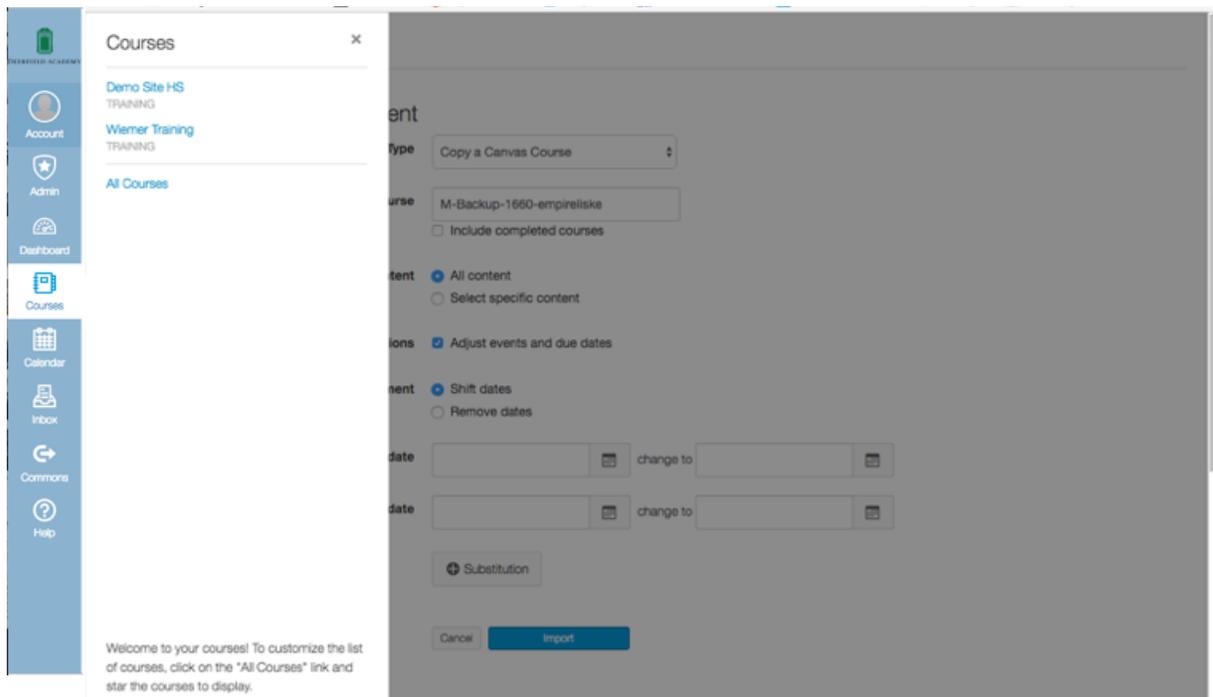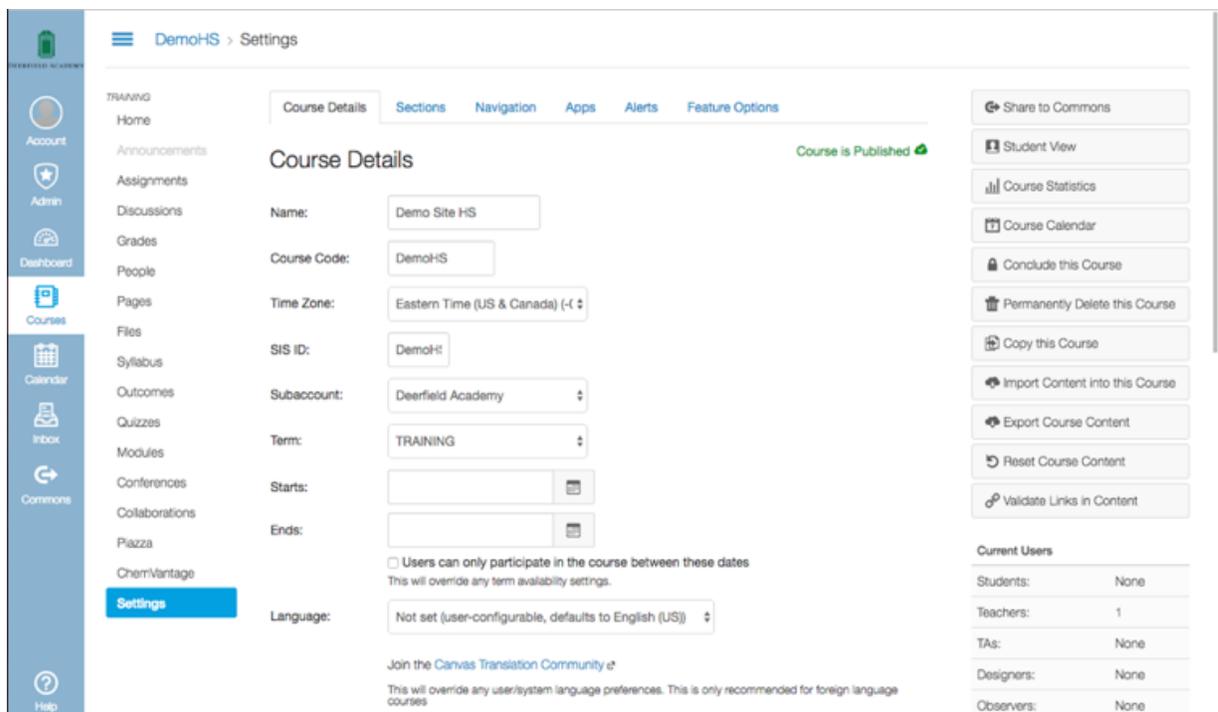Select Course to Import To
1. Go to **Courses** on the left hand navigation.
2. Click **All Courses** - select the course you want to import your "M-Backup Moodle course" into by clicking on it.

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**

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

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

7. Select whether to import All content or Select specific content

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.