



Getting Started with Canvas: Moving Your D2L Course to Canvas

Choose the D2L/Brightspace course you'd like to move. Then go to the Course Administration page (Edit Course on your NavBar) and click to Import/Export/Copy Components.

A screenshot of the Canvas LMS interface. The top navigation bar includes the 'trueBLUE LEARNING' logo, the course title 'Introduction to Animal Sc...', and user information 'TechQueen'. Below the navigation bar is a menu with options: 'Course Home', 'Content', 'Assessments', 'Communication', 'Zoom', 'Videos', 'My Evaluations', and 'ePortfolio'. The main content area is titled 'Course Administration' and contains a grid of links organized into sections: 'Site Setup' (Availability Date Defaults, Course Offering Information, Homepages, Navigation & Themes, Widgets) and 'Site Resources' (Calendar, Content, Course Builder, Course Design Accelerator, External Learning Tools, Forms, Frequently Asked Questions, Glossary, Import / Export / Copy Components, Instructional Design Wizard, Learning Activity Library, Links, Manage Dates, Manage Files). A red arrow points to the 'Import / Export / Copy Components' link.

The page below will present—choose Export as Brightspace Package and click Start.

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit
What is an Org Unit?
Course to Copy:
Search for offering
 Include protected resources
View History

Copy Components from Parent Template
What is a Parent Template?
 Include protected resources

Export as Brightspace Package
What is a Brightspace Package?

Export as Common Cartridge
What is Common Cartridge?

Export as Thin Common Cartridge

Start

Then Select the Components to Export (we recommend Select All Components) and Continue:

Course Home Content Assessments Communication Zoom Videos

Select Course Material

Select Components to Export

Select All Components

Content (59 item(s))
 Export all items
 Select individual items to export

News (2 item(s))
 Export all items
 Select individual items to export

Question Library (195 item(s))
 Export all items
 Select individual items to export

Course Appearance
 Export all items
 Select individual items to export

Continue Go Back Cancel

The confirmation page appears; remember to check Include all course files in the export package and click Export:

Confirm Components to Export

Confirm Components to Export

Content
Export all items. [Modify](#)

News
Export all items. [Modify](#)

Question Libraries
Export all items. [Modify](#)

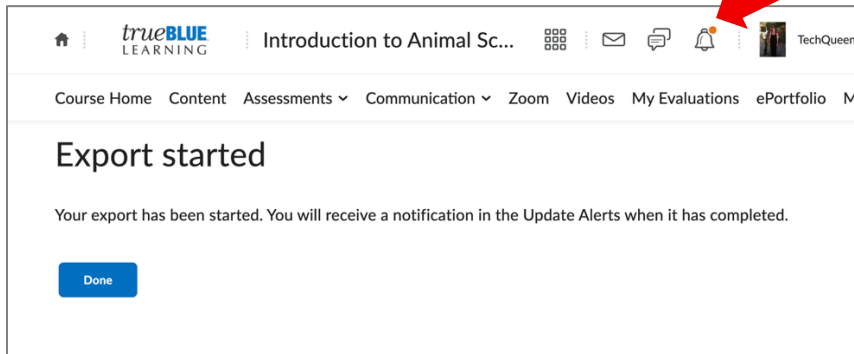
Course Appearance
Export all items. [Modify](#)

Additional Components to Export

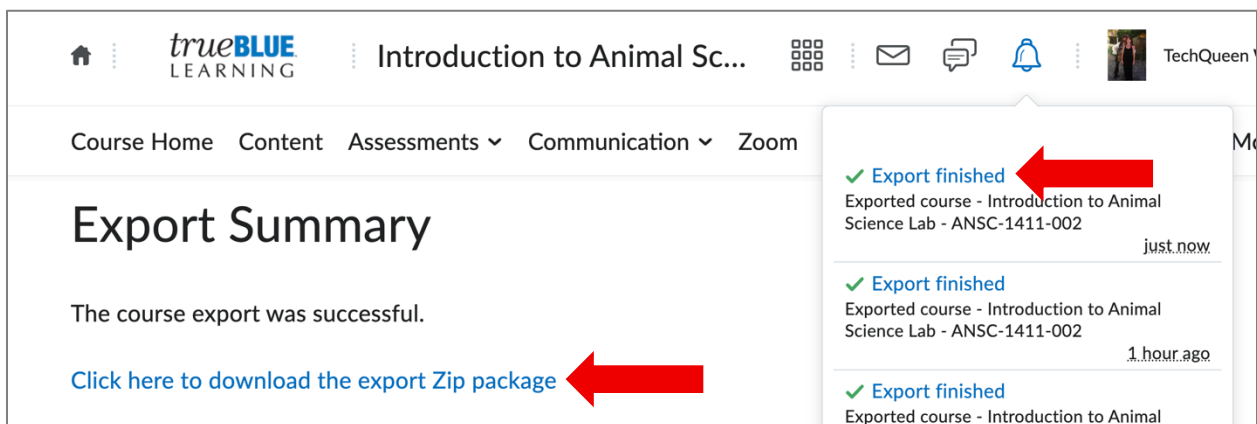
Should I include course files?
 Include course files in the export package

Export Go Back Cancel

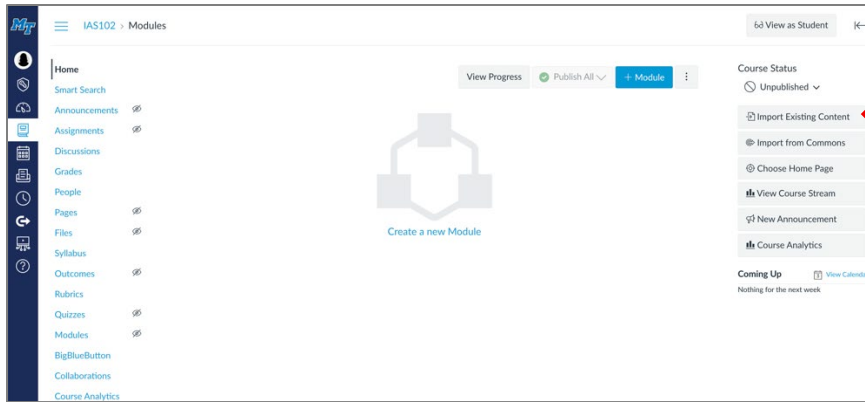
You should see the message below:



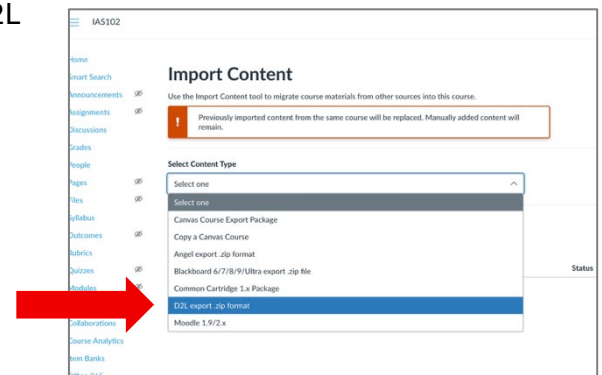
Your course export may take 2-10 minutes, depending on the number and size of the artifacts in your course. The Bell Icon at the top of your screen will show an alert when it's ready:



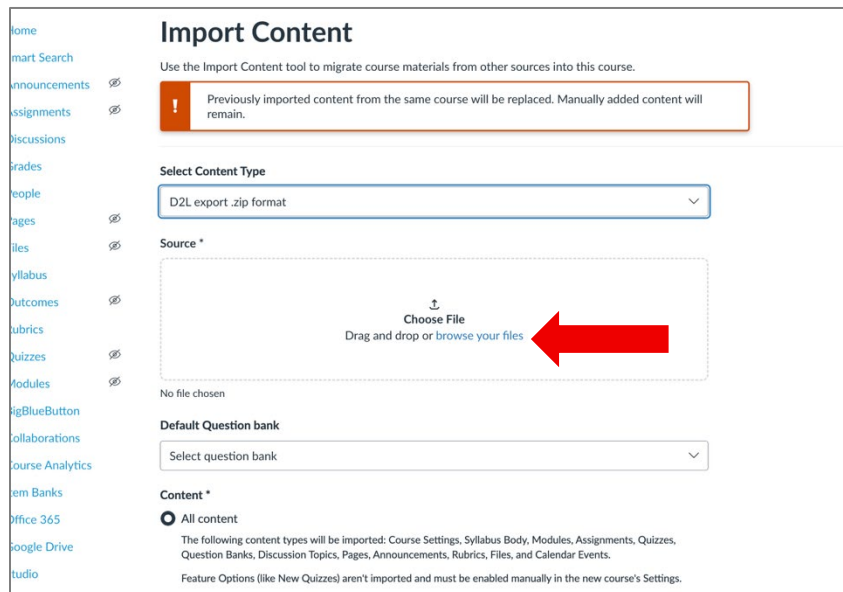
Click on the alert to take you to the Download page. Download your course export package. Go to your Canvas course. In the right menu, choose Import Existing Content.

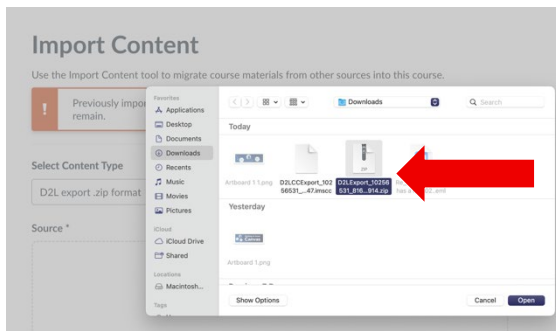


From that page, select the content type and choose D2L Export .zip format.

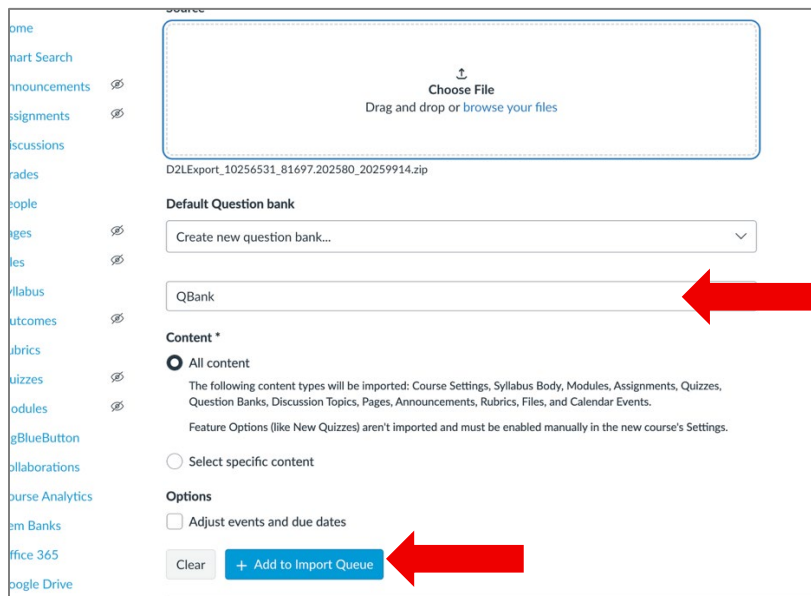


Choose the file that you want to import; it should be available in your Downloads folder.





Choose a Question Bank for your quiz questions, or create a new one. Then click the blue Add to the Import Queue button at the bottom.



Your course import may take 2-10 minutes; you can leave this page and work in another course if necessary. When you return, your D2L course should be loaded. Remember, the import/export process is not perfect—you will need to review the content, assignments, gradebook, and links to make sure everything is the way you'd like it to be seen by your students.

Please contact us at the CTT, CTM, or MTSUO if you need additional help.