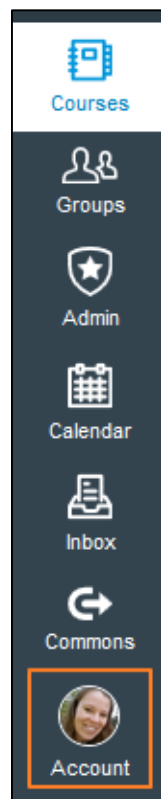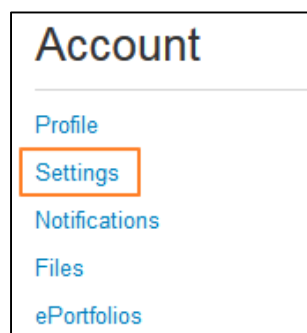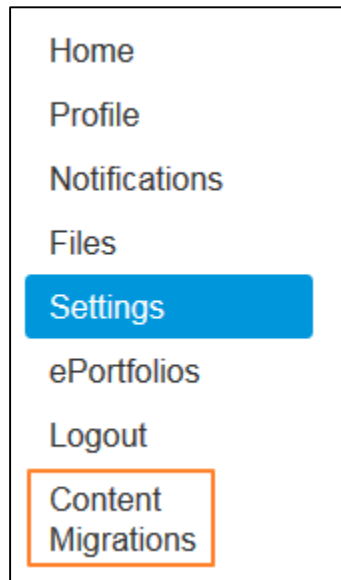# Importing Content Packages into Canvas

Steps

1. Locate your content packages for Discussion Forums, Modules, and Assessments (AT&S). If you can't find them, check your downloads folder.

2. Once you have located the exported content packages, open Canvas in a web browser.

3. From your Dashboard, click on "Account."



4. Click on "Settings."

5. Click on "Content Migrations."



6. On the right side of the screen, click on "New Migration Request."



7. Create a new Development Site by adding your course name and clicking "Create," or search for an existing Site by typing in part of the name and clicking "Search."

8. Select the site that you would like to import content to, select the Content Packages that you will be importing.



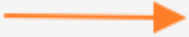9. Upload each content package, and then, click "Next." Note that it may take a few seconds for each content package to load.



10. Click "Submit."
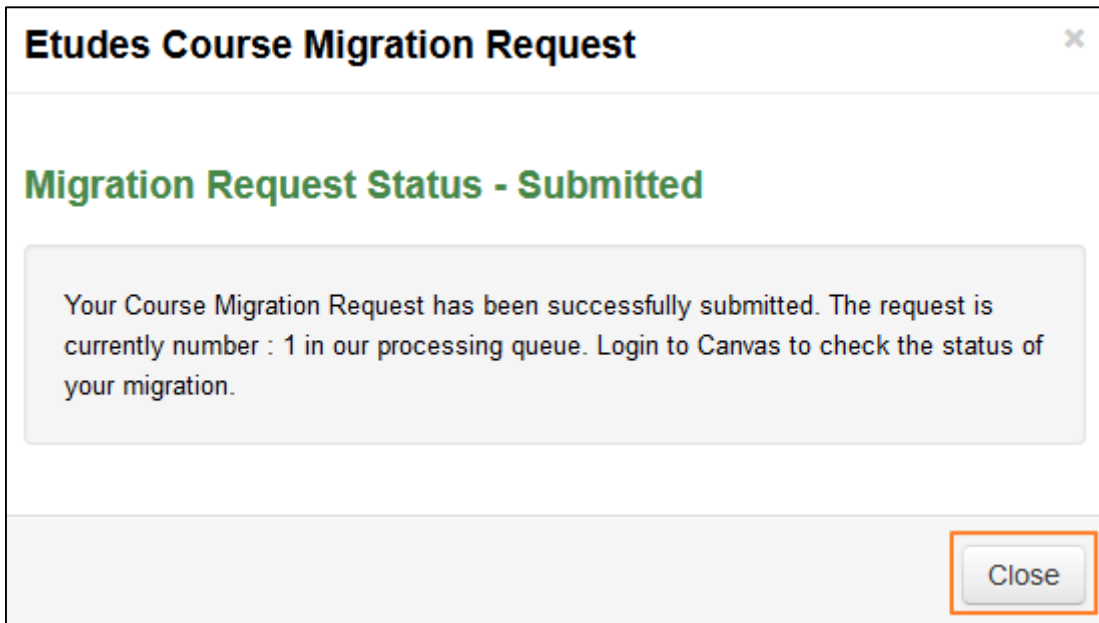
11. You will receive a status update. Click "Close."

**Etudes Course Migration Request**  ✕

**Migration Request Status - Submitted**

Your Course Migration Request has been successfully submitted. The request is currently number : 1 in our processing queue. Login to Canvas to check the status of your migration.

Close

12. You will see your course in the queue, along with a status. If your course is *Waiting In Queue* or *In Progress* try refreshing your page in a few minutes. Depending on the size of your content packages, your migration request may take several minutes to process. When you see that your Course Migration has completed, click on the link in the Canvas ID column to view your course.

| Canvas ID | Canvas Course Name | Migration Start | Status |
|-----------|--------------------|-----------------|--------|
| 633 | Migration Test | Dec 07 '15, 10:11 AM | Completed |

13. Take some time to review your course content and make sure everything imported as expected. Please note, however, that your Canvas course will look vastly different from your Etudes course. See the "Organizing Your Content" module for a Post-Migration checklist along with some other tips and guides for revising your course post-migration.