

Quick Start Guide

Canvas – Importing Course Content

Introduction:

This guide will cover how to import course content from one Canvas course to another housed in the same instance of Canvas or from an exported Canvas course. This QSG also covers how to copy quizzes and question banks between courses and course sections.

IMPORTANT NOTE: When importing course content, a duplicate copy is made and placed in the selected destination. You must verify that the content in the destination has been copied and functions as expected. EVERY ITEM SHOULD BE CHECKED. Special consideration should be given to any scheduled or recurring ZOOM calls – they will appear in the calendar but are NOT actually scheduled in ZOOM. Check dates on all 3rd party assignments and activities as well (e.g. VoiceThread, Turnitin, Flipgrid).

When Would I Import Course Content?:

There are a few different scenarios where you would want to copy course content. Here are a few of the more common scenarios:

1. **Development Shell to Live Shell:** The course was built in a DEVELOPMENT SHELL and is ready to be transferred to the LIVE COURSE SHELL. Starts at bottom of page 1 of this guide.
2. **Previous Live Shell to Current Live Shell:** The course was successfully taught in a previous semester and the content will likely not require major changes (beyond due dates and minor edits) and is ready to be transferred to the current LIVE COURSE SHELL. Starts at top of page 3 of this guide.
3. **Collaboratively Exported Course to DEVELOPMENT SHELL:** A course created by another instructor or yourself at another institution and a complete export of the course contents is available that is ready to be transferred to a DEVELOPMENT SHELL for updates. Starts at middle of page 3 of this guide.
4. **Quiz or Question Bank Transfer Between Courses or Course Sections:** A quiz or question bank was created in one section of a course and it needs to be copied to other sections of the course or to totally different courses. Starts at middle of page 4 of this guide.

Development Shell to Live Shell Transfer:

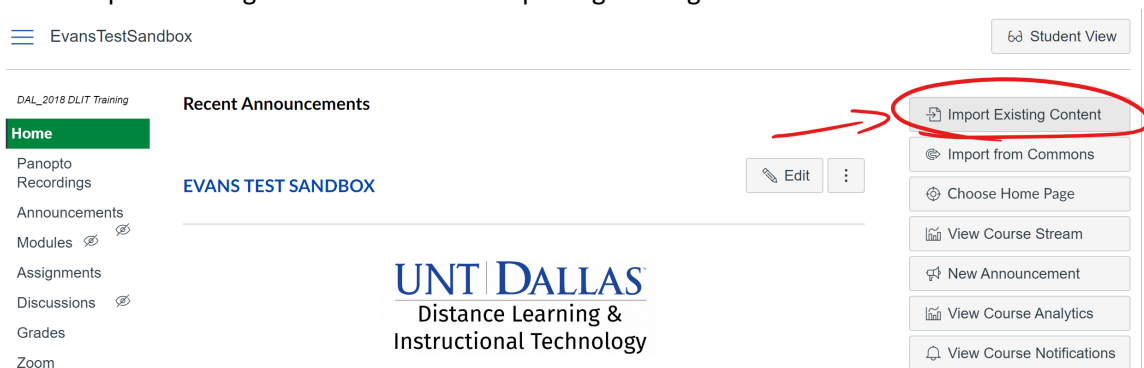
In this scenario, you have worked with DLIT to create an approved course housed in a DEVELOPMENT SHELL and it is ready to be transferred to the LIVE COURSE SHELL. You will need a completed course created in a DEVELOPMENT SHELL and an empty LIVE COURSE SHELL.

1. Login to [UNT Dallas Canvas](#) with EUID / Password.
2. Navigate to the course you want to copy the content TO (LIVE COURSE SHELL).

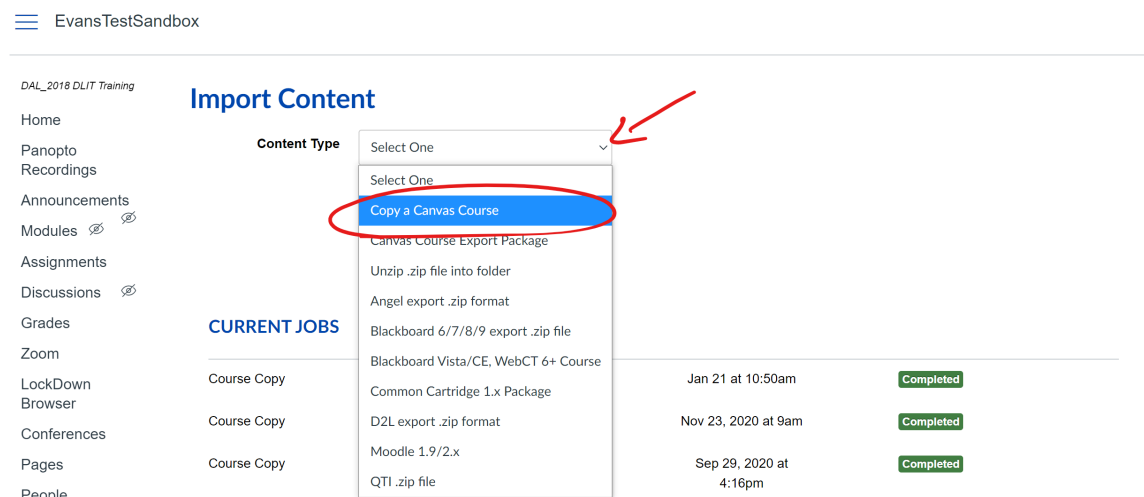
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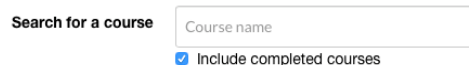
3. Click “Import Existing Content” button at top of right navigation.



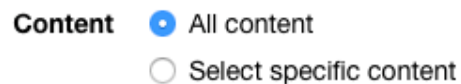
4. Click “Copy a Canvas Course” on the “Content Type” pull-down.



5. Search for the course you want to copy FROM (DEVELOPMENT SHELL).



6. Select “All Content” to import all content



NOTE: If you only have specific content you want to import, select “Select specific content”

7. Press “Import” to begin import process

NOTE: If you selected “Select specific content” in Step 7, you will need to press the “Select Content” button.

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Previous Live Shell to Current Live Shell Transfer:

The process is nearly identical to the steps outlined above in “Development Shell to Live Shell Transfer” with the exception of Step 6 where you will search for the live course you want to copy FROM and the optional adjustment of due dates.

You may check the box for “Adjust events and due dates.”

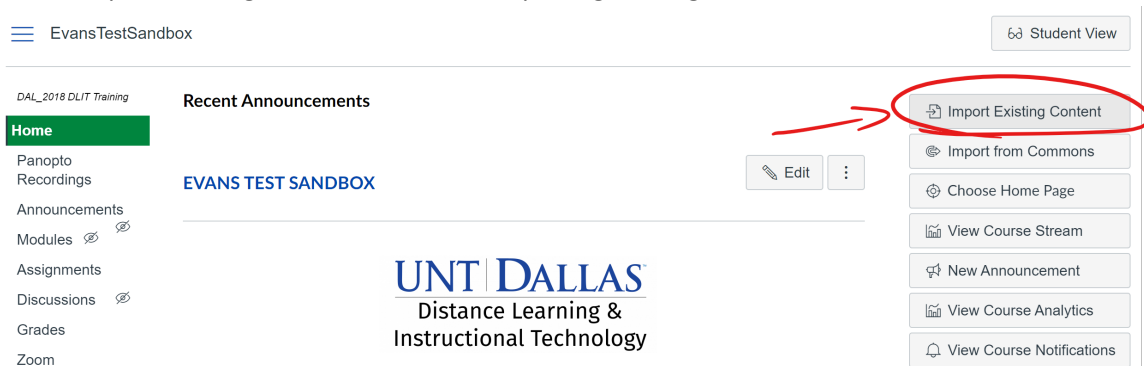
Options Adjust events and due dates

This option will adjust the due dates in the new course as best as it can match to the current calendar. You will need to verify that the dates are they need to be. This option typically works with good reliability and consistency.

Collaboratively Exported Course to Development Shell Transfer:

In this scenario, you have secured permission from another instructor to use their materials of you have materials that you own that are being transferred from another LMS or another instance of Canvas. You will need the course export file and an empty DEVELOPMENT SHELL.

1. Login to [UNT Dallas Canvas](#) with EUID / Password.
2. Navigate to the course you want to copy the content TO (DEVELOPMENT SHELL).
3. Click “Import Existing Content” button at top of right navigation.



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- Click the package type you have on the “Content Type” pull-down.

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Import Content

Content Type: Select One

- Select One
- 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
- QTI .zip file

CURRENT JOBS

Course Copy	Jan 21 at 10:50am	Completed
Course Copy	Nov 23, 2020 at 9am	Completed
Course Copy	Sep 29, 2020 at 4:16pm	Completed

- Press “Import” to begin import process.

Quiz or Question Bank Transfer Between Courses or Course Sections:

In this scenario, you have a complete quiz or question bank that was create in one course/section and you want to copy it to another course or section of the same course.

- Login to [UNT Dallas Canvas](#) with EUID / Password.
- Navigate to the course you want to copy the quiz or question bank TO.
- Click “Import Existing Content” button at top of right navigation.

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Student View

- Import Existing Content
- Import from Commons
- Choose Home Page
- View Course Stream
- New Announcement
- View Course Analytics
- View Course Notifications

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- Click “Copy a Canvas Course” on the “Content Type” pull-down.

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CURRENT JOBS

Course Copy		Jan 21 at 10:50am	Completed
Course Copy		Nov 23, 2020 at 9am	Completed
Course Copy		Sep 29, 2020 at 4:16pm	Completed

- Search for the course you want to copy the quiz or question bank FROM.

Search for a course

Include completed courses

- Select “Select specific content”.

Content All content Select specific content

- Leave “Adjust events and due dates” unchecked.

Options Adjust events and due dates

- Press “Import”.

- Press “Select Content”.

CURRENT JOBS

Course Copy	UGST 1100 -...	Apr 7 at 11:46am	Waiting for Selection	Select Content
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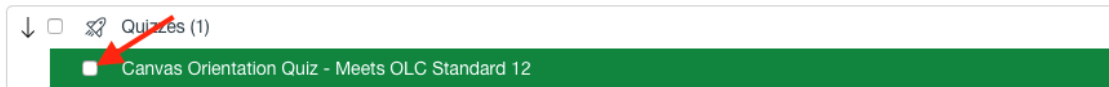
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10. Click the “Arrow” next to the heading to select specific quizzes or question banks



A screenshot of the Canvas course content import interface. It shows a list of content types with checkboxes and arrows next to them. The items are: Modules (18), Assignments (2), Quizzes (1), Question Banks (1), Discussion Topics (4), and Pages (50). Red arrows point to the arrows next to the 'Quizzes (1)' and 'Question Banks (1)' items.

11. Select the individual elements you want to import



A screenshot of the Canvas quiz selection interface. It shows a dropdown menu for 'Quizzes (1)' with a red arrow pointing to the dropdown arrow. Below the dropdown, a single quiz is listed: 'Canvas Orientation Quiz - Meets OLC Standard 12'. A red arrow points to the checkbox next to this quiz, which is currently unchecked.

12. Press “Select” and this will begin the import process.

NOTE: If you want to import all of the quizzes and question banks from a course, you can just click the checkboxes next to “Quizzes” and “Question Banks” at step 11.

Please make sure that you test your quizzes in the new course in student view to ensure they function as you expect.