



Mississippi University for Women

Center for Teaching and Learning

Fall 2015

Canvas Content and Collaboration

Objectives

- Modules
- Pages
- Files
- Course Copy



canvas
BY INSTRUCTURE

Canvas by Instructure is currently the Learning Management System (LMS) used by The Mississippi University for Women and supported by the Center for Teaching and Learning. Canvas allows you to provide content, communicate, and grade the activities of your students.

Contact Us For Help

The Center for Teaching and Learning offers faculty opportunities for continuous development in areas relevant to their roles, including: integrating technology into the classroom, improving student engagement, assessing student learning, innovative teaching approaches, and other topics that create and support robust environments for teaching, learning and discovery.

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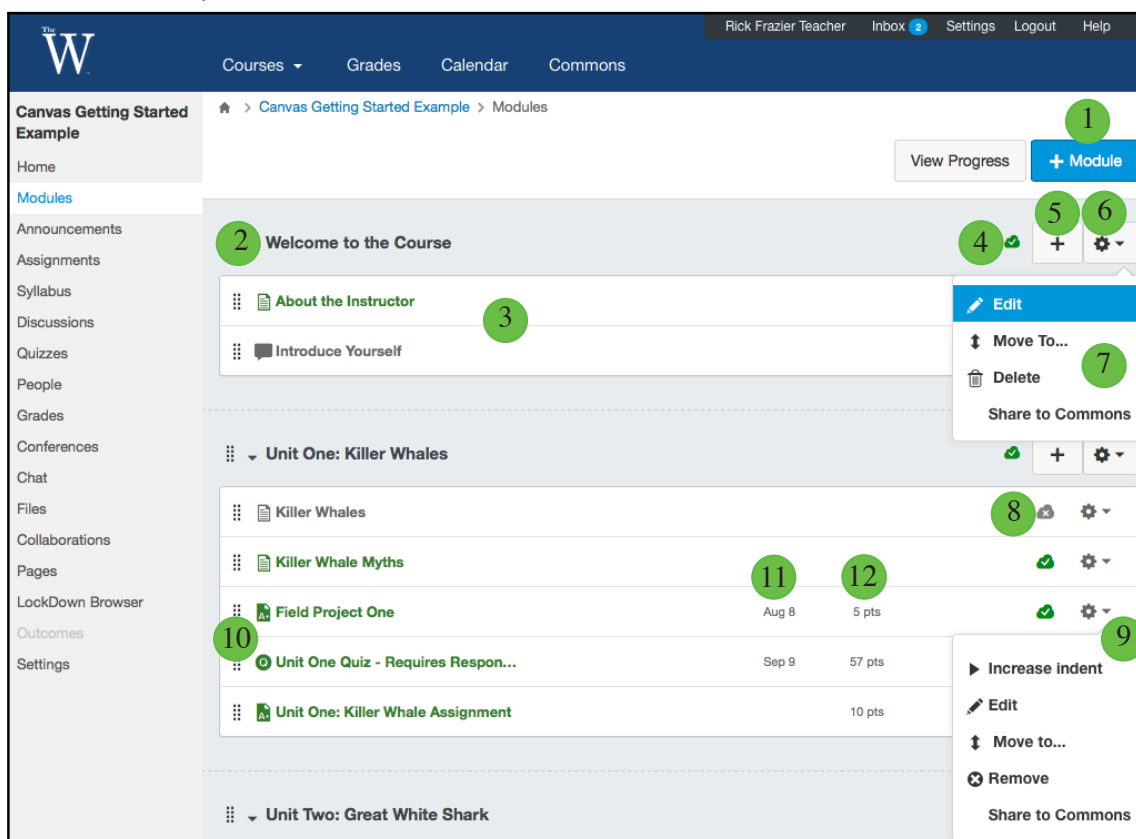
Modules

Center for Teaching and Learning

Canvas Modules

Modules are used to organize course content by weeks, units, topic, or whatever organizational structure works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do. Once you create modules, you can add content items, set prerequisites, and add requirements.

1. To access Modules, select Modules from the course menu.



Each module can contain files, discussions, assignments, quizzes, and other learning materials that you would like to use. You can easily add items to your module that you have already created in the course or create new content shells within the modules.

1. Add New Module
2. Module
3. Module Content
4. Module Publish Status Published
5. Add Content to Module
6. Module Settings
7. Edit Module
8. Content Publish Status Unpublished
9. Edit Module Content Positioning or Name
10. Module Item Type
11. Due Date
12. Points (if applicable)

Manage a Module

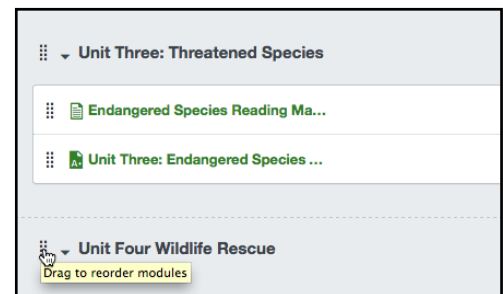
The icons on the right side of the module name control the entire module.

1. You can publish or unpublish an entire module.
2. You can add a new content item to the module.
3. Click the Settings drop-down menu
4. You can edit a module, which allows you to rename the module, require students to
5. You can move the module.
6. You can delete the module.



Reorder Modules

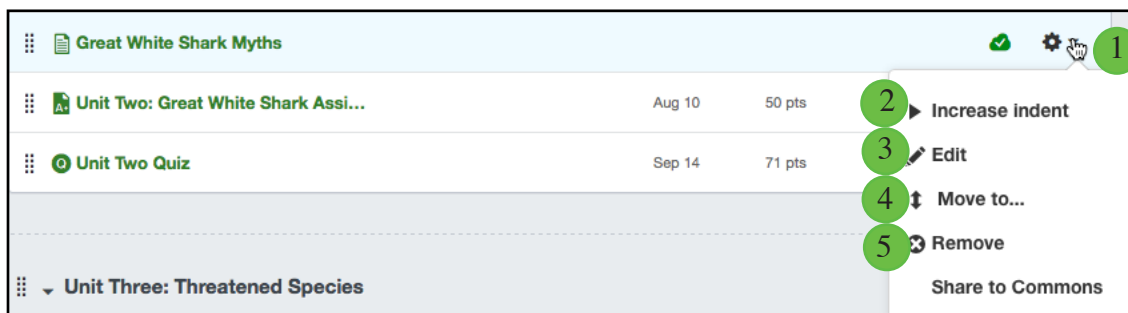
You can reorder a module by hovering over the drag handle next to the name of the module and dragging the module to the desired location.



Manage Individual Module Item

For each individual module content item, you can

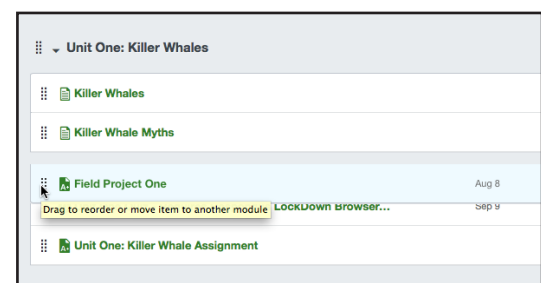
1. Use the settings drop-down menu
2. To indent the item up to 5 levels (or remove an indent)
3. Edit the content item
4. Move the item
5. Remove the content item from the module



Reorder Module Items

You can reorder module items by hovering over the drag handle next to the name of the module item and dragging the module item to the desired location.

You can also move module items from module to module.



Modules

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Using Draft State in Modules

Draft State allows content in Modules to exist in an unpublished (draft) state. **Unpublished** modules are **invisible** to students.

Modules control the entire flow of your course and its content. When you add items to a Module, please be aware that the **status of the Module overrides the state of the individual module items**. You may want to consider leaving all Module items in an unpublished state until you are ready to publish the entire Module.

For instance, if you **add a published Discussion to an unpublished Module**, students cannot view the **Discussion on the Modules page**. However, they will still be able to see the Discussion in other areas of Canvas, such as the Discussions Index Page, the Syllabus, and the Calendar, but **they will not be able to open or participate in the Discussion**. Please be aware of these potential scenarios when adding course content to a Module.

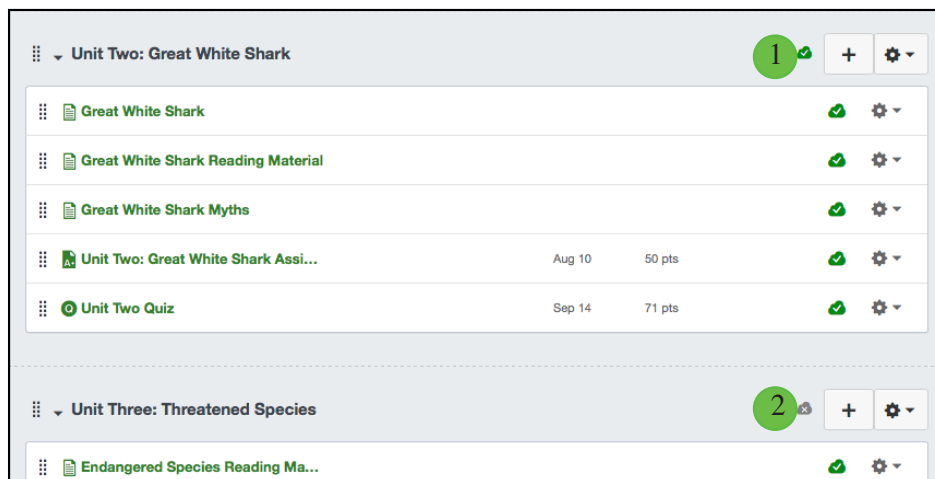
Also, if you publish a module with Unpublished content in it, the content will become published. You can however unpublish the content without unpublishing the module.

View Status of All Modules

On the Index page, you can view the state of each module.

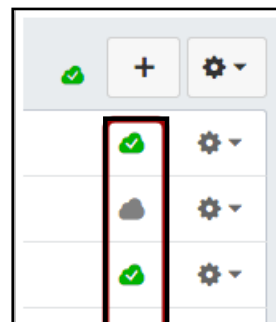
1. Green cloud icons with a white checkmark indicate the module is **published**.
2. Solid gray cloud icons indicate unpublished modules.

You can change the status of a module by toggling the published or **unpublished** icons.



Change Status of Module Content Items

You can view and change the status of individual module content items as well. Although publishing a module will also publish all module items, you can manually unpublish individual module items later. Students cannot view unpublished module items as part of a published module.



Lock a Module

You can set Modules to be locked until a given date.

1. Click the Settings icon, then click the Edit link.

The screenshot shows the Canvas LMS interface. At the top, there's a header for 'Unit Three: Threatened Species'. Below it, there are two items: 'Endangered Species Reading Material' and 'Unit Three: Endangered Species Assignment'. The 'Edit' link is highlighted in the settings menu. Below it, the 'Edit Module Settings' dialog is shown. The dialog has a title bar 'Edit Module Settings' and a close button. It contains a text field for the module name 'Unit Three: Threatened Species'. Below that, there's a checkbox for 'Lock until' which is checked. Underneath, there's a calendar for 'November 2015' with the date '25' selected. At the bottom, there's a 'Time' field set to '12:25 pm' and a 'Done' button. There are also 'Cancel' and 'Update Module' buttons at the bottom right.

2. Click the Lock module until a given date checkbox.
3. Type the date in the Unlock At field or
4. Select the Calendar icon to set the date when the module will unlock.
5. Set the date and time the module will unlock at by clicking on the day.
6. Type the time in the time field.
7. Click the Done button.
8. Click Update Module.

If you change any module requirements or prerequisites that students have already fulfilled, Canvas will ask if you want to let students progress through the course or re-lock the modules and require students to complete the requirements again.

1. To re-lock the modules, click the Re-Lock Modules button.
2. To allow students to continue without any changes, click the Continue button.

The screenshot shows a dialog box titled 'Requirements Changed'. It contains the following text: 'You have changed the progression requirements for an active course. There may be students who have already progressed to this module and to others that depend on it. Would you like to let students continue in the course or do you want to re-lock these modules until the new requirements are completed?'. Below the text, there are two buttons: 'Re-Lock Modules' and 'Continue'. The 'Re-Lock Modules' button is highlighted with a green circle and the number '1', and the 'Continue' button is highlighted with a green circle and the number '2'.

Set Module Requirements

You can control when a module is complete. You can also control when module items can be accessed by using module requirements.

Note: You will need to add content items before you can specify requirements for the module.

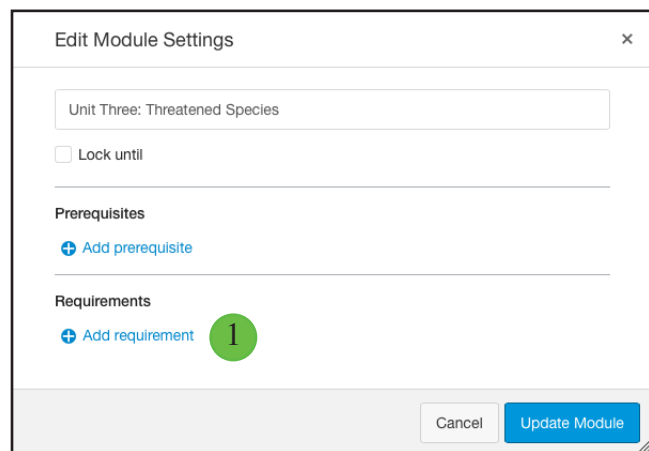
1. Locate the name of the module and click the Settings icon.
2. Select the Edit link.

The screenshot shows the Canvas LMS interface. At the top, there's a header for 'Unit Three: Threatened Species'. Below it, there are two items: 'Endangered Species Reading Material' and 'Unit Three: Endangered Species Assignment'. The 'Edit' link is highlighted in the settings menu. Below it, the 'Edit Module Settings' dialog is shown. The dialog has a title bar 'Edit Module Settings' and a close button. It contains a text field for the module name 'Unit Three: Threatened Species'. Below that, there's a checkbox for 'Lock until' which is checked. Underneath, there's a calendar for 'November 2015' with the date '25' selected. At the bottom, there's a 'Time' field set to '12:25 pm' and a 'Done' button. There are also 'Cancel' and 'Update Module' buttons at the bottom right.

Modules

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3. Complete the Requirements section.



Unit Three: Threatened Species

☐ Lock until

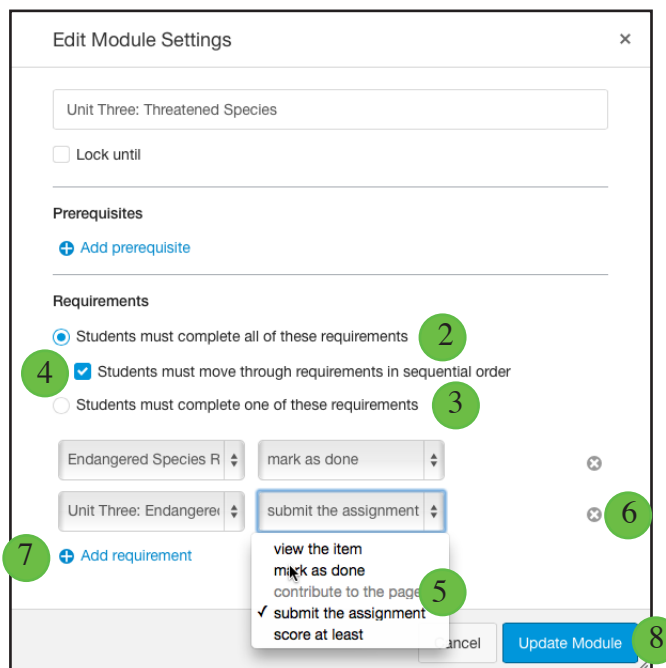
Prerequisites

[+ Add prerequisite](#)

Requirements

[+ Add requirement](#) **1**

Cancel Update Module



Unit Three: Threatened Species

☐ Lock until

Prerequisites

[+ Add prerequisite](#)

Requirements

☒ Students must complete all of these requirements **2**

☒ Students must move through requirements in sequential order **4**

☐ Students must complete one of these requirements **3**

Endangered Species R **7** mark as done **6**

Unit Three: Endangere **7** submit the assignment **5**

[+ Add requirement](#) **7**

view the item
mark as done
contribute to the page
✓ submit the assignment
score at least

Cancel Update Module **8**

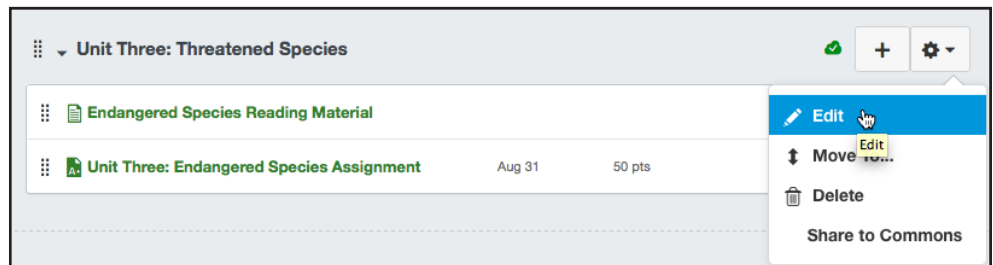
1. Click the Add Requirement link
2. Choose whether students must require all of the requirements added
3. or Whether students must complete one of the requirements added
4. Choose whether students must move through requirements in sequential order
5. Choose what action must be taken for completion status:
 - View the item
 - Mark as done
 - Contribute to the page
 - Submit the assignment
 - Score at least—an additional field will appear where you can enter the minimum score that students must earn
6. Delete a requirement
7. Add additional requirements
8. Click Update Module to complete

Set Module Prerequisites

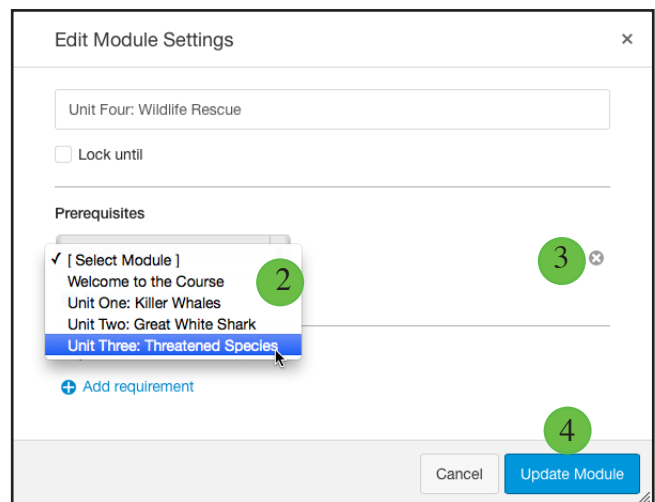
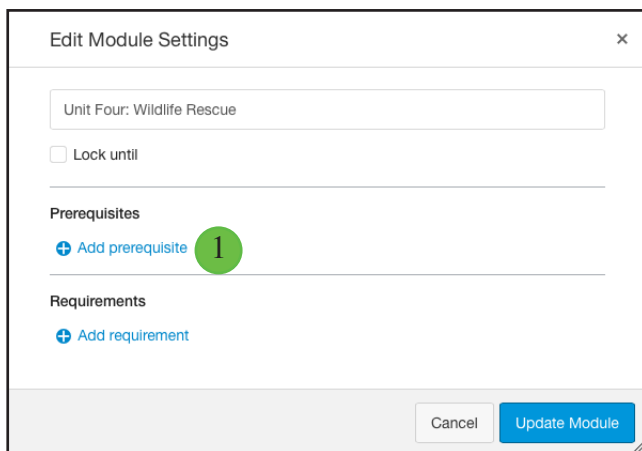
Prerequisites are defined by associated requirements in a module, meaning that students must complete all requirements within one module before moving to the next module. Without setting requirements in order, prerequisites do not serve a purpose. Please note that you cannot prevent a student from accessing an upcoming module unless prerequisites have been set for the prior modules.

Note: You can only add prerequisites if you have created at least two modules.

1. Locate the name of the module and click the Settings icon.
2. Select the Edit link.



3. Complete the prerequisites requirements.



1. Click the Add Prerequisite link
2. Choose the module that prerequisites are based on
3. Remove Prerequisites
4. Click Update Module to complete

Note: You can add additional prerequisites.

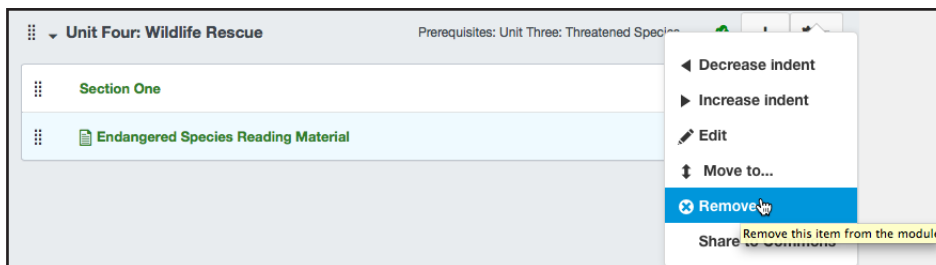
Modules

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Delete Module Item

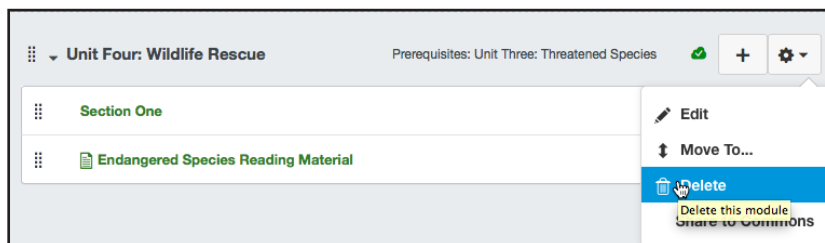
In modules, when you remove an item, the item still resides in Canvas. For example, removing a file from modules does not delete the file from the course. It simply removes the link to the file in modules.

1. Locate the item in the module to remove. Click the settings icon and choose Remove.



Delete Module

1. Click the Settings icon.
2. Select the Delete link.

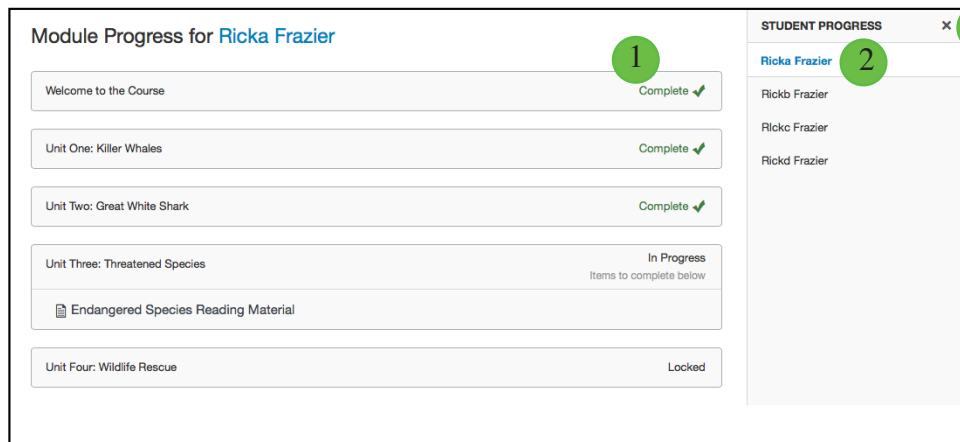
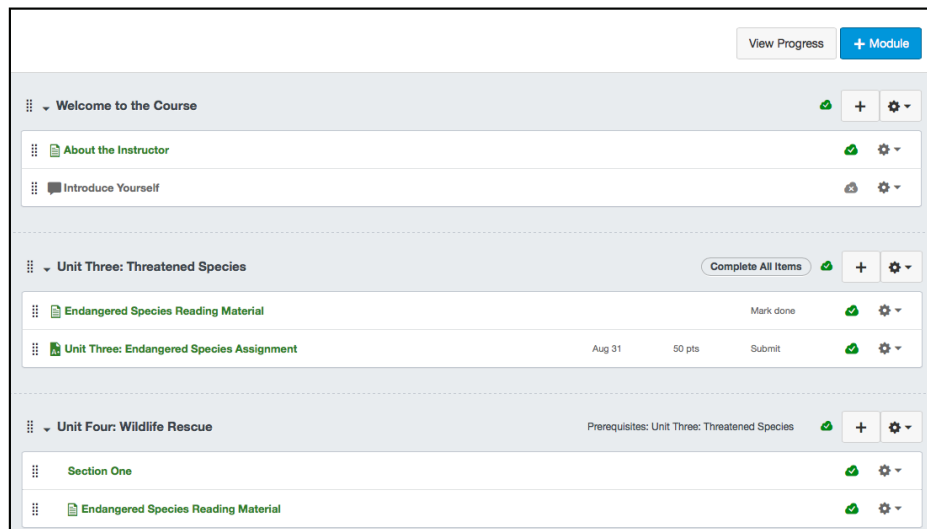


Note: When you delete a module, all of the items in that module are removed, but they are not deleted from the course.

View the progress of Students in Modules

Within Modules, you can view the progress of your students and see how they are progressing through the course. Module progress is determined by the students completing required elements in the module. If you don't set up any requirements, you won't be able to track your students' progress within each module. Required elements may include requiring the students viewing a page, submitting an assignment, or earning a minimum score on an assignment or quiz.

1. To view student progress in your course, click the View Progress button.



The Module Progress by Student window shows the progress of each student in your course. Modules can be completed, unlocked, or locked. Modules that have no completion requirements, or modules where the students have completed the requirements, will be marked as completed. If a student is in the middle of a module, the module will be marked as unlocked.

If a module cannot yet be accessed by the student because of completion or prerequisite requirements, the module will be marked as locked.

Student progress is displayed showing the state of each module.

1. Select different students by clicking their name in the Student Progress list.
2. When you click the name of a student to view their progress, their name will be selected.
3. Click the Close icon to return to the Modules Index.

Modules

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Add a Module

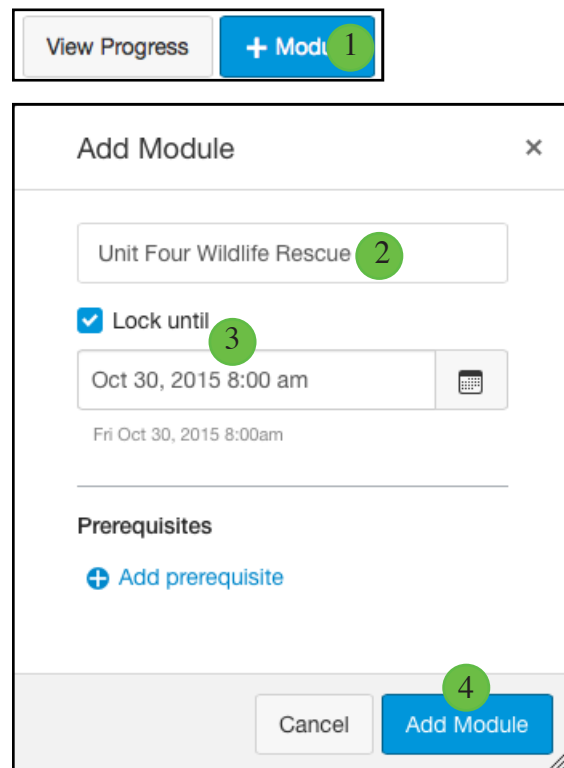
Modules house different types of content. You can choose to add a module and have it accessible at a certain time or based on certain prerequisites.

1. Click Add Module.
2. Give the module a name.
3. Lock the module until a certain date (optional).
4. Click Add Module.

Note: Locked modules can be seen but cannot be interfaced with.

Note: You must publish a module for students to access it. There is no option to make a module appear on a certain date.

Note: If you lock a module and do not publish it, when the Lock Until date arrives, the module will not be available.

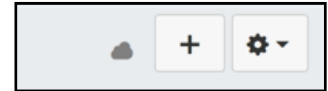


The screenshot shows the 'Add Module' dialog box. At the top, there are two buttons: 'View Progress' and '+ Module' (labeled 1). The main area of the dialog has a title bar 'Add Module' with a close button. Below the title bar, there is a text input field containing 'Unit Four Wildlife Rescue' (labeled 2). Below this, there is a checkbox labeled 'Lock until' (labeled 3) which is checked. To the right of the checkbox is a date and time selector showing 'Oct 30, 2015 8:00 am' with a calendar icon. Below the date selector, the text 'Fri Oct 30, 2015 8:00am' is displayed. Underneath, there is a section titled 'Prerequisites' with a link '+ Add prerequisite'. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Add Module' (labeled 4).

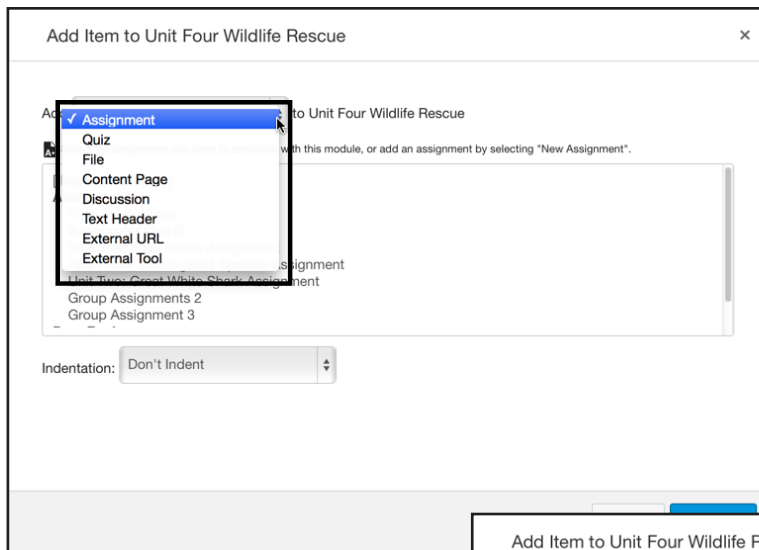
Add Content to a Module

When you add items to a Module, please be aware that the status of the Module overrides the state of the individual module items. You may want to consider leaving all Module items in an unpublished state until you are ready to publish the entire Module. Learn more about Draft State in Modules.

1. Click the Add Item button.



2. Click the drop-down to choose the type of content to add to the module.

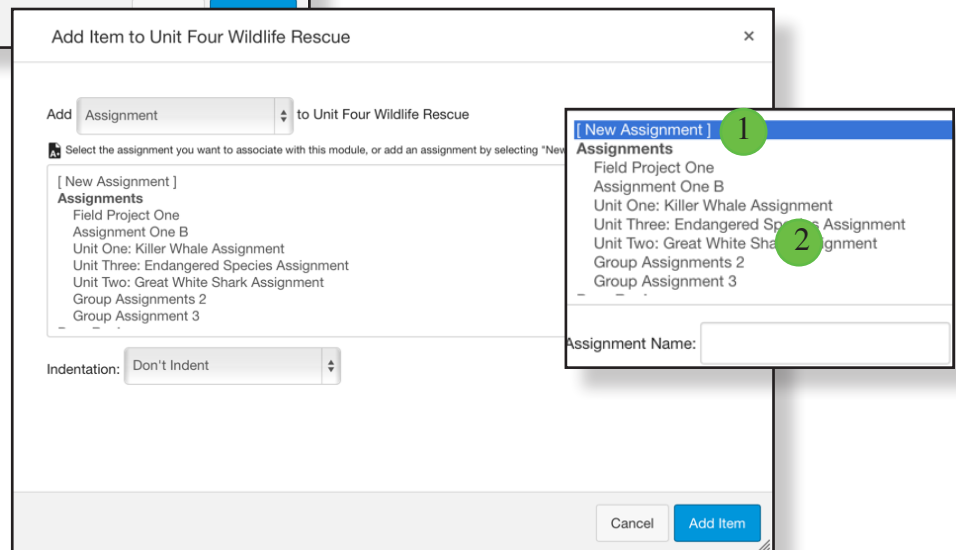


Content you can add to a Module are:

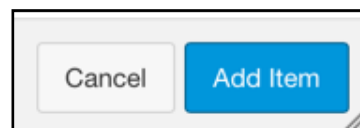
- Assignment
- Quiz
- File (document and media file types)
- Content Page
- Discussion
- Text Header
- External URL
- External Tool

3. Choose to:

1. Create a New item
2. Choose an existing item



4. Click the Add Item button to continue.



Modules

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Add Text to a Module

You can add text to your Module as that serves the purpose of just text.

1. While in the Modules section, click Add Item.

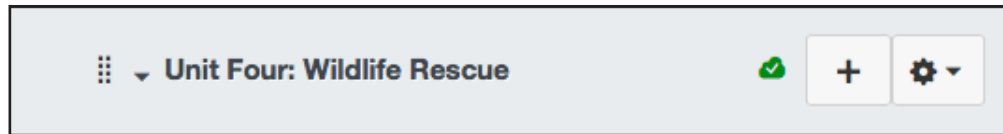


2. Click the Add [Item Type] to drop-down menu and select the Text Header option.
3. Type the text you wish to add in the header field.
4. Open the Indentation drop-down menu and select the level of indentation for the text header.
5. Click Add Item.

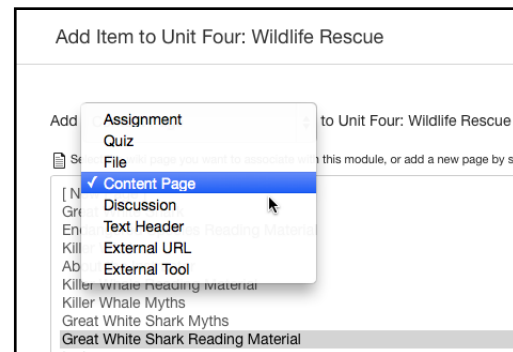
Add a Content Page to a Module

You can add text to your Module as that serves the purpose of just text.

1. While in the Modules section, click Add Item.



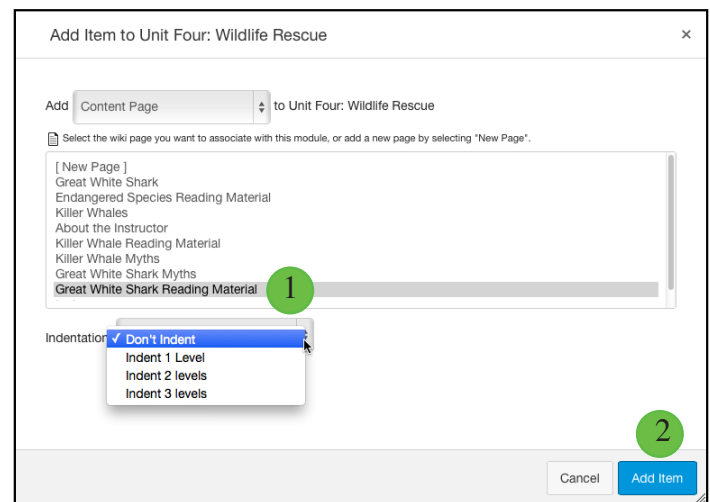
2. In the content selector, choose Content Page from the drop-down.



Add an Existing Page

If you have already created the item you want to add

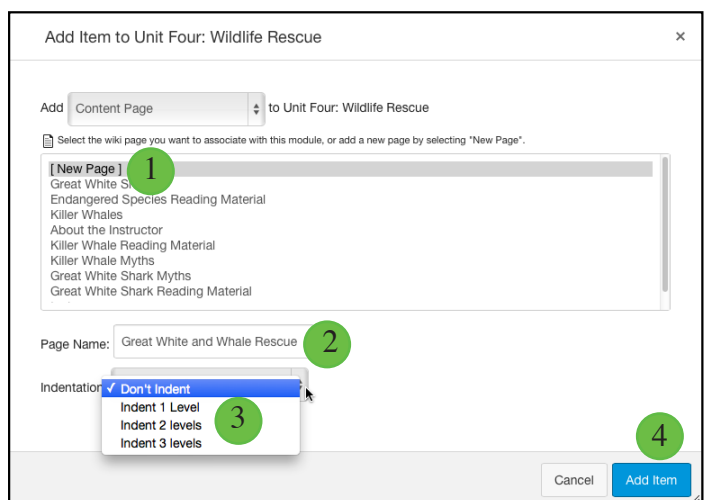
1. Click the name of the item.
2. Click Add Item.



Add New Page

If you want to create a new item

1. Click the [New] link.
2. Type a name in the name field.
3. Choose Indent if you prefer.
4. Click Add Item.



Modules

Center for Teaching and Learning

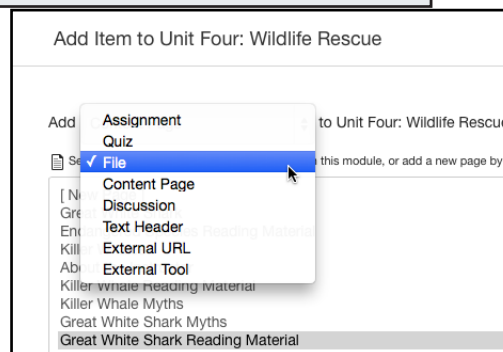
Add a File to a Module

You can add text to your Module as that serves the purpose of just text.

1. While in the Modules section, click Add Item.



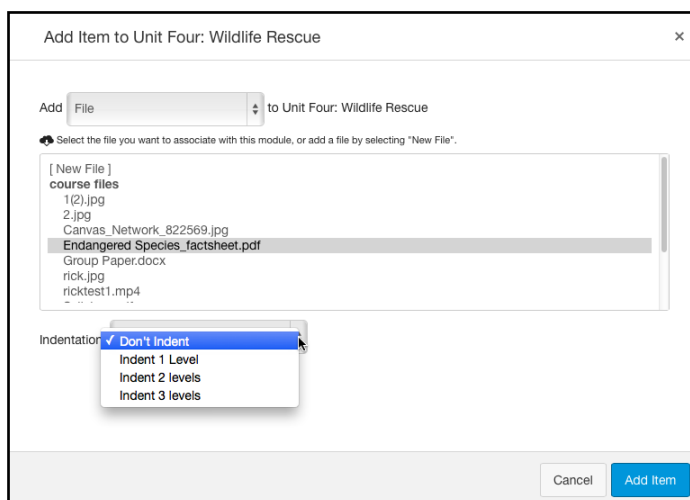
2. In the content selector, choose File from the drop-down.



Add an Existing File

If you have already uploaded the item you want to add

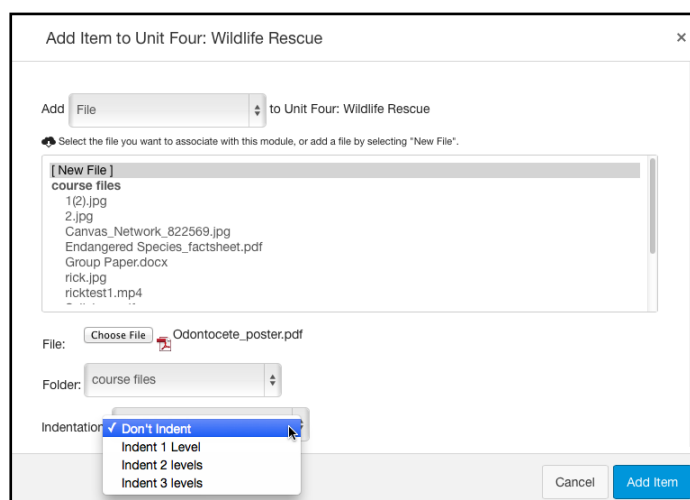
1. Click the name of the file.
2. Click Add Item.



Add New File

If you want to create a new item

1. Click the [New File] link.
2. Click Choose File.
3. Browse for and choose your file.
4. Choose Indent if you prefer.
5. Click Add Item.



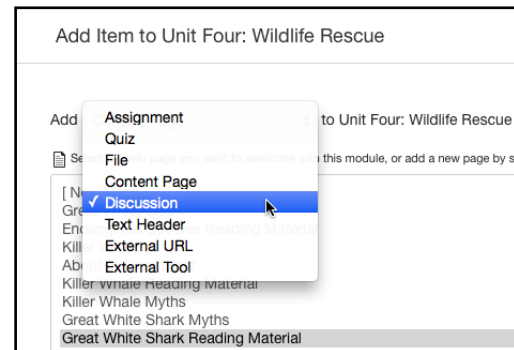
Add a Discussion to a Module

You can add text to your Module as that serves the purpose of just text.

1. While in the Modules section, click Add Item.



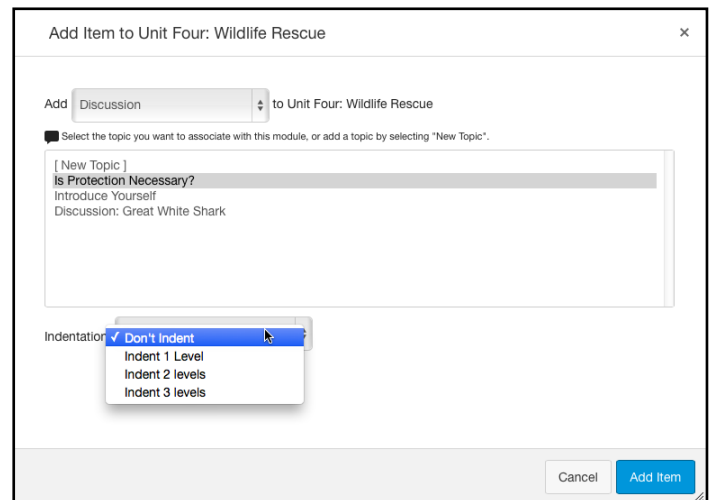
2. In the content selector, choose Discussion from the drop-down.



Add an Existing Discussion

If you have already created the discussion you want to add.

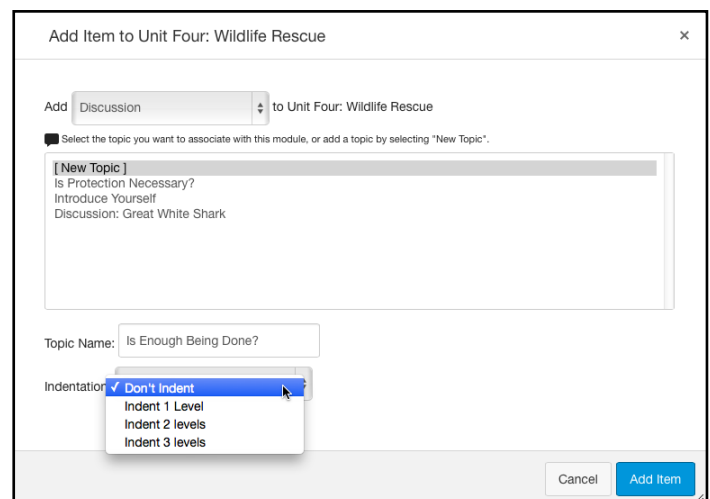
1. Click the name of the file.
2. Click Add Item.



Add New Discussion

If you want to create a new discussion

1. Click the [New Topic] link.
2. Give the Topic a name.
3. Choose Indent if you prefer.
4. Click Add Item.



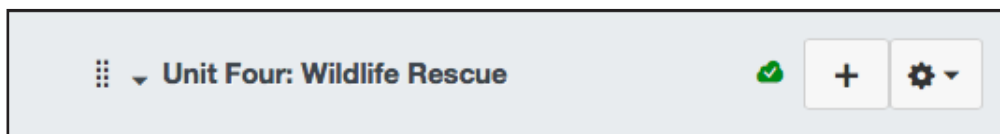
Modules

Center for Teaching and Learning

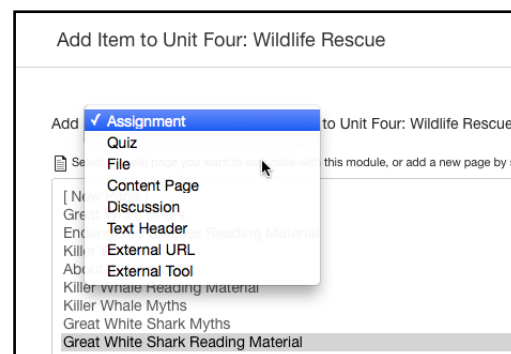
Add an Assignment to a Module

You can add text to your Module as that serves the purpose of just text.

1. While in the Modules section, click Add Item.



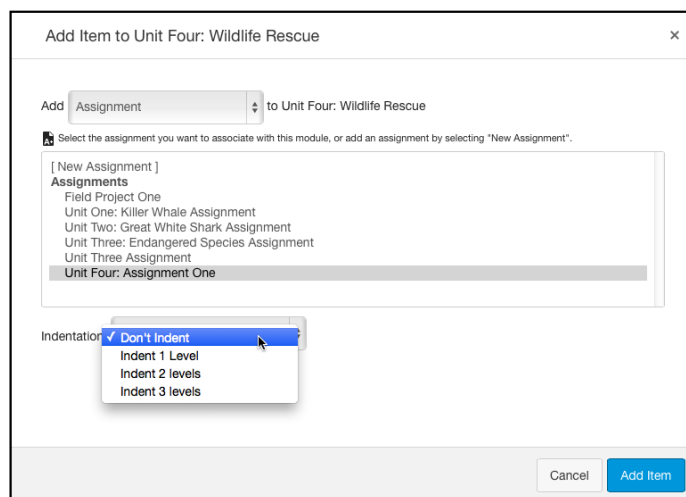
2. In the content selector, choose Assignment from the drop-down.



Add an Existing Assignment

If you have already created the assignment you want to add

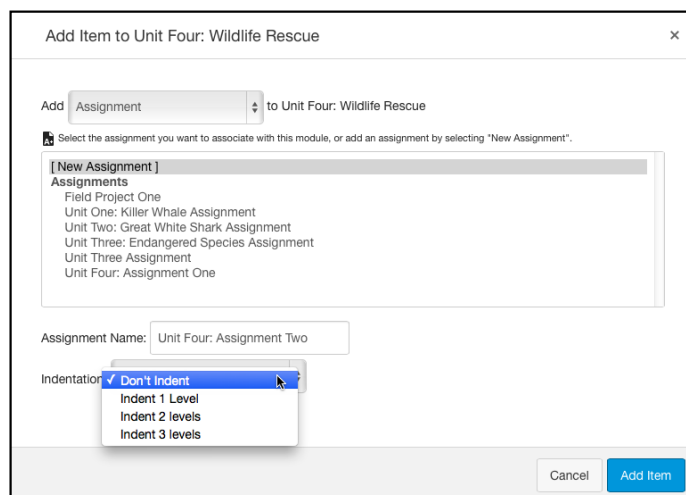
1. Click the name of the assignment.
2. Click Add Item.



Add New Assignment

If you want to create a new assignment shell

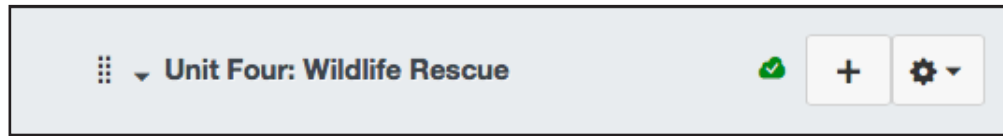
1. Click the [New Assignment] link.
2. Give the assignment a name.
3. Choose Indent if you prefer.
4. Click Add Item.



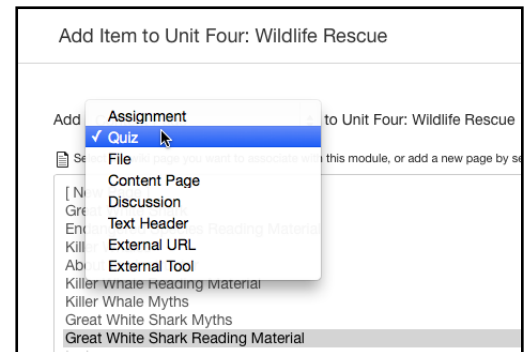
Add a Quiz to a Module

You can add text to your Module as that serves the purpose of just text.

1. While in the Modules section, click Add Item.



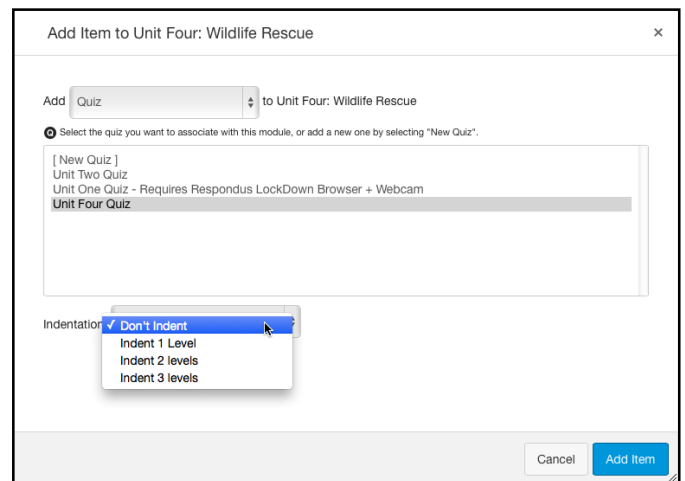
2. In the content selector, choose Quiz from the drop-down.



Add an Existing Quiz

If you have already created the quiz you want to add

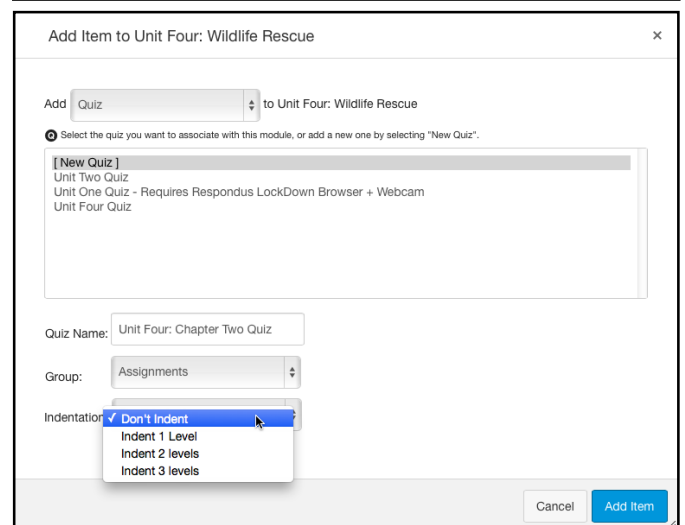
1. Click the name of the quiz.
2. Click Add Item.



Add New Assignment

If you want to create a new quiz shell

1. Click the [New Quiz] link.
2. Give the quiz a name.
3. Choose Indent if you prefer.
4. Click Add Item.



Pages

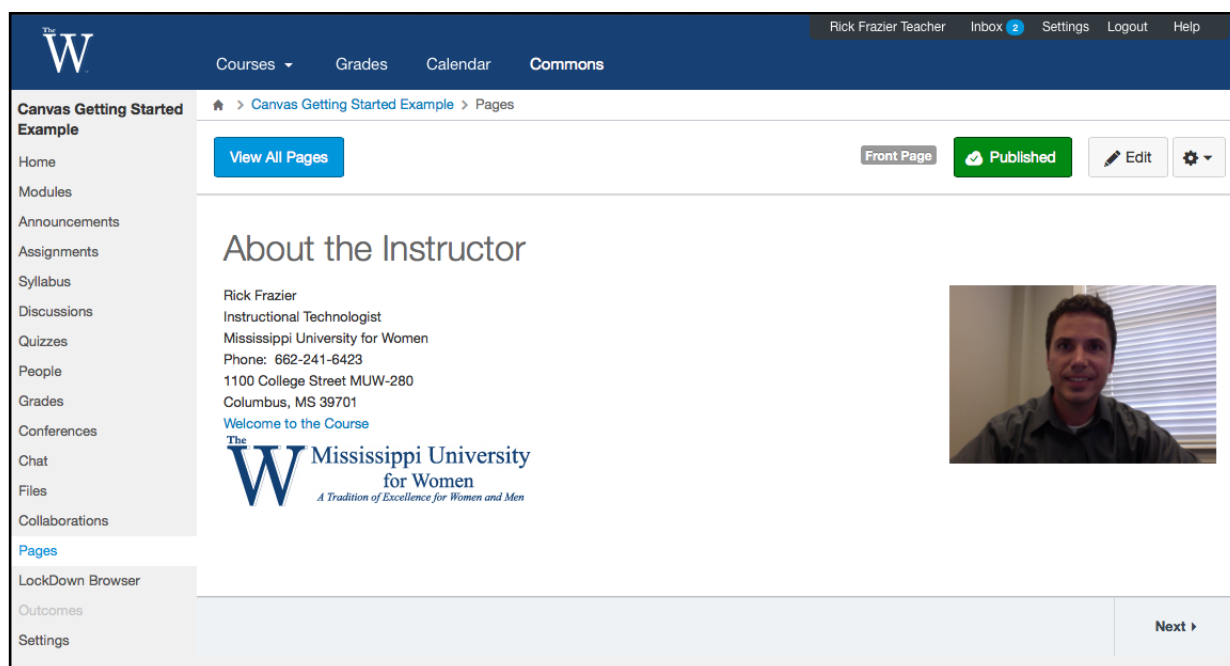
Center for Teaching and Learning

Canvas Pages

Pages are where you can put content and educational resources that are part of your course but don't necessarily belong in an assignment, or that you want to refer to in multiple assignments. This is a place where you can include text, video, and links to your files. You can even make links to other pages. Pages can also be used as a collaboration tool where you can create class wikis and set specific user access for each page. Canvas keeps the entire history of the page so you can see how it changes over time.

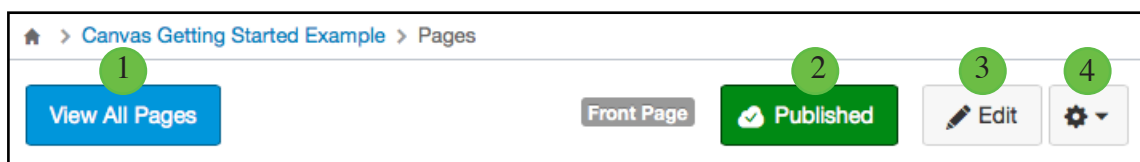
Front Page

Pages is designed to open to the designated front page for the course.



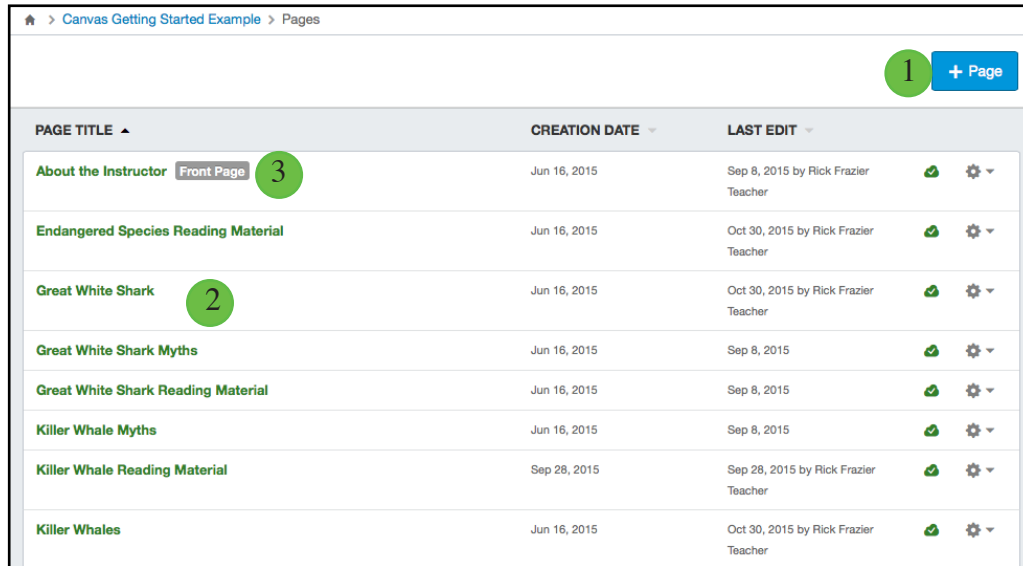
View All Pages Global Settings

1. To view the Pages Index from the Front Page or any individual page, click the View All Pages button.



1. For individual pages, global settings include Viewing All Pages.
2. Publishing and unpublishing the page.
3. Editing the page.
4. In the Settings drop-down menu, you can delete the page and view the page history.

View Pages Index Page



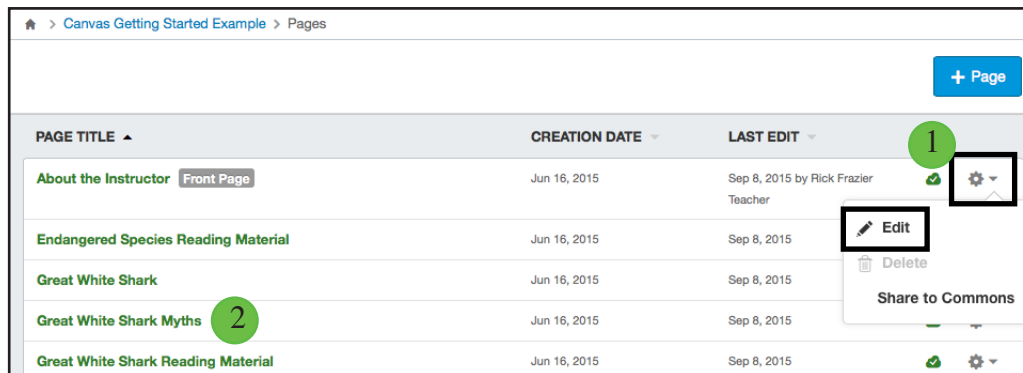
PAGE TITLE ▲	CREATION DATE ▼	LAST EDIT ▼
About the Instructor Front Page 3	Jun 16, 2015	Sep 8, 2015 by Rick Frazier Teacher
Endangered Species Reading Material	Jun 16, 2015	Oct 30, 2015 by Rick Frazier Teacher
Great White Shark 2	Jun 16, 2015	Oct 30, 2015 by Rick Frazier Teacher
Great White Shark Myths	Jun 16, 2015	Sep 8, 2015
Great White Shark Reading Material	Jun 16, 2015	Sep 8, 2015
Killer Whale Myths	Jun 16, 2015	Sep 8, 2015
Killer Whale Reading Material	Sep 28, 2015	Sep 28, 2015 by Rick Frazier Teacher
Killer Whales	Jun 16, 2015	Oct 30, 2015 by Rick Frazier Teacher

The Pages Index has one global function at the top of the page

1. Add new Pages.
2. The rest of the Index displays the individual pages created in Canvas.
3. Your front page is identified with a gray Front Page tag.

Note: You can create Pages before adding them to a module or create pages from within the Modules area.

Managing Pages



PAGE TITLE ▲	CREATION DATE ▼	LAST EDIT ▼
About the Instructor Front Page 1	Jun 16, 2015	Sep 8, 2015 by Rick Frazier Teacher
Endangered Species Reading Material	Jun 16, 2015	Sep 8, 2015
Great White Shark	Jun 16, 2015	Sep 8, 2015
Great White Shark Myths 2	Jun 16, 2015	Sep 8, 2015
Great White Shark Reading Material	Jun 16, 2015	Sep 8, 2015

For each individual page

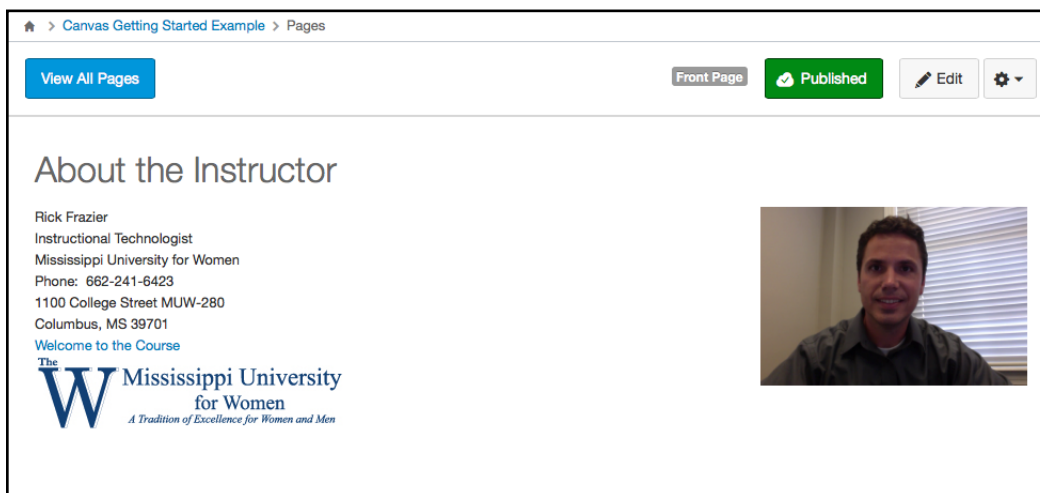
1. You can use the settings drop-down menu to edit the page title or delete the page.
2. You can also set any page as your front page through the page settings.
3. To edit a page or change the page name, click the name of the page.

Pages

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Create Pages

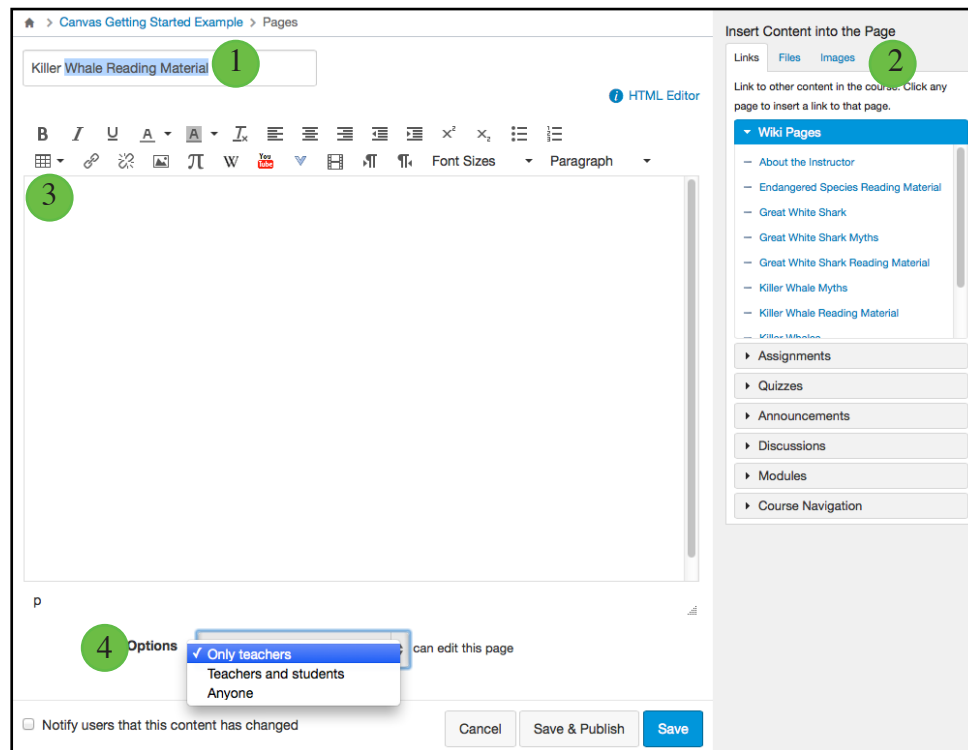
1. To Create or Edit a page, go to Pages in the Course Menu.
2. Click View All Pages.



3. To create a new page with text, images, media, links, and/or other files, click the New Page button.



1. Type a name for your page.
2. Add content to your page using the Content Selector.
3. Edit the content and add links and media using the Rich Content Editor.
4. You can decide who can edit the page by selecting the Who can edit this page drop down menu.
 - Options include only teachers, teachers, and students, or anyone.



Save and Publish

If you are ready to publish your page

1. Click the Save & Publish button
2. If you want to create a draft of your page, click the Save button



Note: When your page is saved in a draft state, you can return to the page and publish it at any time by clicking the Publish button.

Pages

Center for Teaching and Learning

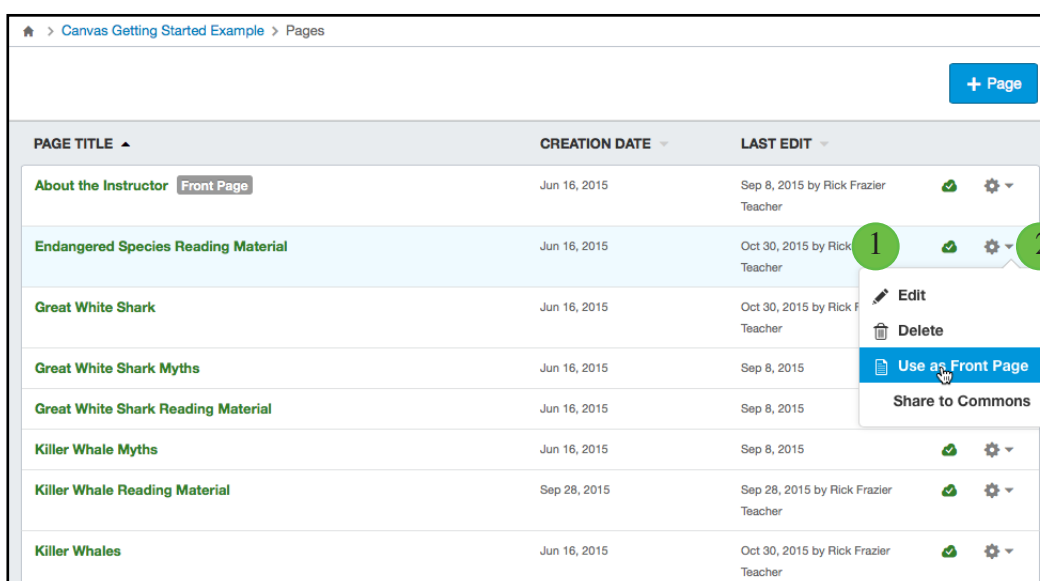
Set a Front Page for my course

If you want to change the Course Home Page to the Pages Front Page, you must first set a Page as the Front Page.

The Front Page is the first page your students will see when they enter your course. Use this page to show a welcome message, links, images, or other information for students.

Note:

- Before setting the Front Page, the page must be published.
- Once you set a Front Page, you cannot remove the Front page. However, you can change the Front Page as much as you would like, or set another page as the Front Page.
- Before setting a Front page, the Pages link in Course Navigation will open to the Pages Index. However, once you have selected a Front Page, the Pages link will always open to the Front Page.



PAGE TITLE ▲	CREATION DATE ▼	LAST EDIT ▼
About the Instructor Front Page	Jun 16, 2015	Sep 8, 2015 by Rick Frazier Teacher
Endangered Species Reading Material	Jun 16, 2015	Oct 30, 2015 by Rick Frazier Teacher
Great White Shark	Jun 16, 2015	Oct 30, 2015 by Rick Frazier Teacher
Great White Shark Myths	Jun 16, 2015	Sep 8, 2015
Great White Shark Reading Material	Jun 16, 2015	Sep 8, 2015
Killer Whale Myths	Jun 16, 2015	Sep 8, 2015
Killer Whale Reading Material	Sep 28, 2015	Sep 28, 2015 by Rick Frazier Teacher
Killer Whales	Jun 16, 2015	Oct 30, 2015 by Rick Frazier Teacher

1. Locate your published front page that you want to set as your Front Page.
2. Click the page Settings icon.
3. Select the Use as Front Page button.

Canvas Files

You can add a file to your course by uploading a file. You can also import files using the course import tool.

Note: Instructors can drag and drop files from their personal files into course files.

Note: Video and audio uploads to Canvas through the media tool can be up to 500 MB in size.

File Manager

1. To access the File Manager, click Files in the Course Menu.

The screenshot shows the Canvas File Manager interface. The top navigation bar includes 'Rick Frazier Teacher', 'Inbox', 'Settings', 'Logout', and 'Help'. Below this is a course menu with 'Courses', 'Grades', 'Calendar', and 'Commons'. The 'Files' section is active, showing a search bar (5) and a list of files. The file list has columns for Name, Date Created, Date Modified, Modified By, and Size. Files listed include '1(2).jpg', '2.jpg', 'Canvas_Network_822569.jpg', 'Endangered Species_factsheet.pdf', 'Group Paper.docx', 'rick.jpg', 'ricktest1.mp4', 'Syllabus.pdf', 'Syllabus(6)(1).pdf', 'Unit One-Assignment One-Killer Wh...', 'Unit Three-Assignment Three-Endan...', and 'Unit Two-Assignment Two-Great Wh...'. A storage quota bar at the bottom indicates '0% of 1.0 GB used' (7). Numbered callouts 1-7 highlight specific features: 1. Upload button, 2. Create Folder button, 3. File selection, 4. File actions (Delete, Move, Download, Restrict, View), 5. Search bar, 6. Publish status icon, and 7. Storage quota bar.

Name	Date Created	Date Modified	Modified By	Size
1(2).jpg	Jun 16, 2015	Sep 8, 2015		127 KB
2.jpg	Jun 16, 2015	Sep 8, 2015		105 KB
Canvas_Network_822569.jpg	Aug 5, 2015	Aug 5, 2015	Rick Frazier Te...	45 KB
Endangered Species_factsheet.pdf	11:03am	11:03am	Rick Frazier Te...	1.0 MB
Group Paper.docx	Jun 16, 2015	Aug 6, 2015		35 KB
rick.jpg	Jun 16, 2015	Aug 11, 2015		142 KB
ricktest1.mp4	Aug 19, 2015	Aug 19, 2015	Rick Frazier Te...	2.8 MB
Syllabus.pdf	Oct 26, 2015	Oct 26, 2015	Rick Frazier Te...	71 KB
Syllabus(6)(1).pdf	Jun 16, 2015	Aug 11, 2015		71 KB
Unit One-Assignment One-Killer Wh...	Jun 16, 2015	Aug 11, 2015		35 KB
Unit Three-Assignment Three-Endan...	Jun 16, 2015	Aug 11, 2015		37 KB
Unit Two-Assignment Two-Great Wh...	Jun 16, 2015	Aug 11, 2015		36 KB

1. Upload a File
2. Create a Folder
3. File Select
4. File Actions: Delete, Move, Download, Restrict, View
5. File Search
6. Publish Status
7. Course Storage Quota

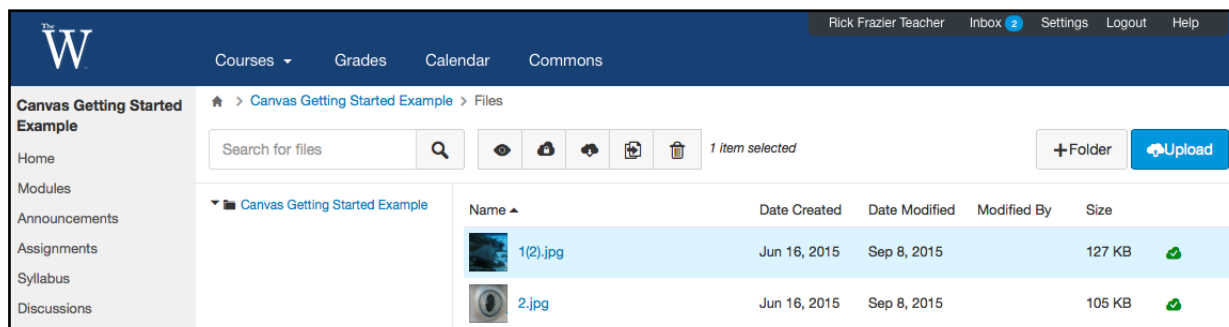
Note: Videos do not count against the storage quota for instructors. Videos do count against student quota.

Files

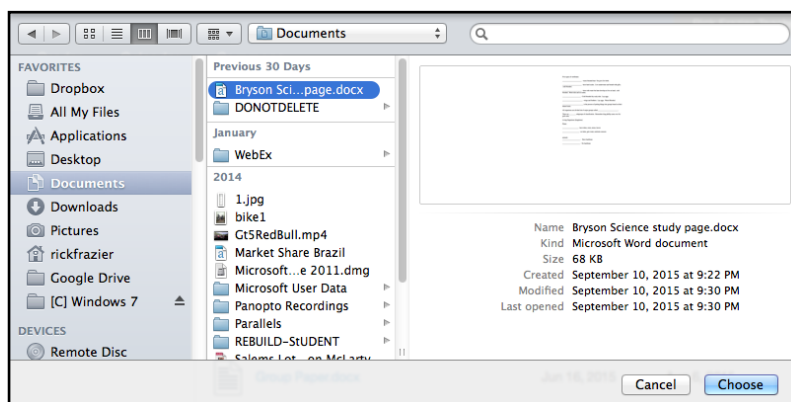
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You can upload files into Canvas by using the Upload button or drag and drop. Video and audio uploads have a 500MB limit in size.

1. While in the Files section of the course, click Upload.



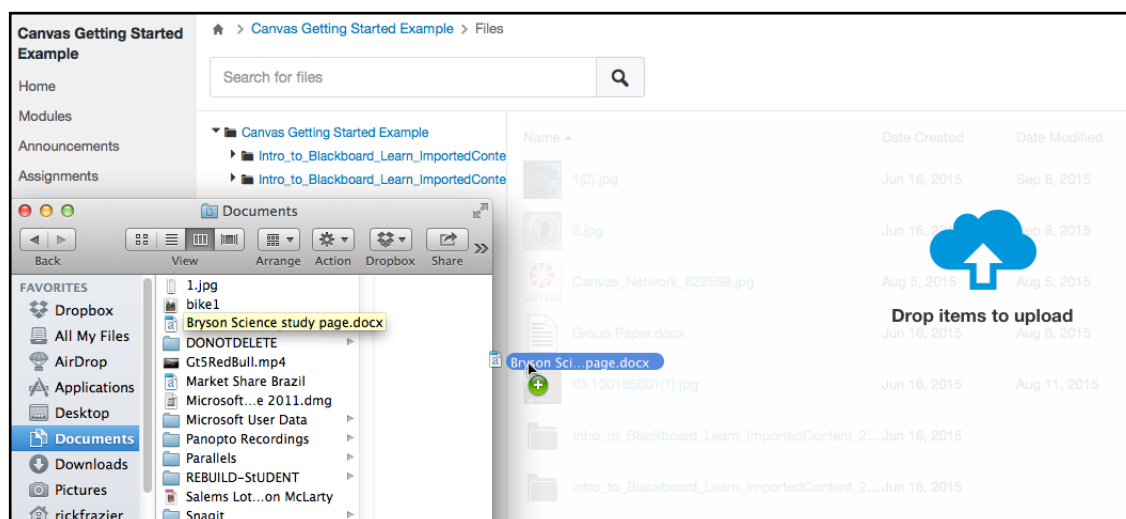
2. Click the title of the file you wish to upload and click the Open button to upload the file.



Upload Files via Drag and Drop

Some web browsers contain a unique feature that allows the user to add to files by simply dragging and dropping the files from a file window directly into the Canvas file repository.

1. Click the title of the file you wish to add and drag the file to your open browser.
2. Your file will automatically upload.












Files

View File

1. Your new file will appear in the File Manager.

	Bryson Science study page.... 1:50pm	1:50pm	68 KB	
	Canvas_Network_822569.jpg	Aug 5, 2015	Aug 5, 2015	Rick Frazier... 45 KB 
	Group Paper.docx	Jun 16, 2015	Aug 6, 2015	35 KB  

Course Copy

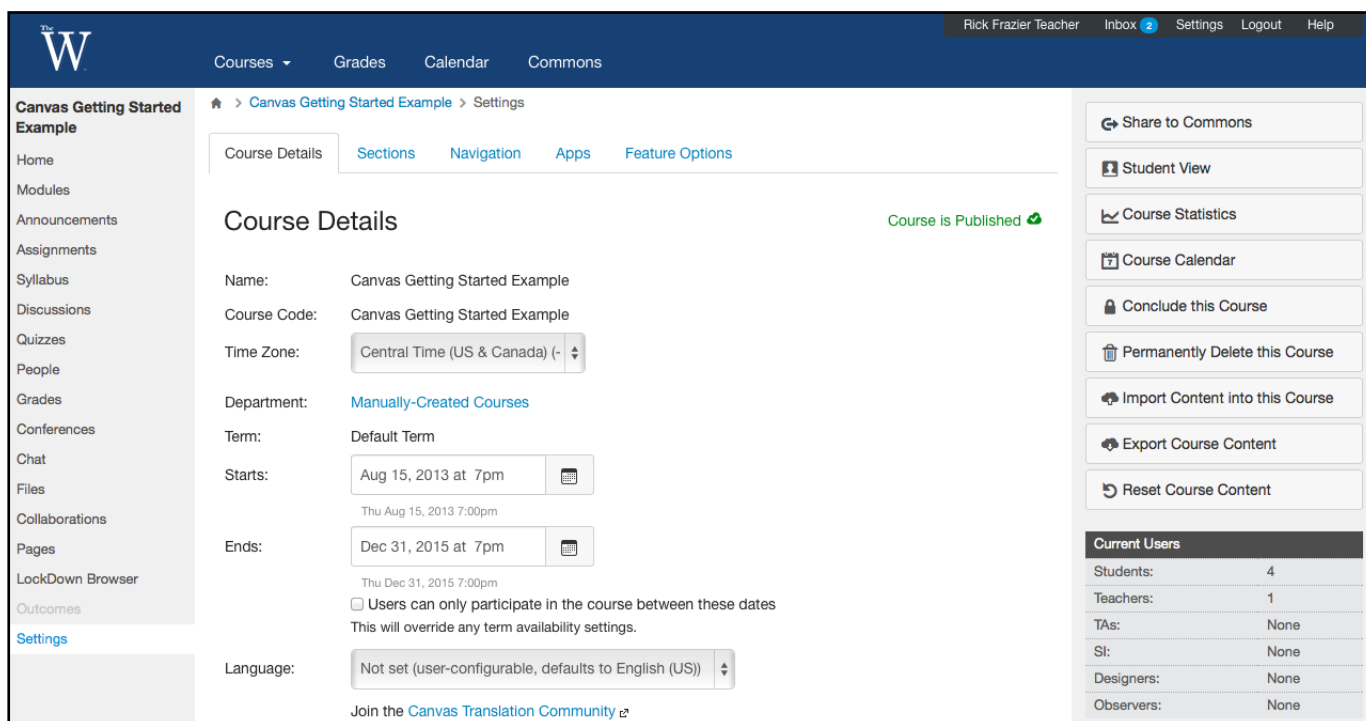
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Import content from another Canvas course

Import content from another Canvas course when you want to use or re purpose previously created content including course settings, syllabus, assignments, modules, files, pages, and discussions. You can also import and adjust events and due dates.

You can import an entire course or different parts of a course.

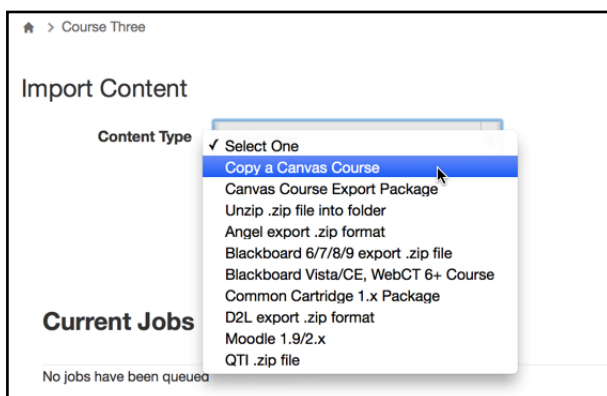
1. From the course menu, choose Settings. Click Import Content into this course.



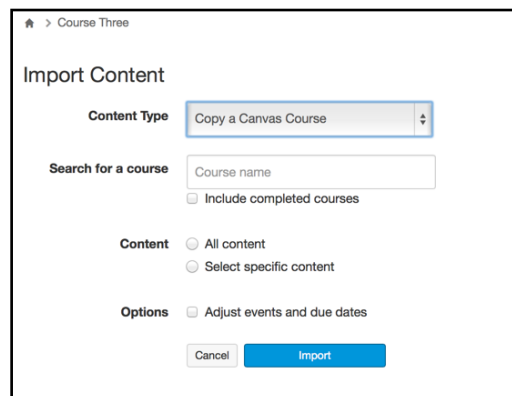
The screenshot shows the 'Course Details' page in Canvas LMS. The top navigation bar includes 'Courses', 'Grades', 'Calendar', and 'Commons'. The left sidebar lists various course components like 'Home', 'Modules', 'Announcements', etc., with 'Settings' highlighted. The main content area shows course details for 'Canvas Getting Started Example', including its name, code, time zone (Central Time), department (Manually-Created Courses), term (Default Term), start date (Aug 15, 2013), and end date (Dec 31, 2015). A green status indicator says 'Course is Published'. On the right, there's a sidebar with actions like 'Share to Commons', 'Student View', 'Course Statistics', 'Course Calendar', 'Conclude this Course', 'Permanently Delete this Course', 'Import Content into this Course', 'Export Course Content', and 'Reset Course Content'. Below these is a 'Current Users' table.

Current Users	
Students:	4
Teachers:	1
TAs:	None
SI:	None
Designers:	None
Observers:	None

2. To copy content from one course to another, choose Copy a Canvas Course from the Content Type drop-down.



This screenshot shows the 'Import Content' dialog box. The 'Content Type' dropdown menu is open, displaying a list of options. 'Copy a Canvas Course' is highlighted by the mouse cursor. Other options include 'Select One', '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', and 'QTI .zip file'.



This screenshot shows the 'Import Content' dialog box with 'Copy a Canvas Course' selected in the 'Content Type' dropdown. Below this, there is a 'Search for a course' field with a placeholder 'Course name' and a checkbox for 'Include completed courses'. There are also radio buttons for 'Content' selection: 'All content' (selected) and 'Select specific content'. An 'Options' section has a checkbox for 'Adjust events and due dates'. At the bottom are 'Cancel' and 'Import' buttons.

3. Type the name of the course to copy from. Canvas will complete the name for you.
4. Select your course from the list.

5. Clicking the import button will copy all course content from the source course to the destination course with no adjusted dates.
 1. If you want to import all of the content from the course, click the All content radio button.
 2. If you want to select specific content, such as only assignments or quizzes, click the Select specific content radio button.

Adjust Events and Due Dates

If you want to adjust the due dates associated with the course events and assignments, click the Adjust events and due dates checkbox.

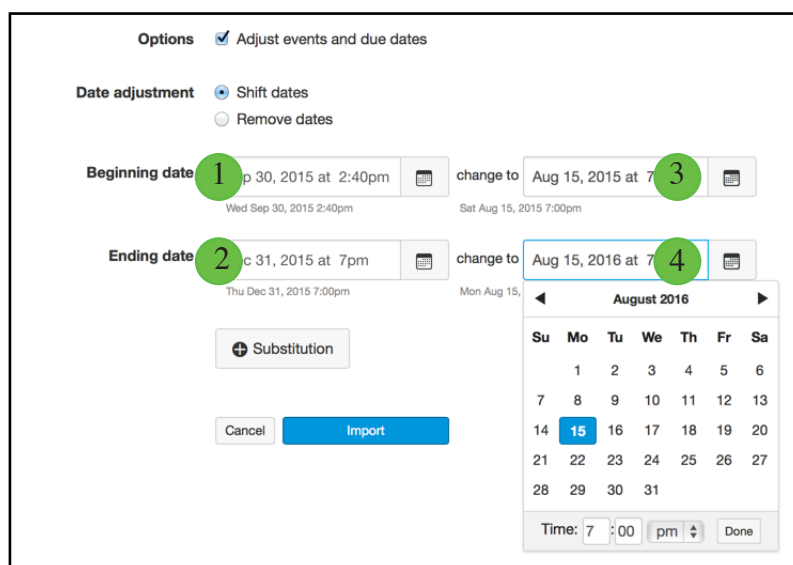
You have two options to choose from: Shift dates and Remove dates.

Course Copy

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Shift Dates: Adjust Beginning and Ending Dates

1. Click the calendar icon and select the beginning date of the course you are **importing**.
2. Then select the end date of the course you are **importing**.
3. Select the beginning date of the course you are **copying to**.
4. Select the end date of the course you are **copying to**.



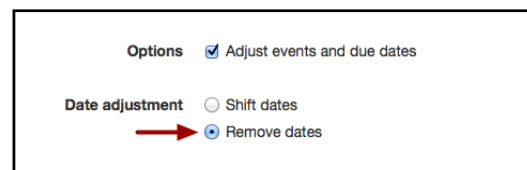
Note: If the course you are copying has beginning and end dates, those dates **will be automatically pre-populated in the initial date fields**.

Remove Dates

You can also choose to remove dates from your course.

Dates will be removed from the following features:

- Assignments (due, availability, and peer-review dates)
- Announcements (post delay dates)
- Quizzes (due, availability, and show correct answers dates)
- Calendar events (start and end dates)
- Modules (unlock dates)



Course Completion

Current Jobs			
Course Copy	US History 101 RC	Apr 24 at 2:54pm	Running 1
Course Copy	US History 101	Apr 24 at 2:54pm	Completed 3 issues 2
Course Copy	Biology 101	Apr 24 at 2:18pm	Waiting for select Select Content 3
Course Copy	Biology 103	Apr 24 at 2:17pm	Completed

1. The Current Jobs menu will display the status of your import. Running reports will display a menu bar with the time remaining to generate the report.
2. If you imported the course and did not select specific content, Canvas will show any issues that occurred with the import. Click the issues link to view them.
3. If you imported the course and selected specific content, Canvas will ask you to select the content you want to import. Click the Select Content button.

Select Content to Import

- Alternatively, you can import certain items into your course. To do so, choose Select Specific Content.

★ > Course Three

Import Content

Content Type Copy a Canvas Course

Search for a course Course Two
☐ Include completed courses

Content ☐ All content
☒ Select specific content

Options ☒ Adjust events and due dates

Date adjustment ☒ Shift dates
☐ Remove dates

Beginning date Sep 30, 2015 at 2:40pm change to Oct 1, 2015 7:00 pm
Wed Sep 30, 2015 2:40pm Thu Oct 1, 2015 7:00pm

Ending date Dec 31, 2015 at 7pm change to Jan 1, 2016 7:00 pm
Thu Dec 31, 2015 7:00pm Fri Jan 1, 2016 7:00pm

+ Substitution

Cancel Import

- Next, click Select Content.

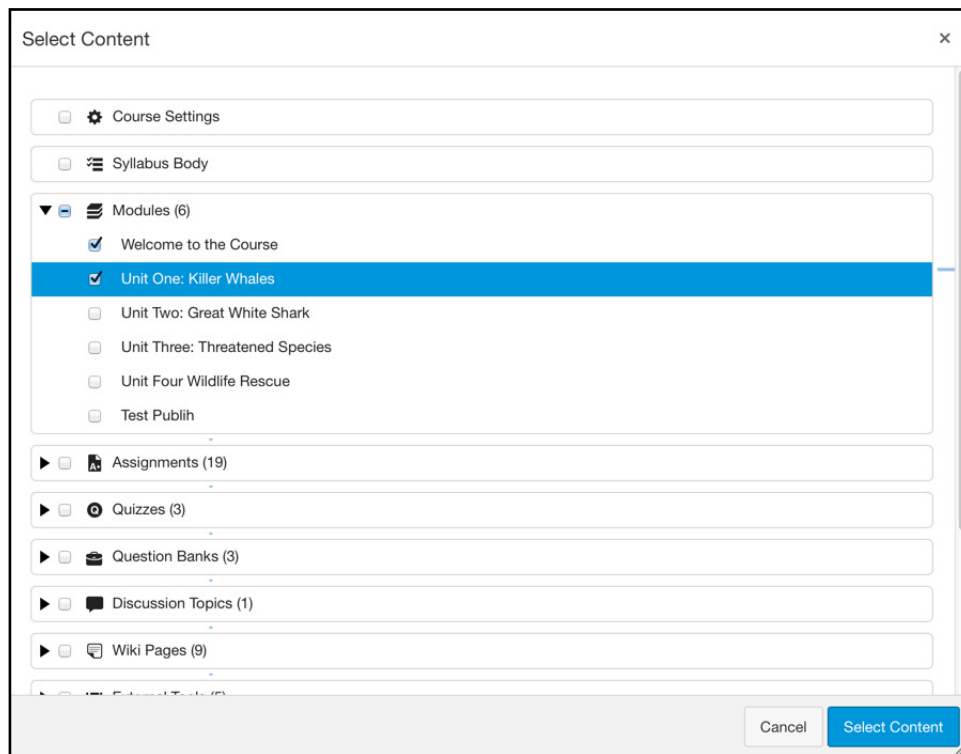
Current Jobs

Course Copy	Course Two	Nov 4 at 3:52pm	Waiting for select	Select Content
-------------	------------	-----------------	--------------------	----------------

Course Copy



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A new window will list all the content in your course by category. For instance, if you did not create any Rubrics in your course, Rubrics will not appear as an import option.

1. To import all content for a content type, click the checkbox next to the content name. If the content type is a group containing multiple items, Canvas will automatically select all items within the group.
2. To import only a few items from a content group, expand the drop-down arrow and click the specific items to be imported.
3. Canvas will place a dash in the group checkbox, indicating that only a few items are selected within the group.
4. If a content type should not be imported, leave the checkbox blank.



Notes

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