

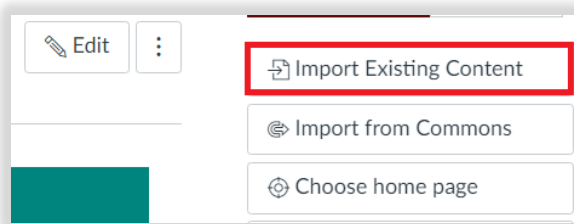
Importing Content from Last Years' Module Course

If you taught a module in the previous academic year, you will be able to import some of the content into your new Canvas module course.

It is important that you do not bulk import as some content will need to be excluded.

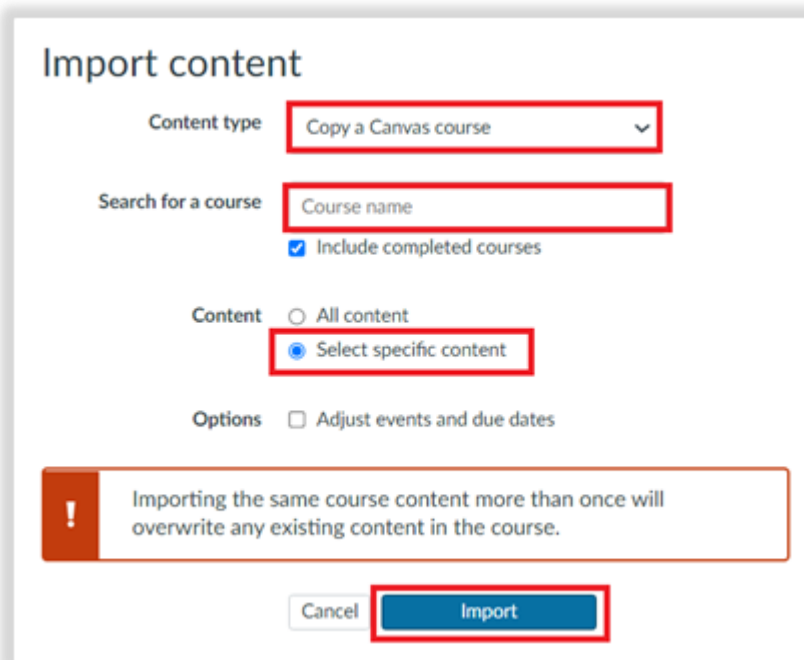
Begin import process

1. Open your new module course and click the 'Import Existing Content' button on the right side of the page.



Note: If you don't see any buttons to the right, click the "Home" link on the left.

2. Select "Copy a Canvas Course"
3. In the "Search for a course" box, start typing the module code. A list of search results will appear from which you can select the module you require.
4. Ensure that "Select specific content" has been selected (not "All content")

A screenshot of the 'Import content' dialog box in Canvas. The 'Content type' dropdown is set to 'Copy a Canvas course'. The 'Search for a course' text box contains 'Course name'. The 'Include completed courses' checkbox is checked. Under 'Content', the 'Select specific content' radio button is selected. Under 'Options', the 'Adjust events and due dates' checkbox is unchecked. A warning message at the bottom states: 'Importing the same course content more than once will overwrite any existing content in the course.' The 'Import' button is highlighted with a red rectangular box.

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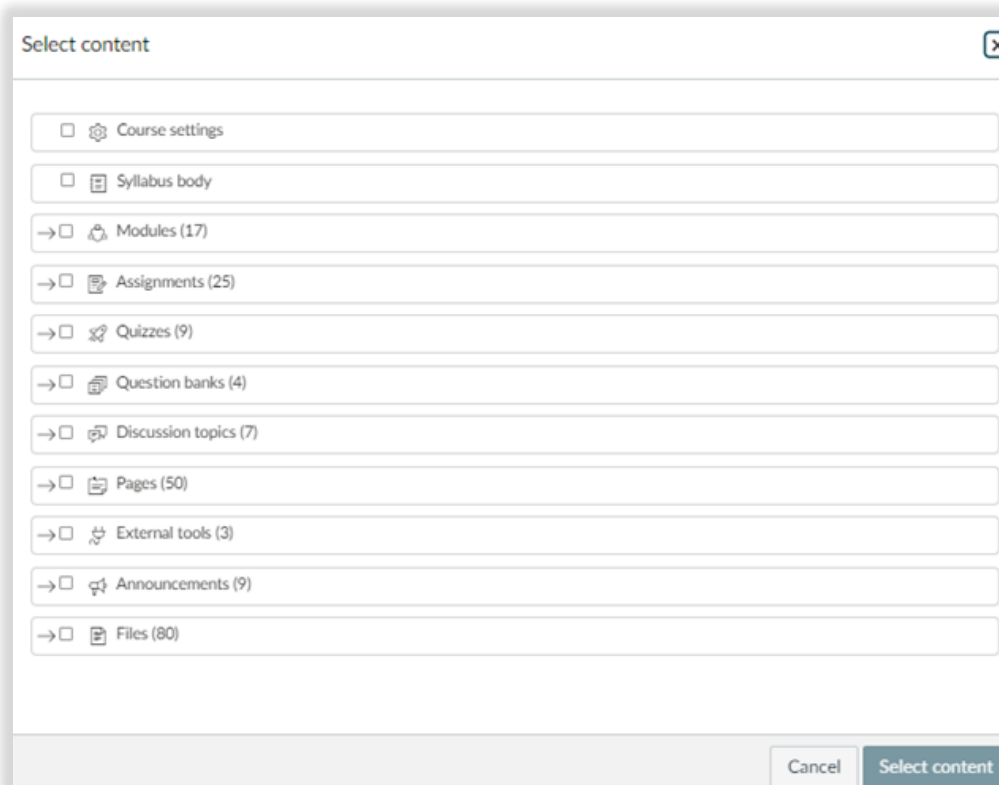
5. Click the Import button - You will be taken to another page which tells you that this import process is 'waiting for selection' with a button next to it labelled 'Select content'.

The section below suggests what to import and what to leave behind, but you don't have to follow it exactly. If you look through the resources and you find other things, files, pages or Canvas modules, that you don't need on the new module course then you can choose to leave them behind and stop them cluttering up your new Module. If you find there are things that you have left behind that you subsequently need in the new module course, then you can repeat the import process and just select those things.

Always remember however, at the start of the import process to select "**Import Specific Content**" and not "All content", otherwise you will find yourself with serious problems on your hands.

Select specific content

1. Click the Select Content button
2. The "Select Content" dialog (shown below) divides the content into 11 categories and shows you the number of items in each category. By default, nothing is selected.
 - Course settings – leave unselected
 - Syllabus body – leave unselected unless you have used the Syllabus tool to create one



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- Canvas Modules – Select all of them if you need them all but you have a choice for the four modules that already exist in the new course, i.e., “Module Information”, “Assessment Information”, “Resit & Deferred Work” and “Module Content.

If you import these it will create duplicate modules and you will need to drag and drop the content out of the duplicates and up the page into the originals, then delete the duplicates. If you don't select these then you will need to add the content to them after import. The content items exist in “Files” and “Pages” so provided you import these they will still be available for you to add to the modules.

- Assignments – Do not select these. Turnitin assignments will not import, and they will be created automatically at a later date. Only import Canvas assignments if any exist.
 - Quizzes – Import all
 - Question Banks – Import all
 - Discussion Topics – Import all
 - Pages – Import all except “Home Page”. This already exists and has been updated.
 - External Tools – Leave unselected
 - Announcements – Leave unselected. You do not need to import last years' messages.
 - Files – Import all except two folders, “Homepage Banner Images” and “Homepage Buttons”. These already exist.
3. Click the “Select content” button
A page will open to show that your import is queued. This will change to “complete” when all content you selected has been imported into your new module course
 4. Click Home to return to the homepage or modules to see/check content

Finally, just to note that it takes a lot of words to describe the process of importing content, but it can probably be done more quickly than you can read these words, particularly after you have been through the process once or twice.