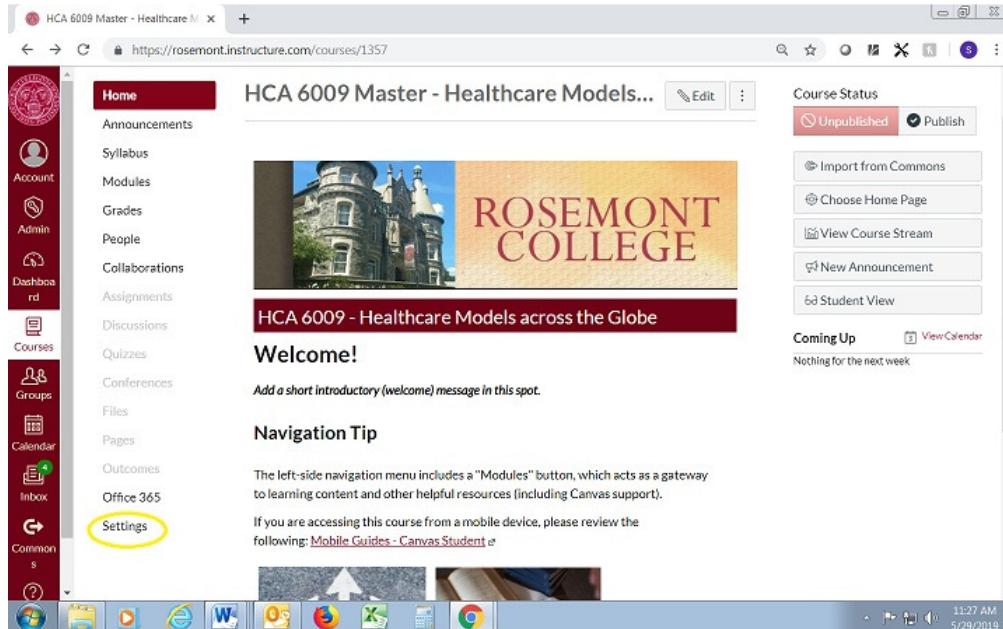


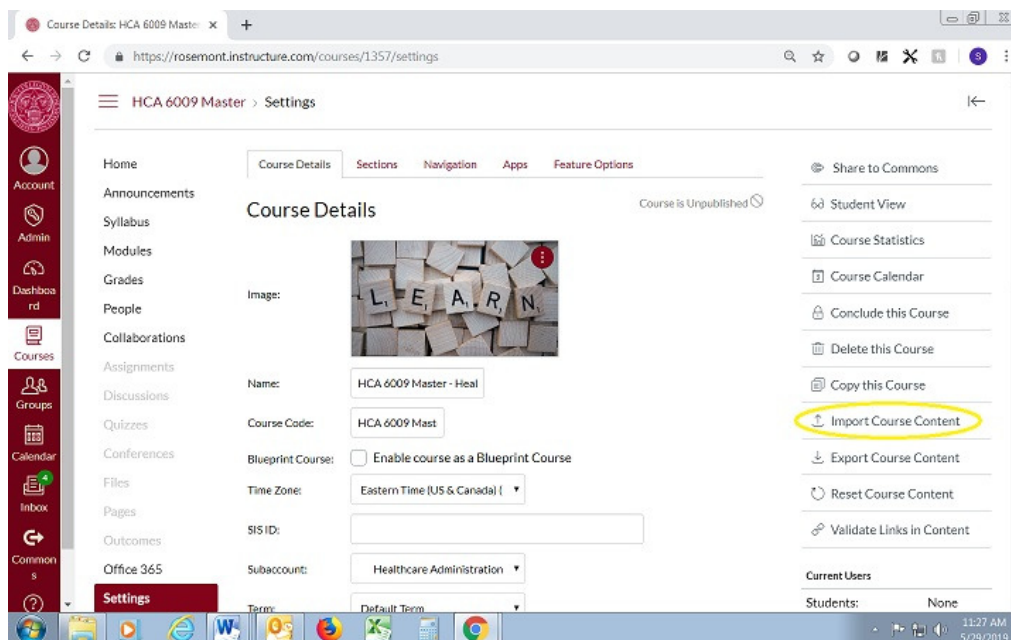
## Importing Content into your Canvas Course Shell

Course Shells for all courses are created in Canvas. The easiest way to copy content from a prior course into a shell is to do the following:

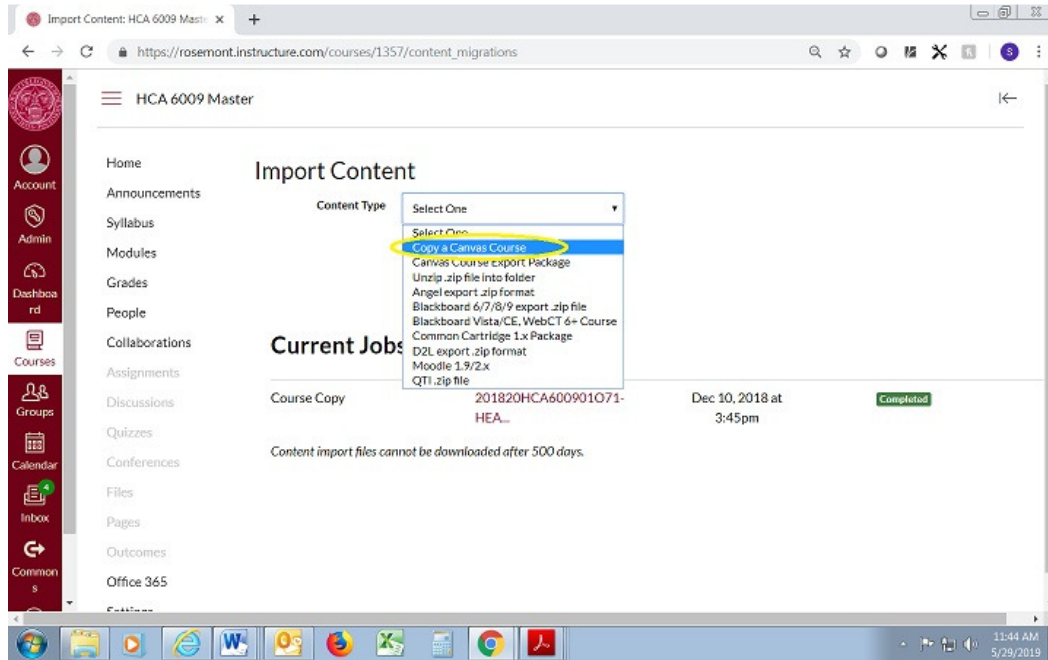
- 1) Open the course shell that you wish to copy into.
- 2) Click on the Settings button which is at the bottom of the course navigation menu on the left.



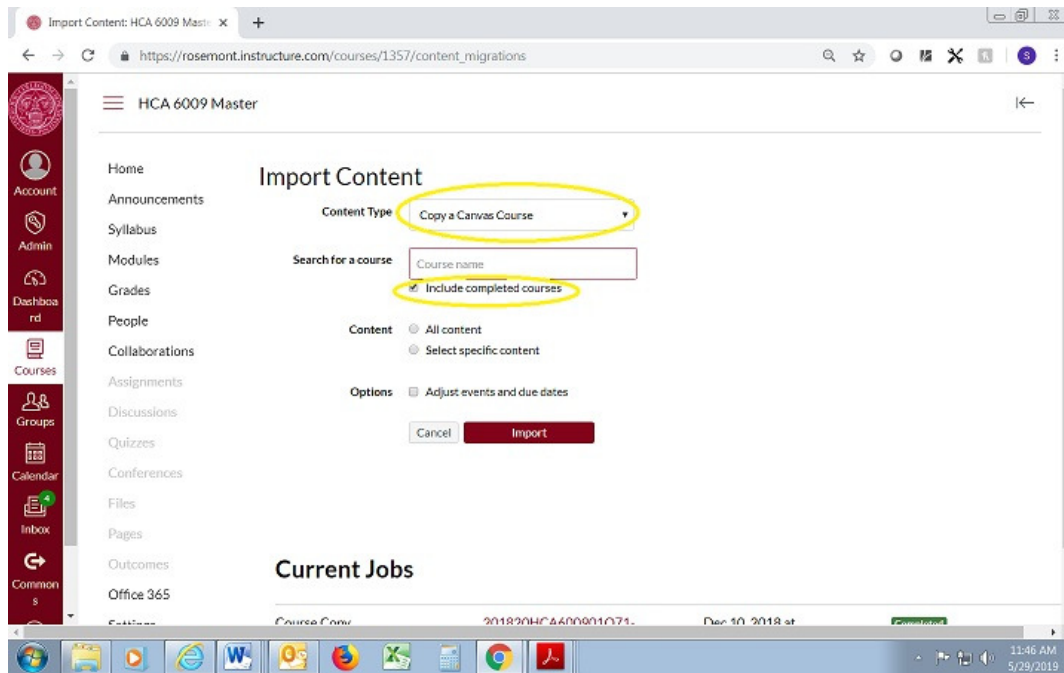
- 3) Click on the Import Course Content button.



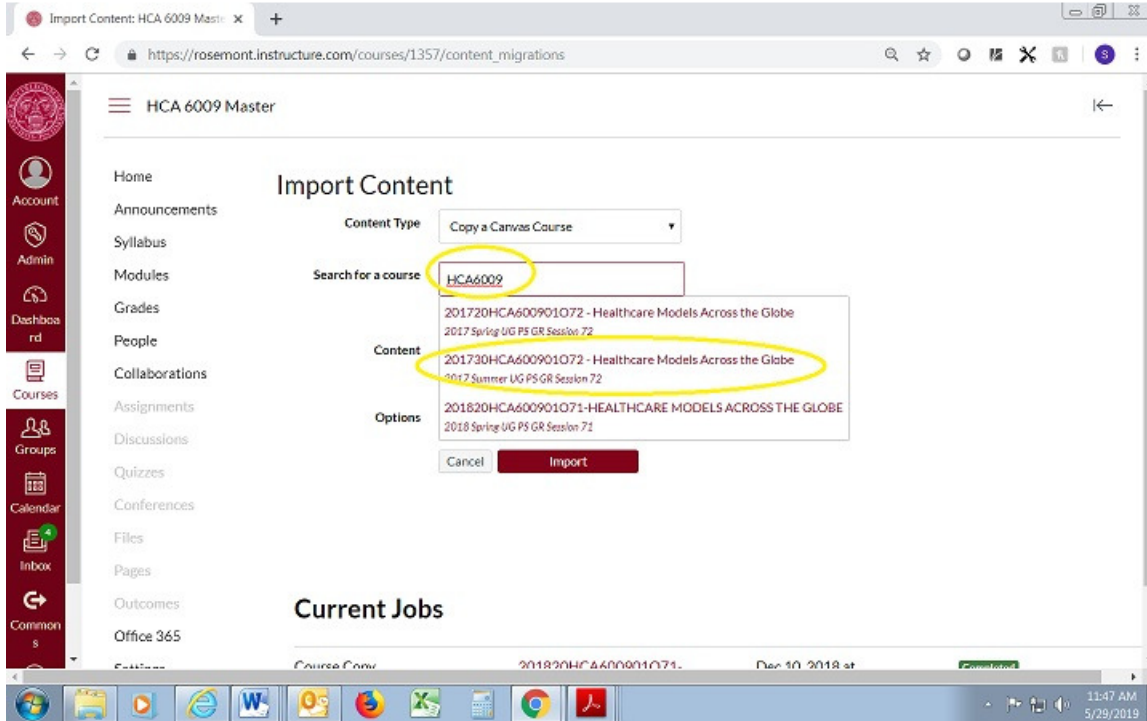
4) Select "Copy a Canvas Course" from the Content Type Drop Down.



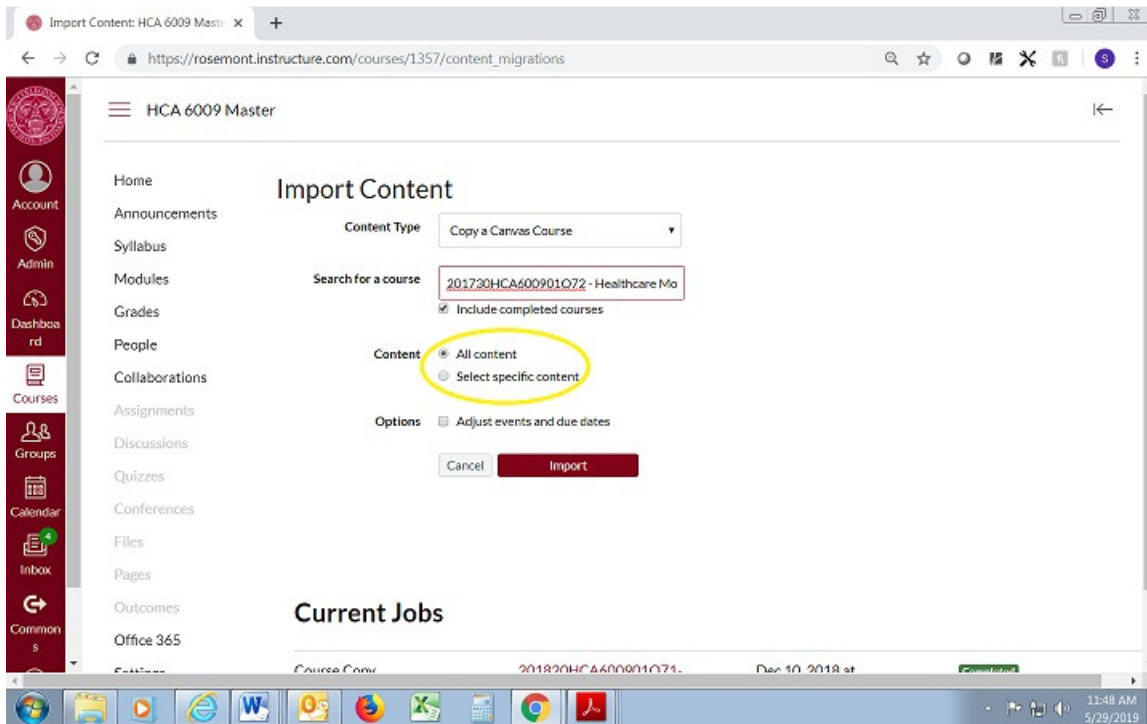
5) Click on Include completed courses



6) Search and Select the course you wish to copy from



6) Select either “All content” or “Select specific content” (allows you to pick and choose which items to copy over), then click on the Import button.



Once you have completed importing to your new course, you should do the following:

#### **Home Page:**

- Edit the Home page to by editing the Course Title and adding a brief Intro message.
- Click on the “**Course Overview**” button and edit this page.
- Click on the “**About Instructor**” button and edit this page.

#### **Syllabus Page:**

- Upload and provide a link to your current syllabus. See separate documentation on “**Adding your Syllabus to your Canvas Course.**”

#### **Assignments:**

- **Dates:** You will need to review/update due dates on all assignments (Written Assignments, Quizzes, Discussion boards, etc.)
- **Grades:** You will need to review each graded assignment to assure that the point total for the assignment is correct.

#### **Links:**

- You will need to verify that all external links to documents, videos, web sites, etc. are working correctly. Some links may present a security warning. This is usually due to the link coming over as “http:.....” instead of “https:.....” This can usually be corrected by editing the url and inserting the missing “s”. There may also be an issue if a link points to an item that was stored within the Learning House sever.

#### **Course Visibility:**

- There are a number of levels at which course and content visibility applies.
  - 1) Published/Unpublished – Any item and any items subordinate to that item will not be visible to students unless it is published.
    - If a course is unpublished nothing in the course will be visible to students
    - If a Page is unpublished that page will not be visible.
    - If a Module is unpublished nothing in that module will be visible
    - If an item within a module is unpublished it will not be visible.
  - 2) Dates – There are a number of areas where dates can restrict access and visibility to a student
    - The Dates for the term of the course will determine visibility of the course.
    - The Start an End Dates can be set in course settings and these can be used to override the Term Dates. This will allow a course to be opened earlier or left open later than the official dates.
    - Due Date and “Available From and To Dates” can be set for each assignment.

#### **Canvas Support:**

Our Tier One Canvas support has recently been activated. This provides 24X7 support via Chat, Phone or email. Support can be accessed via the help button which appears at the bottom of the left side navigation bar in canvas. Please note for email support click on “Report a Problem”.

