

- Instructor - Course Import Tool

Step	Action	Script - Narration
1	Course Home Page	In this video, you will learn how to use the Course Import Tool to add content to your course in Canvas.
2	New course - checklist	You can access the Course Import Tool from two areas. The first is in the Course Setup Checklist. If you are starting a new course, this checklist will automatically appear at the bottom of the screen on your course home page. you can access this list by clicking the "Setup Checklist" button in the content area.
3	Existing course - Click Course Setup Checklist	You can also access the checklist by clicking the "Course Setup Checklist" button on the sidebar. Click the "Import Content" link in the list to access this tool.
4	Open Settings	You can also access The second way you can access the Course Import Tool is by opening your course settings
5	Click Import Content button	and clicking the "Import Content into this Course" button on the sidebar.
6		On this page, you will see a "Content Type" drop down menu. Here you will select the type of import that you would like to complete. In this video we will cover the options for "Copy a Canvas Course," "Canvas Course Export Package," "Unzip .zip file into folder," and "QTI .zip file". The other import types involve migrations from other learning management systems that will be addressed in other videos. For details on importing content from another learning management system, please refer to the Course Import Tool in the Canvas Guides.
7	Select Copy a Canvas Course	Copy a Canvas Course allows you to copy the content from an existing Canvas course within your account into your new course. Note that you must have the correct permissions in both courses to copy the course.
8	Search for course	To complete this type of import, search for the course you want to copy by selecting from the dropdown or by searching for the course name.
9	Click checkbox	You can also select whether to include completed courses by checking the box.
10	Check Select migration content	Below, you have a few settings that you will see across most of the content types. The Content settings allow you choose whether you would like to import all content, or if you would like to "Select specific content".
11	Check Adjust due dates	Next, you can adjust the due dates associated with the course events and assignments.
12	Click calendar Select beginning date	After checking this box, click the calendar icon and select the beginning date of the course you are importing, or type the date in the field.
13	Select new beginning date	Select the new date you want the course to begin.
14	Select end date	Then select the end date of the course you are importing,
15	Select new end date	as well as the new date you want the course to end. Note: If the course you are copying has beginning and end dates, those dates will be automatically pre-populated in the initial date fields. Also be aware that all four dates need to be entered for the date adjustments to work.
16	Click Substitution	You can also explicitly define day substitutions to adjust for changing class schedules (for example, move all assignments on Mondays to Tuesdays). For example, if you had a class last semester that was on Monday and Wednesday, but this semester it is on Tuesday and Thursday, you can easily make both day substitutions here. To create a date substitution, click the "Substitution" button.
17	Select days	Use the drop-down menus to select the days of the week.
18	Click X	You can also remove Substitutions by clicking the "X" icon.

19	Select Canvas Course Export Package	The next content type is Canvas Course Export Package, which allows you to import content exported from a Canvas course. A Canvas Course Export Package is indicated by the file type .imsc.
20	Click Choose File	Click "Choose File"
21	Select File	and select the appropriate file to import.
22	Check options	Then set the options mentioned previously.
23	Select Unzip .zip file to folders	Next, you can unzip a .zip file into folders in your course Files area. This might include course images or documents you will use in building your course.
24	Click Choose File	Click "Choose File"
25	Select File	and select the .zip file you would like to import.
26	Choose upload folder	Choose the folder to which you would like to upload the file. By default, there is a "course files" folder available to you. However, if you want to upload files to other specific folders, you will need to create those in Files before importing.
27	Select QTI .zip file	The last content type demonstrated here in this video is QTI .zip file. QTI files are most often created by test generation software as a way to create a quiz or test that can then be imported into many learning management systems.
28	Click Choose File	Click "Choose File"
29	Select file	and select the .zip file you would like to import.
30	Click checkbox	To overwrite assessment content with matching IDs, click the checkbox.
31	Select question bank	Then, select the question bank to which you would like to import the file,
32	Select new question bank	or select "Create new question bank"
33	Enter name	and enter a name. Note that there is no option to import a QTI without selecting a question bank. Since this is the case, you will always have to import to a new question bank or select an existing question bank.
34	Click Import	Once you have entered the information for any of these content types, click "Import".
35		The Current Jobs menu will display the status of your import. Running reports will display a menu bar with the approximate progress for generating the report. Import statuses include pre-processing, queued, running, completed, and failed. Allow some time for import. Some courses may take longer depending on the content. Once it has all been imported, you will receive an email where you will see a link that will direct you into Canvas.
36	Click Select Content	If you imported the course and checked the "Select specific content" option, Canvas will ask you to select the content you want to import. Click the "Select Content" button.
37	Select Content	A new window will list all the content in your course by category. Click the arrows to expand course content categories. Then select the content you want to import.
38	Click Select Content	Click the "Select Content" button to import your content.
39	Point to Issues	If any issues occurred while importing, the "completed" button will be orange, as opposed to green if there were no issues. You can view the issues by clicking the "# issues" link. Make sure to check them, as there will often be some that you need to resolve to complete the import.
40	Import, View Course	After importing your content, it will be added to your Canvas course. Organize the content to accommodate your course design.
		You've now completed this tutorial video on the <i>Course Import Tool</i> .
		For additional information on this or any other topic about Canvas, just visit guides.instructure.com .

		<p>You can also ask questions and engage with thousands of other Canvas users by visiting community.instructure.com. We hope to see you there!</p>
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