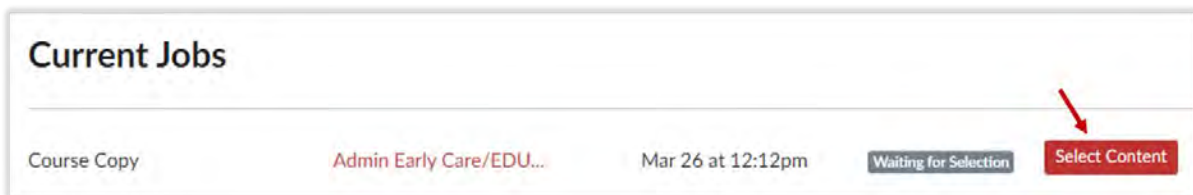
Include completed courses

Content  All content ②  
 Select specific content

Options  Adjust events and due dates ③

### Select Specific Course Content

If **Select specific content** is ticked, Canvas provides a menu to select that content after the **Import** button is clicked. To access the menu, click the **Select Content** button under the **Current Jobs** menu.



**Current Jobs**

Course Copy      Admin Early Care/EDU...      Mar 26 at 12:12pm      Waiting for Selection      **Select Content**

Use the menu that opens up to choose which content will be imported. You can select an entire category of content or just specific items within a category.

1. Tick the box for an item to add it to import.
2. Click a right-pointing arrow to view and select specific content items from a category.
3. Click a down-pointing arrow to collapse the possibilities for a content type.



①  Course Settings

Syllabus Body

② →  Modules (17)

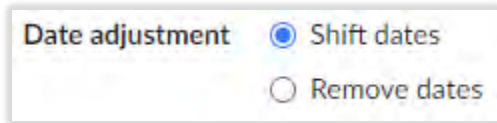
③ ↓  Assignments (17)

→  Reflections

When you have your selections made, click the **Select Content** button on the menu's bottom right.

## Adjusting Dates upon Import

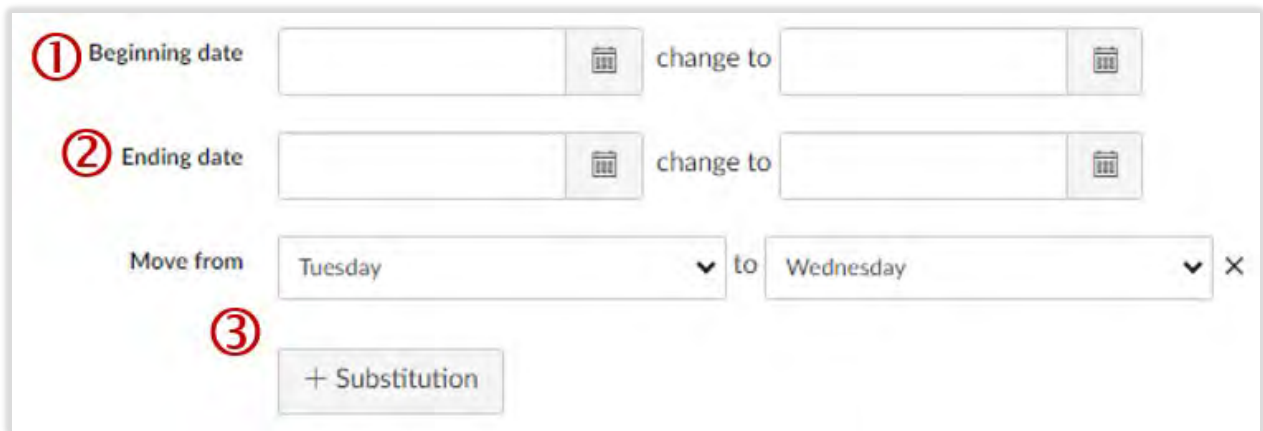
Canvas provides two options for changing dates when a course is imported.







Date adjustment  Shift dates  
 Remove dates




Choose **Shift dates** to have Canvas take the new start and end dates for the course and distribute all dates as evenly as possible throughout the course. If **Shift dates** is selected, instructors are asked to input specific information:

1. Provide the beginning and end dates of original course.
2. Provide the desired beginning and end dates in the new course.
3. Make day substitutions. For instance, if the original course asked students to submit on a Tuesday but the new course needs them to submit on a Wednesday, add a substitution to do so. You can add as many substitutions as needed.



① Beginning date   change to  

② Ending date   change to  

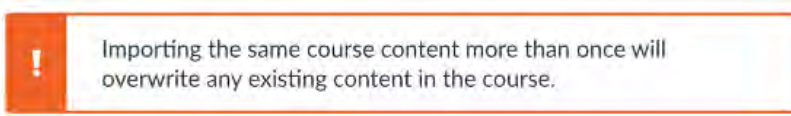
Move from   to   

③

If you select **Remove dates**, Canvas will strip away the scheduled event and due dates associated with all course content.

## Content Warning Message

If users import the same content for a second time, Canvas overwrites the original copy of the content with the newly imported version. Canvas provides an automatic warning about this issue. If different content is imported to the course, the new content is simply added to the existing content; however, some settings (such as the homepage selection) may still change.



## Finishing the Import

When all desired settings are ready, click the **Import** button. Canvas will track progress and note any errors in the process.

## Copying Course Content to a Specific Course

Canvas efficiently facilitates copying single content items between an instructors' courses:

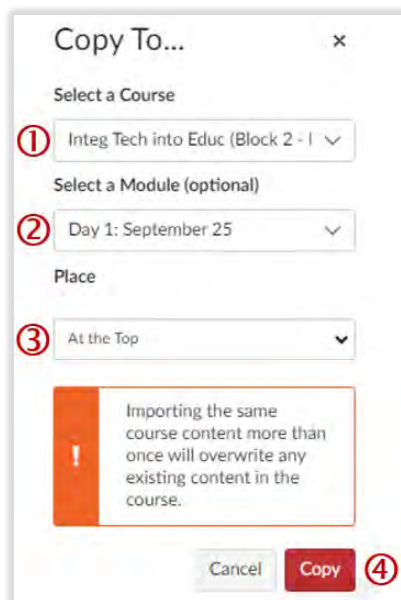
- Individual pages, assignments, quizzes, and discussions from the Assignments, Quizzes, or Discussions **Index pages**.
- Individual Assignments, Quizzes, and Discussions from the **Modules** page.
- Modules, including all content nested within them.

To send an item to another course, click on the “three dots” menu for that item. Select **Copy to**.



The **Copy to...** menu drawer will open on the right side.

1. Search for and select the course where the content should reside.
2. If copying a single content item, Canvas provides the option of adding that item to a specific module within the course structure.
3. If a specific module is chosen, users can also select where that item goes within the module.
4. When all options are set as desired, click **Copy**.



## Importing from Canvas Commons

All of the available UMW templates and resources made available by other Canvas users (from across the globe) are available in the Canvas Commons.

To find and add these resources, click on the **Commons** icon in the **Global Navigation** menu.



At the top of the Commons, search for what you need.

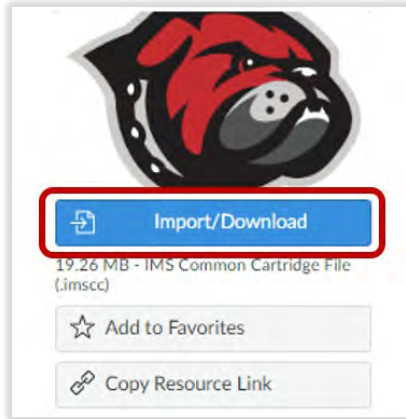
1. Search by a keyword.
2. Sort the results.
3. Click the filter button to narrow the results by content type, grade level, and public/institutional resources. Tick the **University of Montana – Western** button under the **Shared With** option to locate resources made available only to UMW faculty and staff.



*Hint: To quickly find UMW templating materials, just type “UMW template” in the search line.*

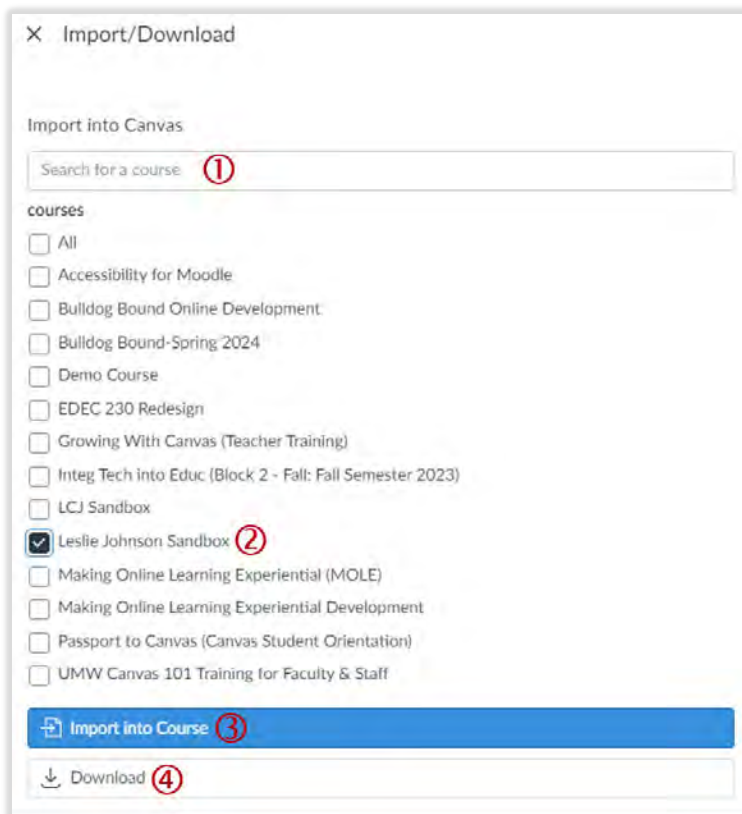
Click on the card for the resource you wish to evaluate and/or add to a course. You will be able to look over all of the materials available in the course simply by clicking on the link for an item.

To add the materials to a desired course, click on the **Import/Download** button in upper-right corner of the Commons resource.



Canvas opens up the **Import/Download** menu in a right-side drawer.

1. Search to find the course where you wish to import the content.
2. To select a course, tick the box next to it.
3. Click **Import into Course** to bring the Commons content into your course.
4. If you only wish to import some of the materials, click the **Download** button rather than selecting a course and importing. Then follow the above directions for [Importing a Canvas Course](#), and selecting **Canvas Course Export Package** from the **Content type** dropdown menu.



If you need assistance, please contact eLearning at [elarning@umwestern.edu](mailto:elarning@umwestern.edu).