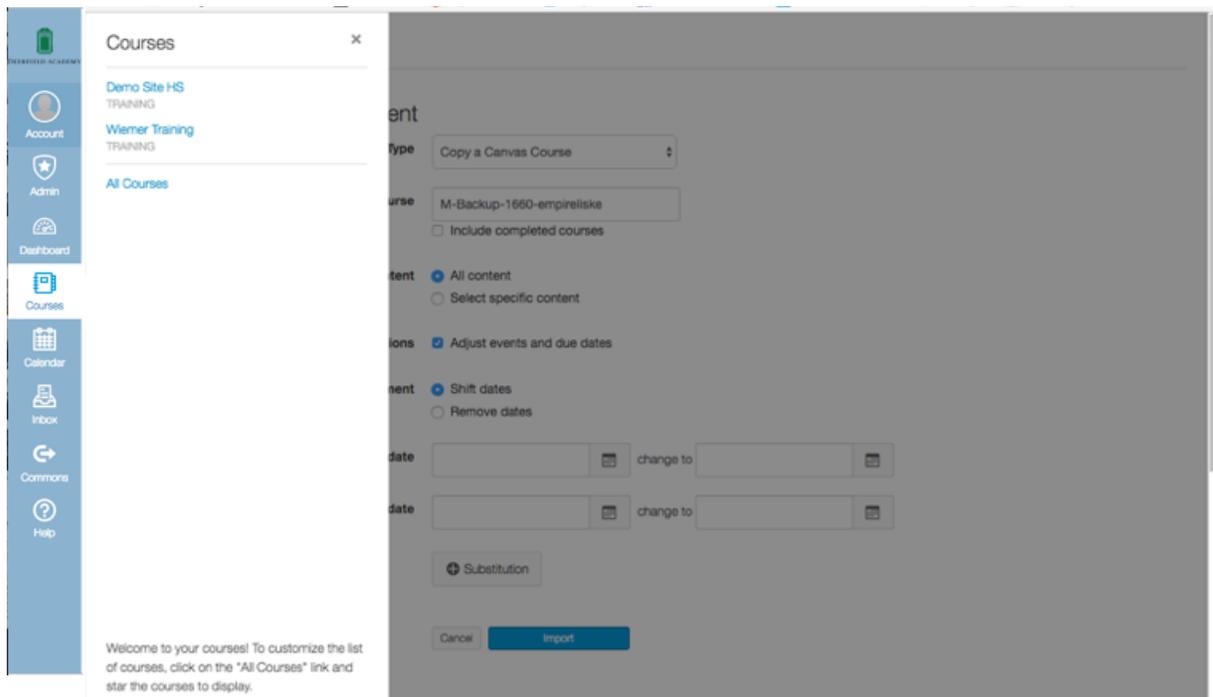
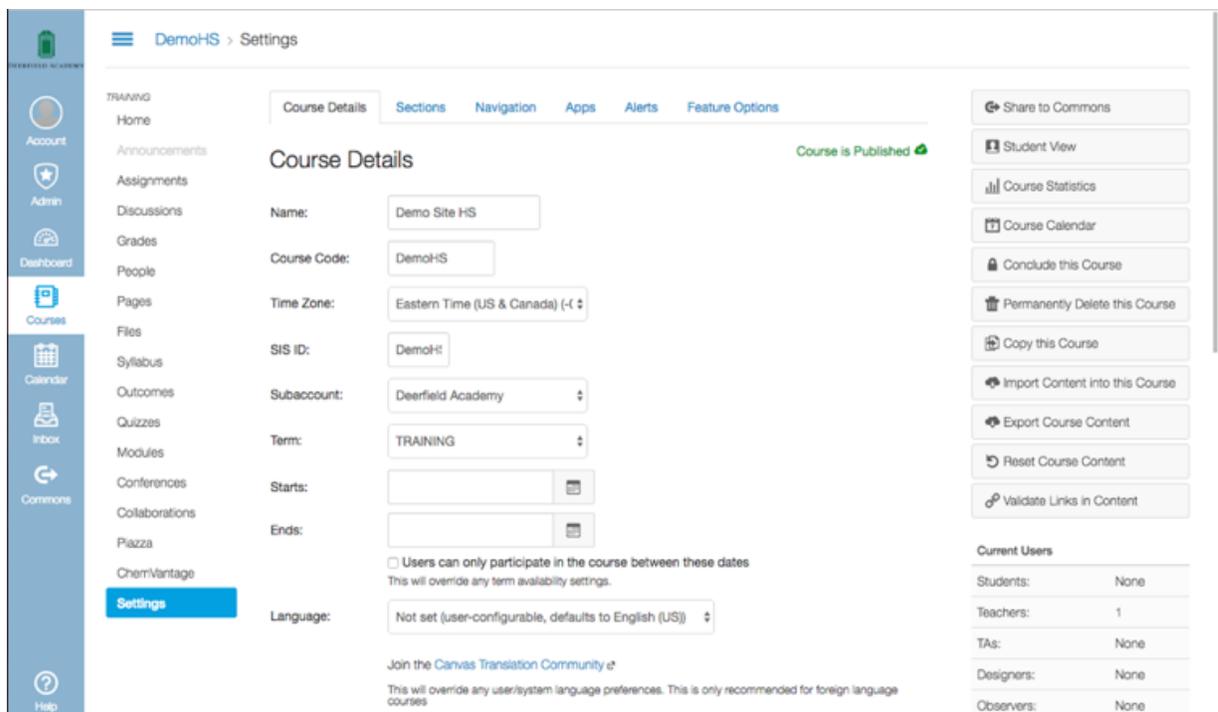


## Select Course to Import To

1. Go to **Courses** on the left hand navigation.
2. Click **All Courses** - select the course you want to import your “M-Backup Moodle course” into by clicking on it.



3. After your course opens, click on the **Settings** link in the Course Navigation on the left side of the screen (to the right of the Global Navigation).



4. From the right side bar, select **Import Content into this Course**

The screenshot shows the 'Course Details' page for a course named 'Demo Site HS'. The left sidebar contains navigation options like Home, Announcements, Assignments, etc., with 'Settings' highlighted. The main content area shows course details such as Name, Course Code, Time Zone, SIS ID, Subaccount, Term, Starts, Ends, and Language. A checkbox indicates that users can only participate between the start and end dates. The right sidebar contains various actions, with 'Import Content into this Course' circled in red. Below the main content, there is a note about language preferences and a link to the Canvas Translation Community.

[https://deerfield.instructure.com/courses/56/content\\_migrations](https://deerfield.instructure.com/courses/56/content_migrations)

5. From the Content Type drop down menu that appears, select **Copy a Canvas Course**

The screenshot shows the 'Import Content' page. A dropdown menu is open over the 'Content Type' field, with 'Copy a Canvas Course' selected. Below the dropdown, a table titled 'Current Jobs' lists import tasks. The table has columns for Content Type, ID, Date, and Status. All listed jobs are 'Completed'.

Content Type	ID	Date	Status
Canvas Common Cartridge	...b0264200b13f12fe.imsc	Aug 3 at 2:40pm	Completed
Canvas Common Cartridge	...b0264200b13f12fe.imsc	Aug 3 at 2:40pm	Completed
Canvas Common Cartridge	...a12cf9a15478ef08.imsc	Aug 27, 2015 at 2:18pm	Completed
Canvas Common Cartridge	...8db81e280208d15b.imsc	Aug 27, 2015 at 2:09pm	Completed
Canvas Common Cartridge	...ae14b8a023f59514.imsc	Aug 27, 2015 at 2:06pm	Completed

- From the Search for a course drop down menu, select the course you want to copy. Remember that the Moodle backups begin M-Backup.

The screenshot shows the Moodle 'Import Content' interface. On the left is a navigation sidebar with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area is titled 'Import Content' and features a 'Content Type' dropdown set to 'Copy a Canvas Course'. Below this is a search box containing 'empire', which has opened a dropdown menu with several course options. The option 'M-Backup-1660-empirelsike Moodle Sites' is highlighted in blue. Below the search results is a 'Current Jobs' section containing a table of import tasks.

Content Type	Course ID	Start Date	Status
Canvas Common Cartridge	...b0264200b13f12fe.imscc	Aug 3 at 2:40pm	Completed
Canvas Common Cartridge	...b0264200b13f12fe.imscc	Aug 3 at 2:40pm	Completed
Canvas Common Cartridge	...a12cf9a15478ef08.imscc	Aug 27, 2015 at 2:18pm	Completed

- Select whether to import All content or Select specific content

This screenshot shows the 'Import Content' page with the search box filled with 'M-Backup-1660-empirelsike'. The 'Content' section has radio buttons for 'All content' (selected) and 'Select specific content'. The 'Options' section has a checked checkbox for 'Adjust events and due dates'. The 'Date adjustment' section has radio buttons for 'Shift dates' (selected) and 'Remove dates'. Below these are 'Beginning date' and 'Ending date' fields, each with a 'change to' button and a calendar icon. At the bottom, there is a 'Substitution' button, a 'Cancel' button, and an 'Import' button.

8. Optional Step: Canvas allows you to import content adjusting events and dates automatically or Remove dates on assignments completely.
9. Click Import

\*\*\*You will see a progress bar appear at the bottom of the screen. Depending on the size of your imported course shell, you may see a Queued message appear. This means the system is processing the data and it will import as soon as that process is complete. When Completed appears your course import is complete.

- a. While this does not happen often, if you see a message that indicates an issue, please make note of the issue and contact the ITS Help Desk for further assistance.