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.

Step 4
You will be taken to your new course home page. In the right navigation bar, click the "Import
Existing Content" button.

Step 5

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

Import Content

Content Type
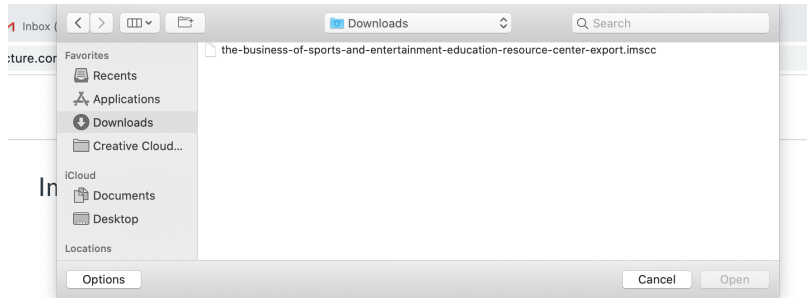| ✓ Select One |
| Copy a Canvas Course |
| Canvas Course Export Package |
| Unzip .zip file into folder |
| Angel export .zip format |
| Blackboard 6/7/8/9 export .zip file |
| Blackboard Vista/CE, WebCT 6+ Course |
| **Common Cartridge 1.x Package** |
| D2L export .zip format |
| Moodle 1.9/2.x |
| QTI .zip file |

Current Job

No jobs have been queued

Content import files cannot be downloaded after 500 days.

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 .imscc and does not have a file-type icon.

Inbox (Downloads   Q Search

Favorites
- Recents
- Applications
- Downloads
- Creative Cloud...

the-business-of-sports-and-entertainment-education-resource-center-export.imscc

iCloud
- Documents
- Desktop

Locations

Options   Cancel   Open

Default Question bank   Select question bank

Content   ○ All content
           ○ Select specific content

Options   ☐ Overwrite assessment content with matching IDs ⑦
           ☐ Adjust events and due dates

Cancel   Import

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.imscc | Aug 11 at 2:52pm | Completed |

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. Each unit/module 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.
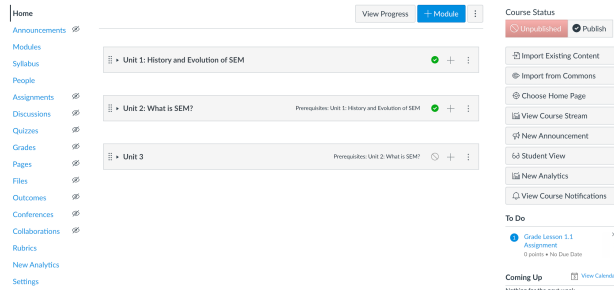
Step 10 (Sports & Entertainment Marketing Only)

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.
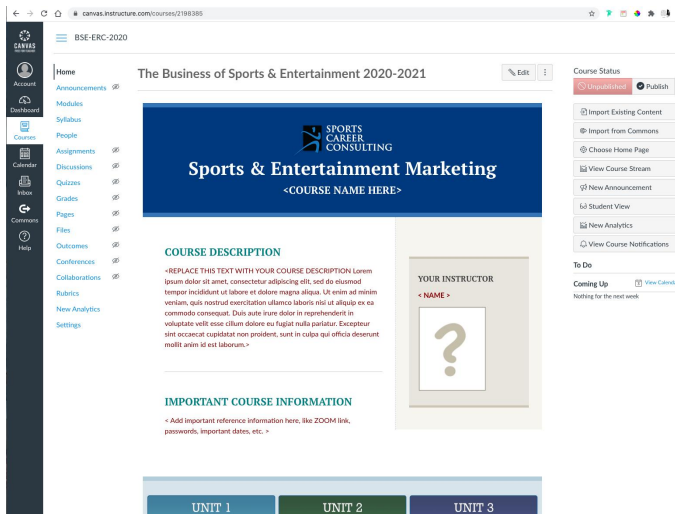
TECH SUPPORT

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 content only.