

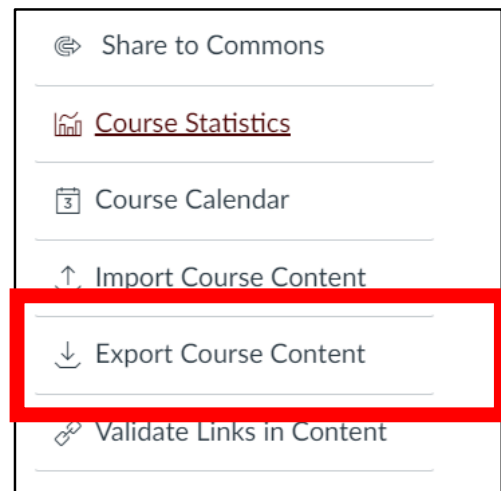
EXPORTING AND IMPORTING COURSE CONTENT

Canvas course content can be exported from a course and imported into another course. This can greatly minimize the amount of work you need to do when creating and designing courses each semester.

EXPORTING CONTENT

To export a course:

1. Click **Settings** in the course navigation.
2. Click the **Export Course Content** link located on the right-hand side.
3. In the **Export Type** heading, click the Course radio button.
4. Click **Create Export**.
 - a. If you have previously exported the course, Canvas will display prior exports under the Content Exports heading.
5. View the progress bar. Exporting a course in Canvas may take a few minutes, depending on its size. You will receive an email when the export is complete.
6. When your download is ready, click the **New Export** link.



New Export

Content export files cannot be downloaded after 30 days.

Your content has been exported.

Content exports expire after 30 days and can no longer be downloaded.

IMPORT SPECIFIC CONTENT (RECOMMENDATION)

When importing course content with the Course Import Tool, you can choose to Import all Content or Import specific content. We recommend using the Import specific content option. To import:

1. Click the Settings link in the course navigation.
2. Click the Import Course Content link located on the right-hand side.

- Share to Commons
- Course Statistics
- Course Calendar
- Import Course Content**
- Export Course Content
- Validate Links in Content

3. In the **Content Type** drop-down menu, choose the **Canvas Course Export Package** option
4. Find the Source file that was downloaded from the export and choose the **.imsc** file you want to import
5. In the **Content** section, click the **Select specific content** radio button
6. Click the **Import** button

Import Content

Content Type: **Canvas Course Export Package**

Source: No file chosen

Content: All content **Select specific content**

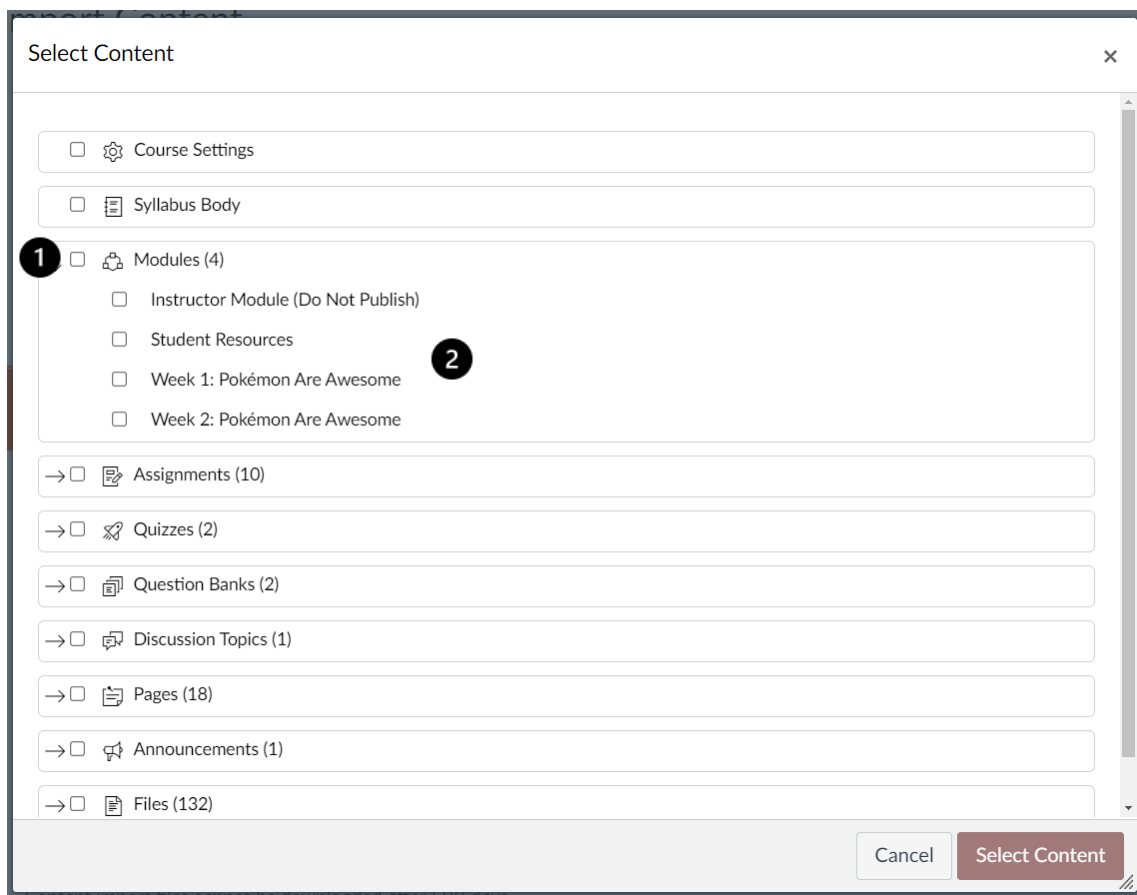
Options

! Importing the same course content more than once will overwrite any existing content in the course.

7. A progress indicator displays the upload status by percentage
8. In the **Current Jobs** section, click the **Select Content** button

To import all content for a content type, click the checkbox [1] next to the content name. If the content type is a group, Canvas automatically selects all items within the group.

To import only a few items from a content group, expand the group and select the specific items to be imported [2]. Canvas places a dash in the content group checkbox, indicating not all items are selected within the group.



We recommend reviewing the following content groups to determine what content needs imported to be imported into the course.

- Modules
- Assignments
- Quizzes
- Question banks (Note: Item banks will not migrate)
- Discussion topics (Note: only the topics will migrate, not student submissions)
- Pages
- Rubrics
- Files

9. Click the **Select Content** button

IMPORT ISSUES

Depending on the size and number of items you are importing, it may take time for content to be successfully imported. If there is a problem with the import, Canvas will display an orange Completed icon along with the number of issues it encountered. You can click on the issues to expand for more information. Often, but not always, these issues are due to links from the previous course which do not carry over with the import.

Canvas Common Cartridge	...to-canvas-export.imscc	May 10 at 4:51pm	Completed	9 issues
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