



Importing from WebAccess to Canvas

Backing up your Moodle Course Shell

1. In your Moodle course shell, click 'Backup' in the Administration menu.

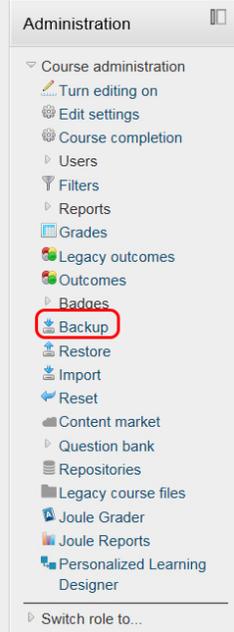


Figure 1: Finding the backup option on the Administration menu

2. On the next page, all possible options will be checked off as default—leave this. Simply click 'Jump to final step'. At that point, Moodle will create a backup of your entire course shell—without any student data.

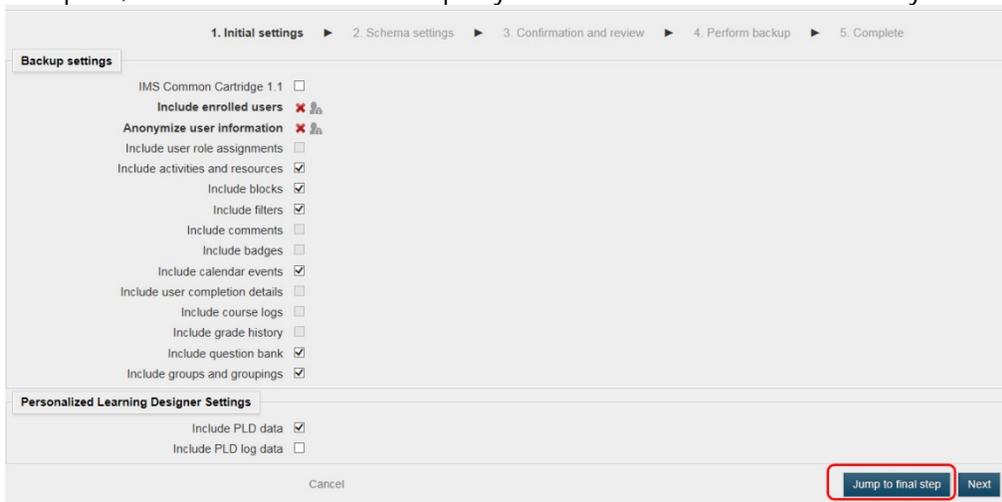


Figure 2: Initial backup page



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3. After the backup file has been created, click on the button to take you to a page with all of your course backup files. You next must download the backup file(s) that you want to your computer. Note that the files are .mbz files—that is the extension for a Moodle backup zipfile; please don't change it 😊

Click the 'download' link for the course backup file that you want. Make sure to save it to your computer in a place you can easily remember.

Import a backup file

Files* Choose a file...

You can drag and drop files here to add them.

Restore

There are required fields in this form marked *

Course backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-10326-span_-_131_-_42652_-_42653_-_42654_spring_2016-20160414-1318-nu.mbz	Thursday, April 14, 2016, 1:18 PM	59.3MB	Download	Restore
backup-moodle2-course-14237-engl-ling_-_200_-_93488_-_93379-20160413-1149-nu.mbz	Wednesday, April 13, 2016, 11:50 AM	150.2MB	Download	Restore
backup-moodle2-course-18500-55200_-_summer_2015-20160405-1459-nu.mbz	Tuesday, April 5, 2016, 3:00 PM	89MB	Download	Restore

User private backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-10326-span_-_131_-_42652_-_42653_-_42654_spring_2016-20160414-1318-nu.mbz	Thursday, April 14, 2016, 1:18 PM	59.3MB	Download	Restore
backup-moodle2-course-14237-engl-ling_-_200_-_93488_-_93379-20160413-1149-nu.mbz	Wednesday, April 13, 2016, 11:50 AM	150.2MB	Download	Restore
backup-moodle2-course-18500-55200_-_summer_2015-20160405-1459-nu.mbz	Tuesday, April 5, 2016, 3:00 PM	89MB	Download	Restore

Figure 3: Downloading your backup file

4. On your computer, it is a good idea to rename the file to something you can recognize—for example, the course name and term it was taught (i.e. SPAN131FALL2015.mbz). Remember to keep the .mbz file extension.



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Importing your Course Content into Canvas

Now that you have your course backup file, you can easily import it into your Canvas course shell.

1. In your course shell, click 'Settings' on the left-navigation menu.

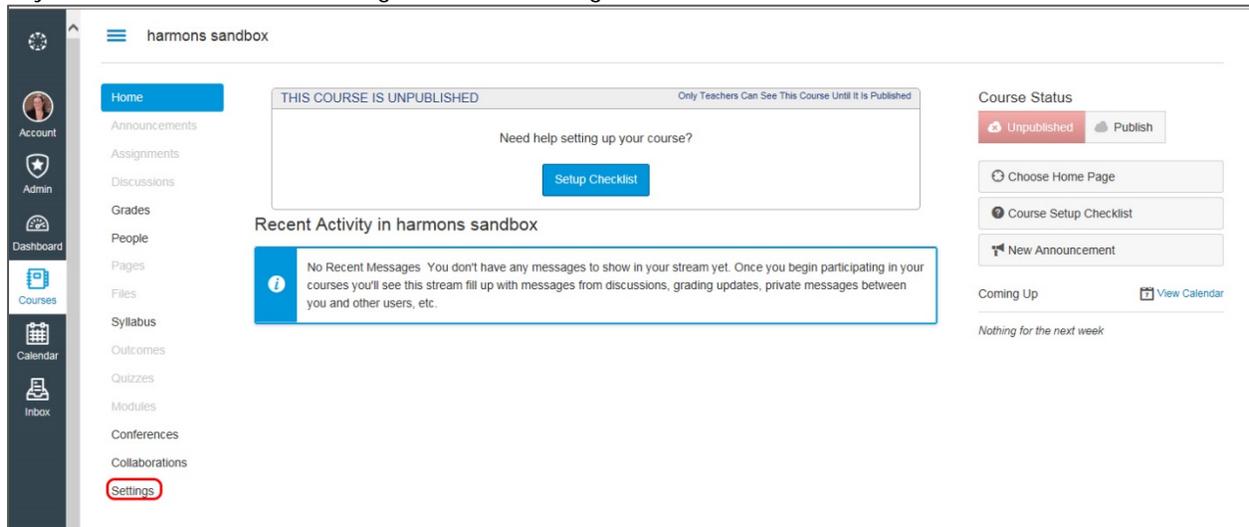


Figure 4: Canvas home page for a course

2. On the right side of the Settings page, click the link for 'Import Content into this Course'.

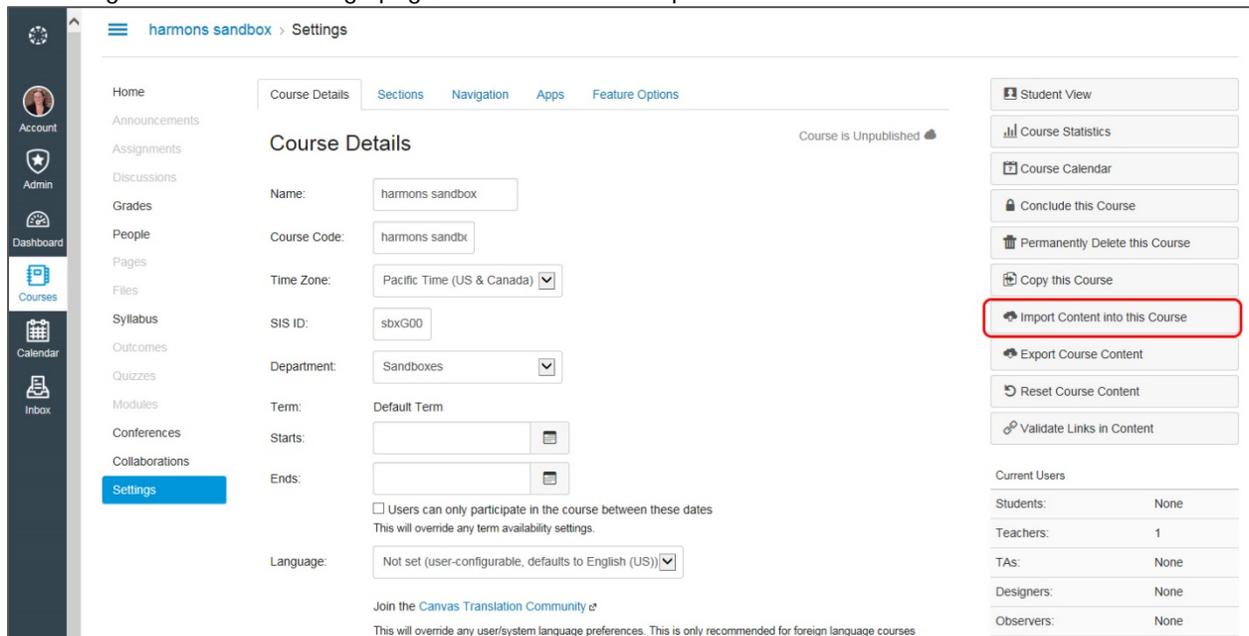


Figure 5 Canvas Settings page--click to import content to course shell



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3. On the next page, click the drop-down box, and select 'Moodle 1.9/2.x' as your file type.

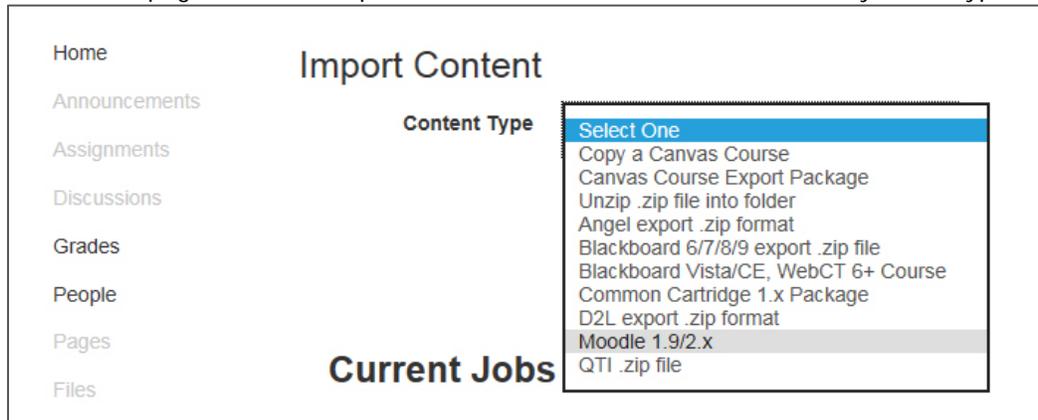


Figure 6 Selecting file type

Once you select Moodle 1.9/2.x, the screen will change. When it does, follow these steps:

- Click 'Browse' to look for your file on your computer; this is highlighted in yellow.
- If you want your quiz questions in a different question bank, then click the drop-down menu in blue to change that. Otherwise, leave it as-is.
- If you want to import all of your content, then click 'All content' in the section highlighted in red. If you only want to import selected elements, then click 'Select specific content.'
- If you wish to have the dates adjusted for the new term, then click that box highlighted in green.
- Finally, click 'Import'.

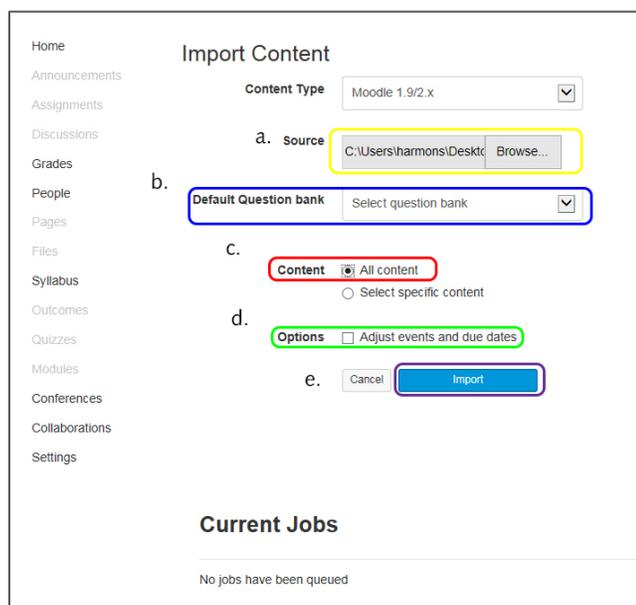


Figure 7 Selecting course import options

It will take a few minutes for the transfer to be completed, depending on the size of your file and your internet connection speed; have patience ☺



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- Once the import has been completed, you will see all of your course content on the 'Home' page for your course shell. From there, you can arrange and make changes as necessary.

The screenshot displays the Canvas LMS interface for a course shell. The top navigation bar shows the course name 'harmonics sandbox' and the current page 'Modules'. A sidebar on the left contains navigation options: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, and Settings. The main content area is titled 'THIS COURSE IS UNPUBLISHED' and includes a 'Setup Checklist' button. Below this, there are two modules: 'ENGLING 200 Introduction to Linguistics' and 'General Course Documents'. The first module contains items like 'Untitled Page', 'Virtual Office Hours', 'Discussion Forum', and 'What language(s) do you know?'. The second module contains 'General Course Documents', 'MLA', 'Resources', 'How to study for this course', 'How to write a Social Science research pa...', and 'Term Paper Projects'. The right sidebar shows 'Course Status' (Unpublished) and 'Coming Up' (Nothing for the next week).

Figure 8 New Canvas content in your shell