



# **HOW TO IMPORT YOUR CONNECT COURSE CONTENT INTO CANVAS**

This document has been prepared by the Centre for Teaching and Learning, to assist in the transition from Connect to Canvas. For additional questions or concerns, Email [ctl.helpdesk@ubc.ca](mailto:ctl.helpdesk@ubc.ca)



1. To begin the import, you will need to log in to [Canvas](#) using your CWL Credentials
  - a. Make sure that you have saved the Connect .zip file course to your computer. We recommend saving it to your desktop for easy access.
2. After you log in your landing page will be the Canvas dashboard. You should see icons, known as course cards in Canvas, for your courses. Find the course that you would like to import content to.
  - a. Once you are in the course, locate the Course Navigation Menu (the menu on the left hand side with links).
  - b. Scroll to the bottom of the Course Navigation Menu and **click on Settings**.
  - c. Scroll to the sidebar and **locate Import Course Content** click on it.

2018W1-2

Home

Announcements

Modules

Quizzes

Pages

Syllabus

Assignments

Grades

Discussions

People

Files

Outcomes

**Settings**

CTLSB2017 > Settings

Course Details Sections Navigation Apps Feature Options

Course Details Course is Published ✓

Image: Choose Image

Name: UBCO Workshop G Sanc

Course Code: CTLSB2017

Blueprint Course:  Enable course as a Blueprint Course

Time Zone: Pacific Time (US & Canada) (-1 ▾)

Subaccount: UBC Okanagan ▾

Share to Commons

Student View

Course Calendar

Delete this Course

Copy this Course

**Import Course Content**

Export Course Content

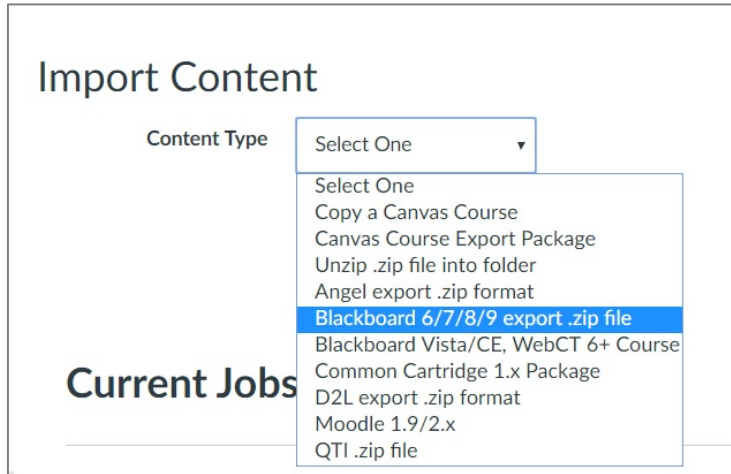
Validate Links in Content

Current Users

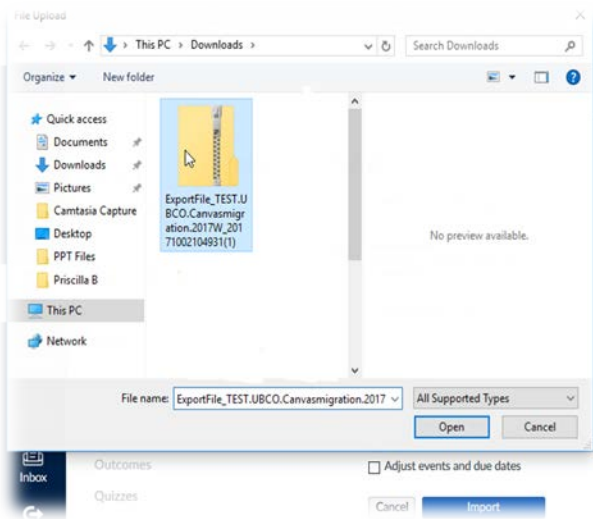
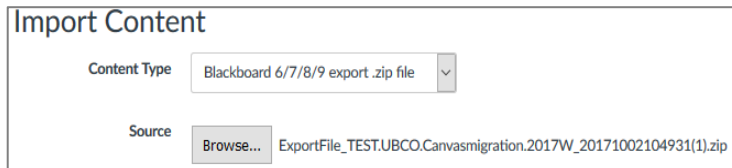
Students:	2
Test Student:	None
Teachers:	20



3. On the following page (as shown below) do the following :
  - a. Below the **import content** header, click on the drop down option to identify the course content, **select Blackboard 6/7/8/9 export .zip file.**



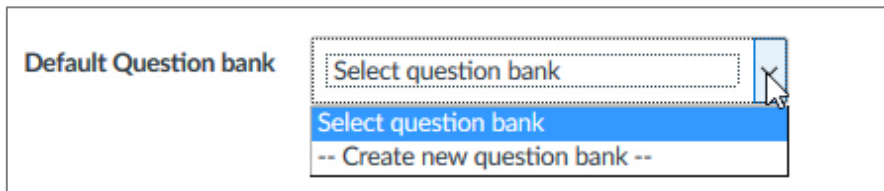
- b. Next, on the source, click on browse and find the .zip file on your computer. Once found, click open and the file should appear beside the word Source.





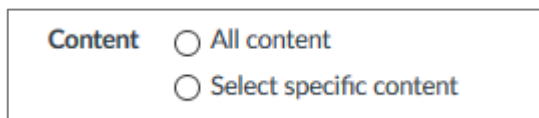
Once you finish choosing your file, you will see an option for default question bank. Use this option if you have quiz questions from Connect that you would like to import into a question bank on Canvas.

- a) Choose **Select question bank**- if you have an existing question bank or choose **create a new question**, to create a new question bank.



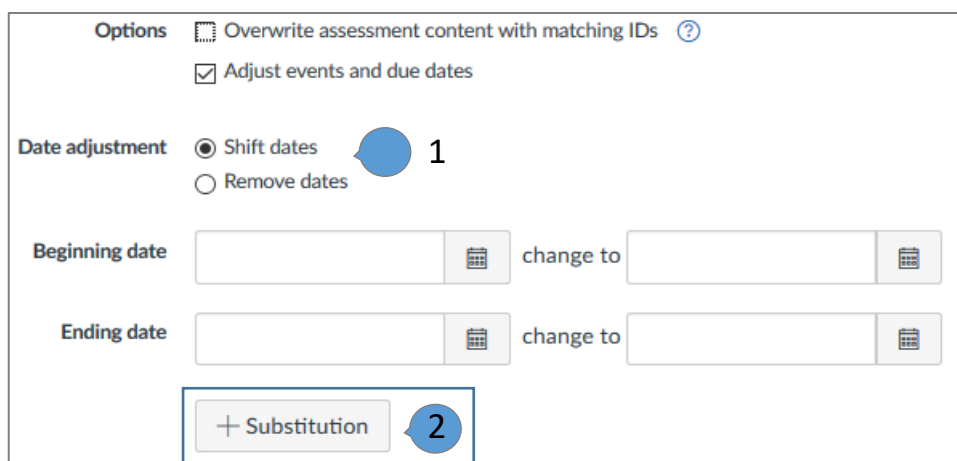
Next, you will see a content section. Be sure to select your course content preference.

- a) Select all content to import everything in the zip file.
- b) Select specific content – to choose the specific files you would like to import within the .zip file.



There are two other options before you import your course:

- a) Overwrite assessment content with matching IDs. **This function is not applicable when importing content from Connect.**
- b) Adjust events and due dates: this gives you the option to shift or remove events and due dates.
  1. If you choose to shift, Canvas will provide you with calendars to shift the dates forward or backwards.
  2. If you would like to add more dates, click on **+submission**.





Once you have chosen all applicable options, double check one more time and click **Import**.

4. Canvas will then begin the import by indicating **running** in the file uploading process and later displaying **completed** once the import is finished.

The screenshot shows two instances of the 'Current Jobs' table. The top instance shows a job with the status 'Queued' circled in blue. A black arrow points down to the bottom instance, which shows the same job with the status 'Completed' circled in blue.

Current Jobs			
Blackboard Learn	...17W_20171002104931.zip	Oct 13 at 9:25am	Queued

Current Jobs			
Blackboard Learn	...17W_20171002104931.zip	Oct 13 at 9:25am	Completed

5. If you choose Select Specific Content on the previous screen (section 3c), the file display: *waiting for selection* and *select content*.

The screenshot shows a 'Current Jobs' table with a job in the status 'Waiting for select'. A blue button labeled 'Select Content' is visible next to the job.

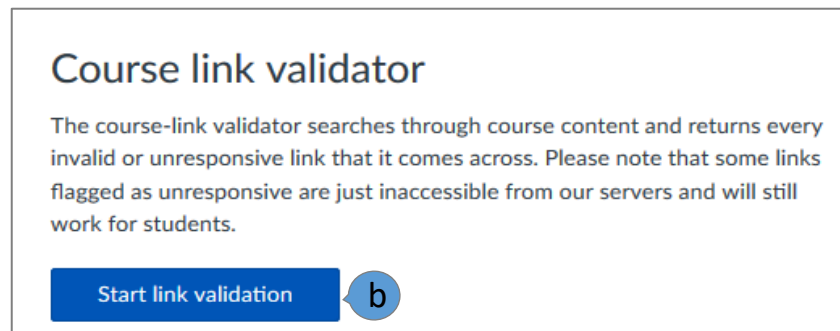
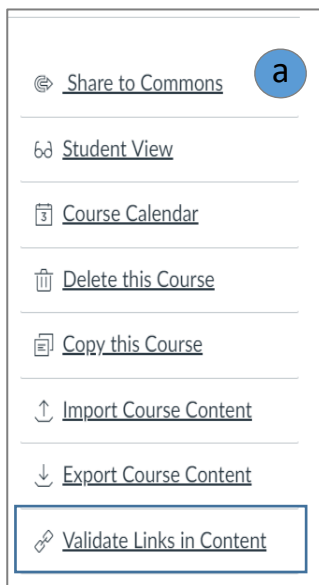
Current Jobs			
Blackboard Learn	...17W_20171002104931.zip	Oct 13 at 2:17pm	Waiting for select <span>Select Content</span>

- a) Choose which content you would like to import by checking the boxes. If there are arrows on the left hand side, this indicates folders with more files in them where you can chose more specific files

The 'Select Content' dialog box displays a tree view of content items. The 'Course Settings' folder is selected. Other folders include 'Modules (2)', 'Assignments (2)', 'Quizzes (1)', 'Question Banks (1)', 'Discussion Topics (2)', 'Wiki Pages (5)', and 'Rubrics (2)'. Under 'Wiki Pages (5)', the following items are listed: 'Items in Content area', 'item content', 'Week 1', 'Week 2', and 'Blank Page'. The 'item content', 'Week 1', and 'Week 2' items are checked. At the bottom, there are 'Cancel' and 'Select Content' buttons.



6. Once you have selected the content, Canvas will color-mark the status as completed.
  - o If you see an orange color near your import status, that indicates issues and green color indicates no issues.
7. After the import is complete, make sure to validate all of the imported links from Connect.
  - a. On the Course Settings page, in the side bar menu you will see a link named **Validate Links in Content**.
  - b. Click on **Validate Links in Content** and then click on **Start Link Validation**.



8. Now that you've imported your course into Canvas, make sure you go through all the files and make sure everything is where it needs to be.



## Connect to Canvas -> migration checklist and cleanup

Once your course has been migrated, you might not find things to be where you expected. You might have organized tools and content in a way that made sense in Connect, but doesn't translate well in Canvas. We've put together this list as a starting point for you to review your course and start getting it ready for delivery.

Connect	Canvas
Announcements	Announcements
Assignments	Assignments Index Page (They may need some reorganization)
Calendar	Calendar
Discussions	Discussions (They may need some reorganization)
Grade Center	Gradebook ("Grades" on the menu)
Learning Modules, including: <ul style="list-style-type: none"> <li>● Blank Pages</li> <li>● Files (eg. HTML, PDF, etc.)</li> <li>● Items</li> </ul>	Modules Pages and/or Files
Email and/or Messages	Inbox/Conversations
Journals, Blogs, Wikis	Does not import
Groups	Does not import
Rubrics	Rubrics
Tests, Surveys and Pools	Quizzes
Student View	Student View
Syllabus	Does not import
Web Links	Pages
LTI integrations/external apps	See notes below