## **Exporting Discussions**

Follow these instructions to make sure the threads you want to copy will export:

1. Log into your course site on Etudes, and click on "Discussion and Private Messages".



2. Make sure all of the discussion posts that you want to import into Canvas have the box "I'll reuse" checked. You can do this one topic at a time, by editing the post and clicking "I'll re-use":

Options	Append Signature Notify when a reply is po			
	Set topic as: 💿 Normal	Sticky	Announce	🗹 I'll re-use

3. Alternatively, you can do this for multiple topics in a forum, by selecting the topics, and clicking "Re-use":

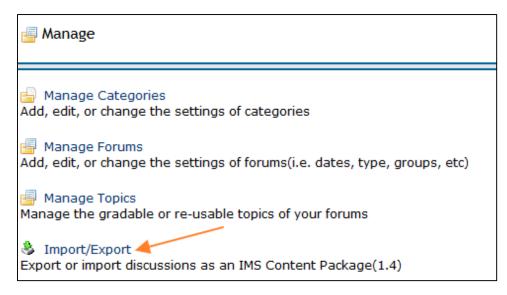
Weekly Readings Use this forum to discuss the weekly readings.							
Discussion Home -> Heather's Test Category -> Weekly Readings							
🖺 New To	pic	😢 Delete 🔒	Move	🔒 Lock	🔓 Unlock	🔁 Re-use	🖓 Rmv Re-use
	2	<u>Week 2 Rea</u>	ding				
	2	<u>Week 1 Rea</u>	ding				
🖺 New To	pic	🔇 Delete 🔒	Move	🔒 Lock	🔓 Unlock	🔁 Re-use	🖓 Rmv Re-use

Steps for exporting the content package for Discussions:

1. Once you have finished marking all of the threads you would like to import into your Canvas course site, from the discussion homepage, click on "Manage".



2. Next, click the "Import/Export" link.



3. "Select All" or select the forums you would like to copy and click on "Export".

Export
Select one or more forum's to export your discussion topics that are tagged as "I'll re-use" as an IMS Content Package to be imported into the Discussion & Private Messages tool of another site.
Select All
Main
Questions
Class Discussions
Other
Student Lounge
Test Forum 1
Test Forum 2
Grading Types Test
QA Test Category Settings
Cat Settings 1
Cat Settings 2
QA Test Forum Settings
Forum Settings Test 1
Forum Settings Test 2
QA Test Topic Settings
Topic Settings Test 1
Heather's Test Category
Introductions
Weekly Readings
& Export

4. Save the file to your computer, so that you can upload it to Canvas when you're ready.

Opening FH_PRACT_HG_DEV_FORUMS_SELECTED.zip	3
You have chosen to open:	
FH_PRACT_HG_DEV_FORUMS_SELECTED.zip	
which is: Compressed (zipped) Folder	
from: https://myetudes.org	
What should Firefox do with this file?	
○ Open with Windows Explorer (default)	
Save File	
Do this <u>a</u> utomatically for files like this from now on.	
OK Cancel	