

Importing Content Into Your Canvas Course

“How do I access my content?”

Task	Steps to Take	Tips & Strategies	Additional Resources
<p>Option 1: Migrate from Oncourse to Canvas <i>Move content (files, assignments, discussions, etc.) from Oncourse into Canvas</i></p>	<ol style="list-style-type: none"> 1. Login to Canvas to authenticate the migration tool. Select Account, then Settings. Under Content Migrations, select Authenticate. 2. Login to Oncourse and navigate to the course you intend to migrate. Select Canvas Migration tool from the left-hand navigation. 3. After selecting the content you wish to import, title your New Canvas Course and submit. 	<p>When naming your New Canvas Course choose a name you will be able to locate easily.</p> <p>Once you import from Oncourse, you course content is housed in a manually-created course (“course shell”).</p> <p>Prior to the semester, you will need to import your content from your manually-created site to your active course with students. See Option 2 for instructions.</p>	<p>About the transition from Oncourse to Canvas: https://kb.iu.edu/d/bedt</p> <p>Using the Canvas Migration Tool: https://kb.iu.edu/d/bfck</p>
<p>Option 2: Import content from an existing Canvas course or multiple Canvas courses <i>Move content (files, assignments, discussions, etc.) from Canvas to Canvas</i></p>	<ol style="list-style-type: none"> 1. Navigate to the active course site with students. Courses are alphabetized by semester (e.g. SP16-IN-EDUC). 2. Select Settings in the left navigation, then select Import Content into This Course from the right menu. 3. Under Content Type, select Copy a Canvas Course. Search for the course you want to copy, and follow the prompts. 	<p>The Canvas guide provides detailed step-by-step instructions and options for importing content from another Canvas course. (e.g. selecting specific content, adjusting due dates.)</p>	<p>How do I import content from another Canvas course? https://guides.instructure.com/m/4152/1/57077-how-do-i-import-content-from-another-canvas-course</p>