

CANVAS IMPORT INSTRUCTIONS

Step 1

Go to <https://canvas.instructure.com/> or login to your Canvas account through your school. If you need a Canvas account, please create one, then use that account to login at the same address: <https://canvas.instructure.com/> If you already have Canvas set up through your school, skip to step 2.

Step 2

Once you are logged in, you will be taken to your account dashboard. In the right column, click the button that says "Create a New Course." If you are importing content into an existing course, open that course in Canvas, and skip to Step 4.

Step 3

Name your course and give it a Short Name or abbreviation. **Select "Private (Copyrighted)" for the Content License.** Click the "Create Course" button.

The image shows two parts of the Canvas interface. On the left is the 'Coming Up' section of the dashboard, which includes a 'View Calendar' link, a message 'Nothing for the next week', and buttons for 'Start a New Course' and 'View Grades'. On the right is the 'Start a New Course' dialog box. It contains three input fields: 'Course Name' with the value 'Sports and Entertainment Marketing 101', 'Short Name' with the value 'SEM-101' and a note 'This will be displayed in places with little space', and 'Content License' with a dropdown menu set to 'Private (Copyrighted)'. At the bottom of the dialog are 'Cancel' and 'Create course' buttons.

Step 4

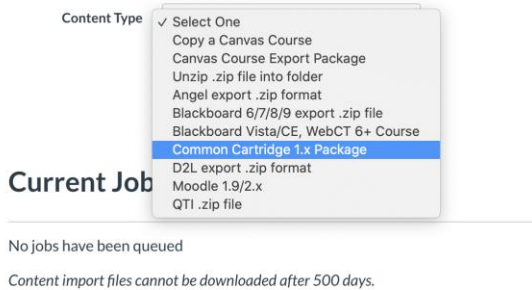
You will be taken to your new course home page. In the right navigation bar, click the "Import Existing Content" button.

The image shows the right-hand navigation bar of a Canvas course page. At the top is the 'Course Status' section with 'Unpublished' and 'Publish' buttons. Below this is a list of navigation options: 'Import Existing Content' (circled in red), 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'New Announcement', 'Student View', 'New Analytics', and 'View Course Notifications'. At the bottom of the navigation bar is the 'Coming Up' section with a 'View Calendar' link and the message 'Nothing for the next week'.

Step 5

On the Import Content page, from the Content drop-down, select "Common Cartridge 1.x Package"

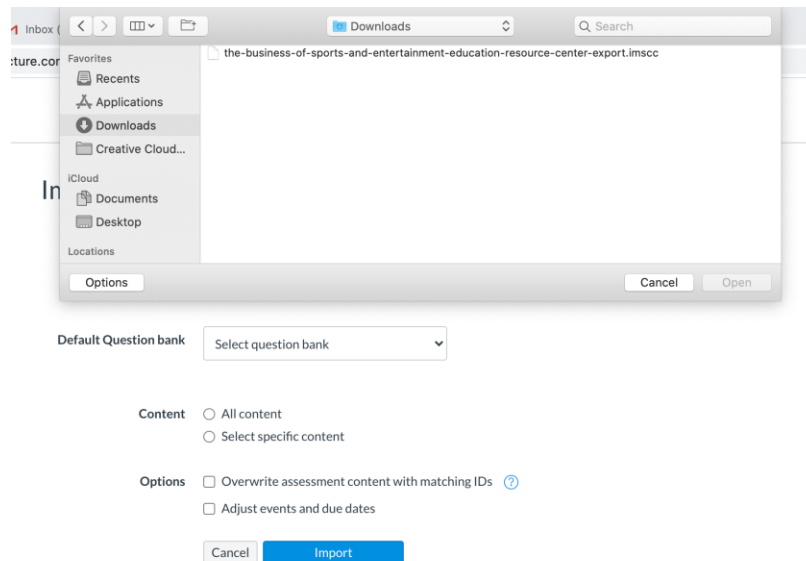
Import Content



Step 6

For the Source, click the "Choose File" button. Navigate to the folder containing the Common Cartridge file you downloaded. Select the file name and click "Open"

Note: The file extension for Common Cartridge is .imsc and does not have a file-type icon.



Step 7

For the Content, select "All content" and then click the "Import" button. Depending on your Internet speed, the import may take several minutes. The import progress will show at the bottom of the screen. Once the job is complete, you should see it noted as "Completed." If it says "Queued", and isn't making progress, refresh your browser.

Current Jobs

Common Cartridge	...tive-edge-export.imsc	Aug 11 at 2:52pm	Completed
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Content import files cannot be downloaded after 500 days.

Step 8

Now that the import is done, you will be able to access all of the course contents. Click the Modules link in the navigation sidebar.

- Test
- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Rubrics
- Quizzes
- Modules
- Conferences
- Collaborations
- Attendance
- New Analytics
- Settings

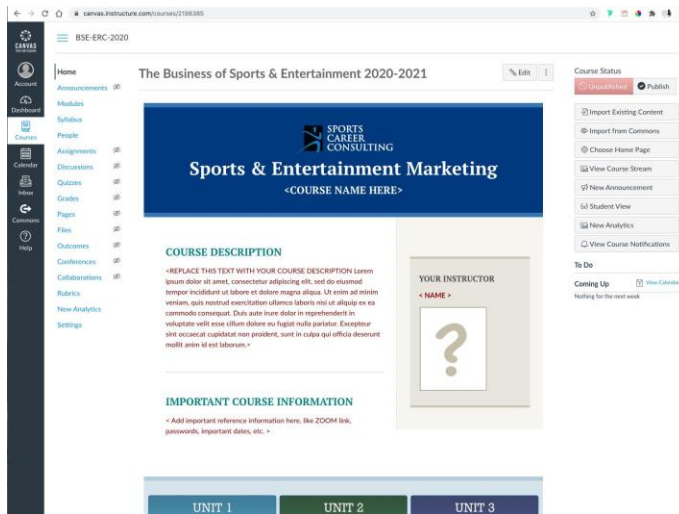
Step 9

You can now see the course contents for Units 1 through 12. Each unit can be customized to your teaching preferences. We have set the course exams and teacher notes to be unpublished by default. You will need to set up your course settings, grading, students, etc. and publish contents as needed. You will also need to set up grading points within each exam and assignment.

The screenshot displays a course management interface. On the left is a navigation sidebar with a 'Modules' link circled in red. The main content area shows a list of units: 'Unit 1: History and Evolution of SEM', 'Unit 2: What is SEM?', and 'Unit 3'. Each unit has a green checkmark and a plus icon. At the top right, there are buttons for 'View Progress' and 'Modules'. On the right side, there is a 'Course Status' panel with a 'Publish' button and a 'To Do' list containing 'Grade Lesson 1.1 Assignment'. At the bottom right, there is a 'Coming Up' section with a 'View Calendar' link.

Step 10

We have also created a course home page that you can customize for your classes. If you do not wish to use this page, you can remove it.



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TECH SUPPORT

If you are experiencing problems with Canvas LMS, please contact your school's technology department, or Canvas/Instructure help. SCC can provide support for our instructional materials only.