

# How to Move Your Moodle Course Materials Into Your GCC Canvas Courses

## **THE MOTHER OF ALL CANVAS TIPS:**

### **Don't use Internet Explorer!**

Canvas and IE do NOT play well together — you will lose functionality (and if you are like me, you'll assume you are doing something wrong...))! Most of the experts say that Google Chrome works best, but I have been using Firefox exclusively, and have not run into any problems.

*(I haven't used Safari heavily on my Mac, but I do know that Canvas behaves well within my iPad browser.)*

*LATE BREAKING NEWS... a helpful faculty member and Mac user reports that she has been using Safari pretty much exclusively and has not encountered any problems.*

This is from experienced Faculty using Canvas! Chrome browser is recommended.

# First, A Quick Review on How to Back Up Your Moodle Course Materials:

To create a Moodle .mbz backup file to upload into Canvas (see next page)...

- In your course, click the “Backup” text.
- Click the “Jump to final step” button

**OR**

- For a more detailed set of step-by-step instructions, click on the link below:

[How to Back Up and Download Your Moodle Course Materials to Your Desktop](#)

# Backup course: Test Course - clantz

Home ► Miscellaneous ► Test Course - clantz ► Backup

## NAVIGATION

### Home

- Dashboard
- Site pages
- Current course
  - Test Course - clantz
    - Participants
    - Badges
    - General
    - 1 June - 7 June
    - 8 June - 14 June
    - 15 June - 21 June
    - 22 June - 28 June
    - You can change these titles!
    - 6 July - 12 July
    - 13 July - 19 July
  - My courses

## ADMINISTRATION

- Course administration
  - Turn editing on
  - Edit settings
  - Users
  - Unenrol me from Test Course - clantz
  - Filters
  - Reports
  - Grades
  - Gradebook setup
  - Outcomes
  - Badges
  - Backup**
  - Restore
  - Import

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

## Backup settings

- IMS Common Cartridge 1.1
- Include enrolled users
- Anonymize user information
- Include user role assignments
- Include activities and resources
- Include blocks
- Include filters
- Include comments
- Include badges
- Include calendar events
- Include user completion details
- Include course logs
- Include grade history
- Include question bank
- Include groups and groupings

## Quick Review on How to Back Up Your Moodle Course Materials

To create a Moodle .mbz backup file to upload into Canvas (quick review)...

- In your course, click the “Backup” text.
- Click the “Jump to final step” button

Cancel

Jump to final step

Next

This is the quick way to back up your file...

# Restore course

Home > Miscellaneous > Test Course - clantz > Restore

## NAVIGATION

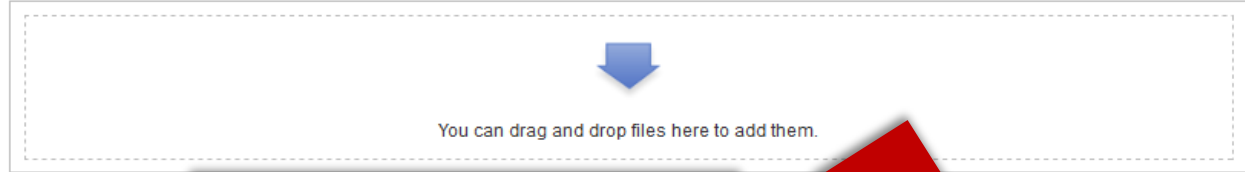
- Home
- Dashboard
- Site pages
- Current course
  - Test Course - clantz
    - Participants
    - Badges
    - General
    - 1 June - 7 June
    - 8 June - 14 June
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## ADMINISTRATION

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  - Backup
  - Restore
  - Import
  - Publish
  - Reset
  - Question bank
- Switch role to...

## Import a backup file

Files\*  Maximum size for new files: 256MB



Restore

There are required fields

(The "Time" area will help you identify if this is the file you just created).

## Course backup area

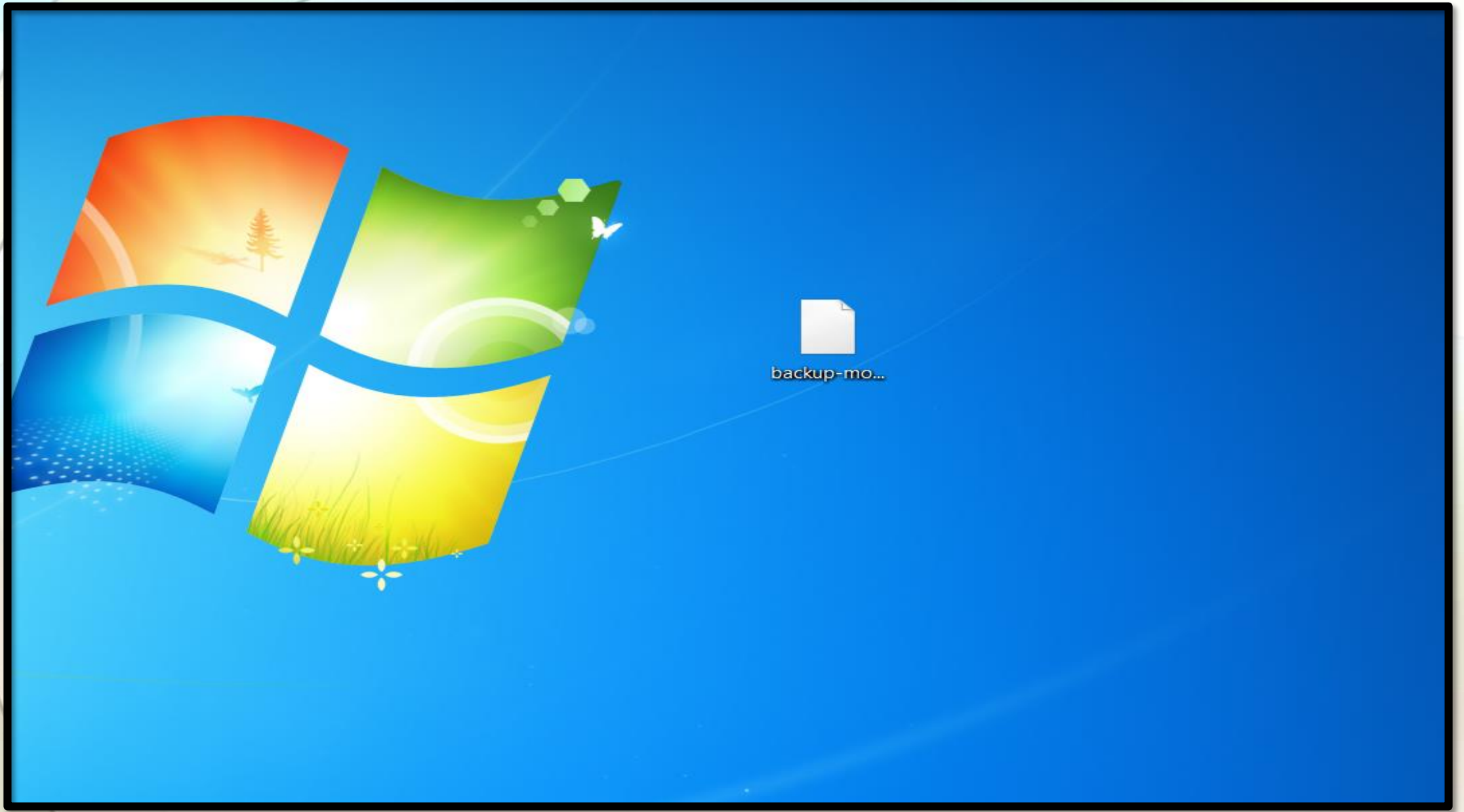
Filename	Time	Size	Download	Restore
backup-moodle2-course-2-test_course_-_clantz-20161129-1229.mbz	Tuesday, 29 November 2016, 12:29 PM	7.2MB	<a href="#">Download</a>	<a href="#">Restore</a>

Manage backup files

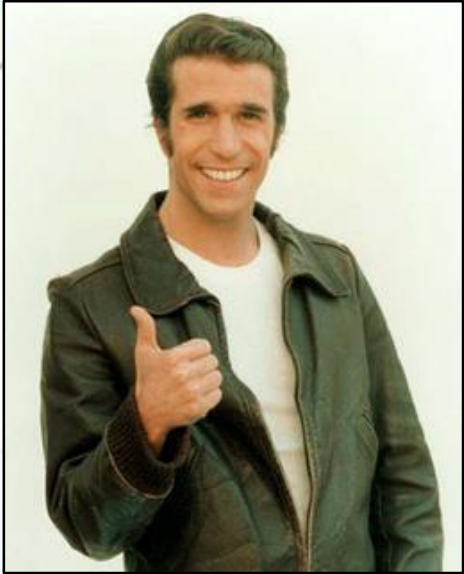
## User private backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-2-test_course_-_clantz-20161128-1055-nu.mbz	Monday, 28 November 2016, 10:55 AM	6.3MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-6426-hlth_101-first_aid_#1630_-_lee_balkin_-_fall_2016-20161031-1025-nu.mbz	Monday, 31 October 2016, 10:25 AM	68.9MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-6424-hlth_101-first_aid_#1628_-_deomarlee_sy_-_fall_2016-20161031-1021-nu.mbz	Monday, 31 October 2016, 10:21 AM	68.9MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-1780-hlth_101-first_aid_#1625_-_jon_gold_-_fall_2016-20161024-1012-nu.mbz	Monday, 24 October 2016, 10:12 AM	76.8MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-2779-span_101-beginning_spanish_i_#1717_-_maria_hernandez_-_fall_2016-20160921-1456-nu.mbz	Wednesday, 21 September 2016, 2:56 PM	6.4MB	<a href="#">Download</a>	<a href="#">Restore</a>

When this page comes up, click the "Download" button and download the file to your desktop.



It will look like this.



Great! Now that you have your Moodle course .mbz file (do not try to open this file, only move it) sitting in a handy location on your computer, go to GCC Canvas.

# LOCATIONS



## Glendale Community College Verdugo Campus

1500 North Verdugo Road  
Glendale, California 91208  
Tel: (818) 240-1000



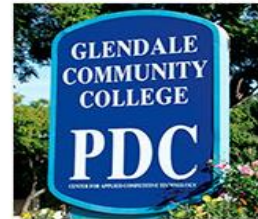
## Garfield Campus Continuing Education

1122 East Garfield Avenue  
Glendale, California 91205  
Tel: (818) 240-1000, ext. 5678



## Community Services Education

1122 East Garfield Avenue  
Glendale, California 91205  
Tel: (818) 240-1000, ext. 5015



## Professional Development Center

2340 Honolulu Avenue  
Montrose, California 91020  
Tel: (818) 957-0024

### Resources

- Faculty & Staff

### The College

- Donate to GCC

### Safety Information

- College Police



At the bottom of the main GCC webpage, click on “Faculty & Staff”..



Search...

GO

APPLY

ACADEMICS

STUDENTS

CLASS SCHEDULE

FINANCIAL AID & FEES

ABOUT GCC

[ABOUT GCC](#) »

## Faculty & Staff

### Technology Resources



### Administrative Offices

- [Administrative Services](#)
- [Human Resources](#)
- [Information Technology Services](#)
- [Research & Planning](#)

### Faculty & Staff Resources

- [Videos, Training & Help](#)
- [Chaparral](#)
- [Employee Recognitions](#)
- [Governance](#)



Click on the Canvas icon.



## Portal Login

**Username**

**Password**

Login

Forgot Password?

Help

Log in with your email login information.



# Single Sign-On Portal

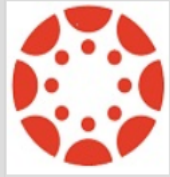
Logged in as: *GCCD\clantz* | [Log Out](#)

[Manage Your Account Settings](#)

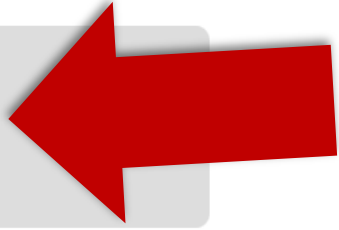
[SAML SSO](#)

[Password-based SSO](#)

**Size:** Large ▾ [Change](#)



Canvas



Click on the Canvas icon.



# Dashboard



Coming Up

[View Calendar](#)

Nothing for the next week

[Start a New Course](#)

[View Grades](#)



Account



Admin



Dashboard



Courses



Calendar



Inbox



Commons



Help

**Canvas Training**  
CANVAS

Your course shells will appear here. Click on your course title to enter the course shell.



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Collaborations

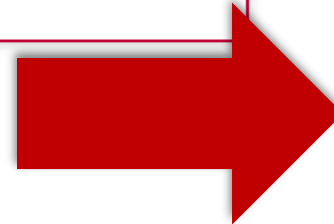
Chat

Settings

### Recent Activity in Your



**No Recent Messages** You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.



### Course Status

✕ Unpublished

☁ Publish

↩ Import from Commons

📍 Choose Home Page

🔍 Course Setup Checklist

📣 New Announcement

### Coming Up

📅 View Calendar

Nothing for the next week

In your course shell, click on "Course Setup Checklist".



# Next Steps

- Import Content
- Add Course Assignments
- Add Students to the Course
- Add Files to the Course
- Select Navigation Links
- Choose a Course Home Page
- Add Course Calendar Events
- Add TAs to the Course
- Publish the Course



Great, so you've got a course. Now what? Well, before you go publishing it to the world, you may want to check and make sure you've got the basics laid out. Work through the list on the left to ensure that your course is ready to use.

**This course is visible only to teachers until it is published.**

Now, click on the "Import Course" option.



# Next Steps

- Import Content
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If you've been using another course management system, you probably have stuff in there that you're going to want moved over to Canvas. We can walk you through the process of easily migrating your content into Canvas.

[Import Content](#)



Click on the "Import Content" option in the center of the page.



☰ Your

- Account
- Admin
- Dashboard
- Courses
- Calendar
- Inbox
- Commons
- Help

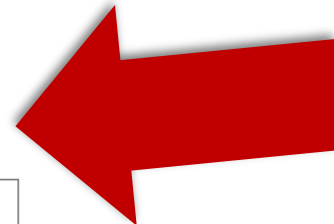
- Home
- Announcements
- Assignments
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- Grades
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## Import Content

Content Type

Select One

- Select One
- Copy a Canvas Course
- Canvas Course Export Package
- Unzip .zip file into folder
- Angel export .zip format
- Blackboard 6/7/8/9 export .zip file
- Blackboard Vista/CE, WebCT 6+ Course
- Common Cartridge 1.x Package
- D2L export .zip format
- Moodle 1.9/2.x**
- QTI .zip file



## Current Jobs

No jobs have been queued

When the "Import Content" window comes up, click on the "Content Type" drop down and choose "Moodle 1.9/2.x".



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## Import Content

Content Type

Moodle 1.9/2.x

Source

Browse...

No file selected.

Default Question bank

Select question bank

Content



All content



Select specific content

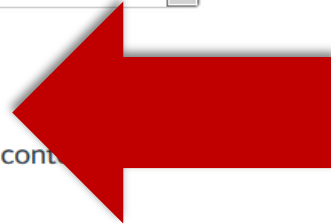
Options



Adjust events and due dates

Cancel

Import



## Current Jobs

Now, choose "All Content".



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## Import Content



Content Type

Moodle 1.9/2.x

Source

Browse...

No file selected.

Default Question bank

Select question bank

Content

All content

Select specific content

Options

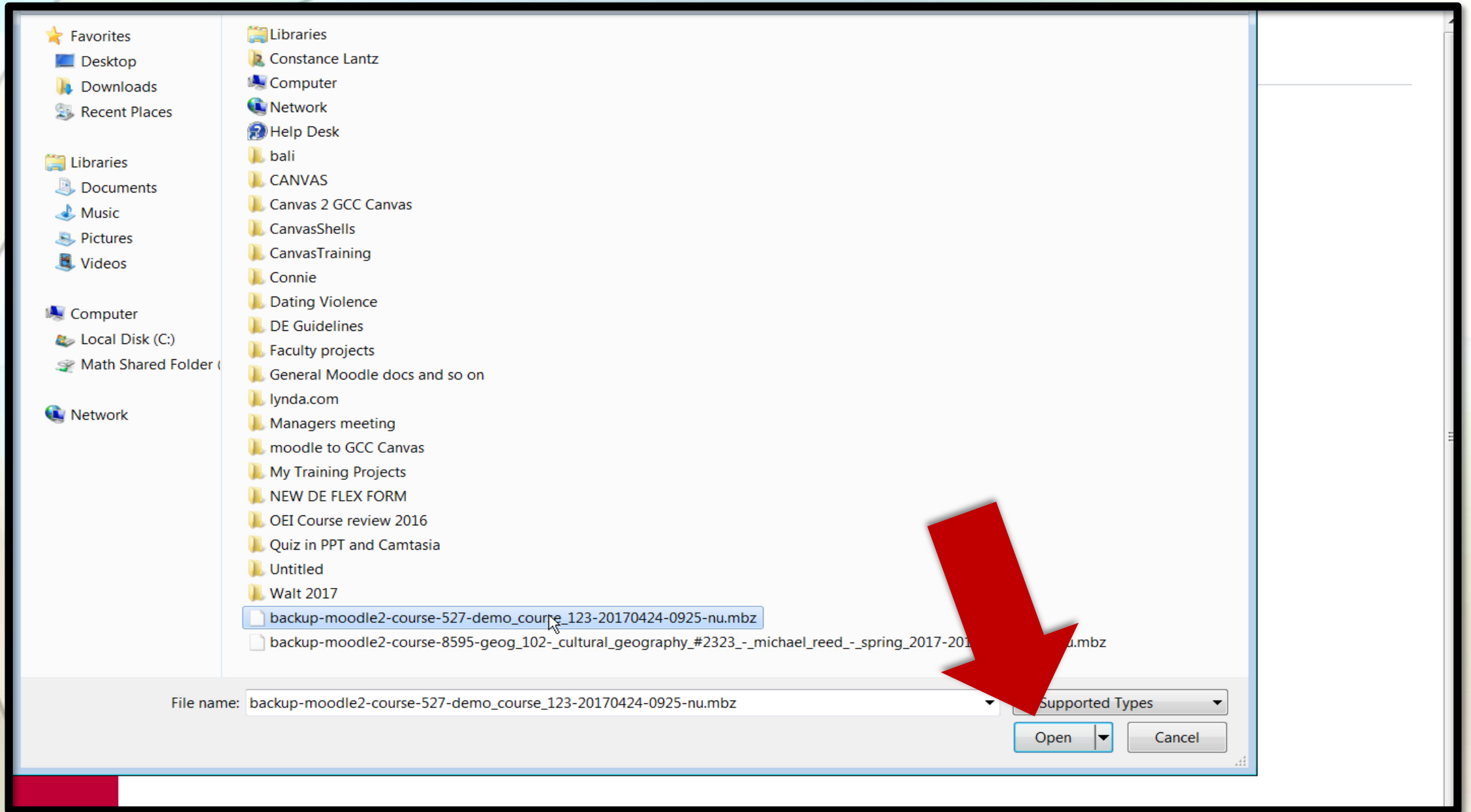
Adjust events and due dates

Cancel

Import

## Current Jobs

Click on the "Browse" button to find your .mbz Moodle file.



Choose the file and click on “Open”.



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## Import Content

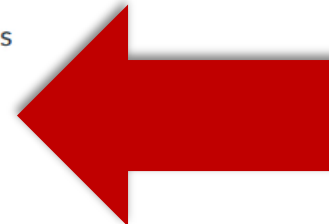
Content Type

Source  backup-moodle2-course-527-demo\_course\_123-20170424-0925-nu.mbz

Default Question bank

Content  All content  
 Select specific content

Options  Adjust events and due dates



## Current Jobs

You will see the course title next to the browse button. Now, click on the red “import” button.

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## Import Content

Content Type

## Current Jobs

Moodle Importer	<a href="#">...3-20170424-0925-nu.mbz</a>	Apr 24 at 9:55am	Queued
-----------------	---	------------------	--------



The Moodle course .mbz file will begin to load. It will say it is “queued” for upload. Larger courses may take a while!



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## Import Content

Content Type

Select One

## Current Jobs

Moodle Importer

...3-20170424-0925-  
nu.mbz

Apr 24 at 9:55am

Completed

[2 issues](#)



Once it has loaded you may see an issues link. Click on that for info on the issues.



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## Import Content

Content Type

Select One

## Current Jobs

Moodle Importer

...3-20170424-0925-  
nu.mbz

Apr 24 at 9:55am

Completed

[Hide Issues](#)

The announcement "News forum" could not be linked to the module "Welcome to Moodle Demo 2.7"

The announcement "Important Announcements!" could not be linked to the module "Untitled Module"

These type of issues are harmless and reflect Moodle only features that could not transfer.



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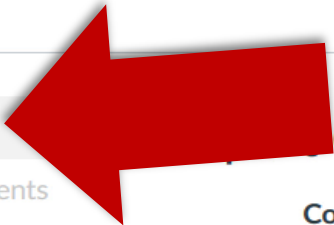
Chat

Settings

Content

Content Type

Select One



## Current Jobs

Moodle Importer

...3-20170424-0925-  
nu.mbz

Apr 24 at 9:55am

Completed

Hide Issues

The announcement "News forum" could not be linked to the module "Welcome to Moodle Demo 2.7"

The announcement "Important Announcements!" could not be linked to the module "Untitled Module"

Click on "Home" to see your populated course.

GLLENDALE COMMUNITY COLLEGE

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View Progress

+ Module

Unpublish

Publish

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Coming Up [View Calendar](#)

Nothing for the next week

Welcome to Moodle Demo 2.7

Welcome to Moodle Demo 2.7

google

moodle video

new discussion  
100 pts

Spring Breeze

ppt

breeze 2

EXAM 1

You can now put your finishing touches on the course content. Don't forget to publish it when you are ready for your students to see it.

The screenshot displays the Canvas LMS interface. On the left is a vertical navigation sidebar with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The Help icon is highlighted in yellow. A white 'Help' modal window is open, listing several options: 'Canvas Support Hotline for Nights and Weekends' (with a red arrow pointing to it), 'Search the Canvas Guides', 'Report a Problem', 'Ask the Community', and 'Submit a Feature Idea'. The background shows a course page with a 'my new course' header and buttons for 'Start a New Course' and 'View Grades'. A 'Coming Up' section indicates 'Nothing for the next week'.

You can contact this number after 7pm weekdays and all day weekends for support: (844) 871-3927. If you want to fill out a support ticket, click on “Report a Problem”.

**Help** ✕

File a ticket for a personal response from our support team.

For an instant answer, see if your problem is addressed in the [Canvas Guides](#).

**Subject**

**Description**

Include a link to a screencast/screenshot using something like [Jing](#).

**How is this affecting you?**

Please select one

**Coming Up** 📅 View Calendar

Nothing for the next week

User Research Privacy policy Terms of service Facebook Twitter

Describe the problem with as much specific detail as you can, course names, ticket numbers, what the problem is, etc.

**Help** ✕

File a ticket for a personal response from our support team.

For an instant answer, see if your issue is addressed in the [Canvas Guides](#).

**Subject**

**Description**

Include a link to a screencast/screenshot using something like [Jing](#).

**How is this affecting you?**

Please select one

- Please select one
- Just a casual question, comment, idea, or suggestion
- I need some help, but it is not urgent
- Something is broken, but I can work around it for now
- I cannot get things done until I hear back from you
- EXTREME CRITICAL EMERGENCY!**

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Coming Up View Calendar

Nothing for the next week

Start a New Course

View Grades

Your course name

Your

2

5

User Research Privacy policy Terms of service Facebook Twitter

Select one of these descriptive problem identifiers. Try not to select the “EXTREME CRITICAL EMERGENCY” option unless it is really an extreme critical emergency.

Lynda.com FROM LINKEDIN LIBRARY Search for the software or skills you want to learn Hi Constance

Education + Elearning > Educational Technology

# Learning Canvas 2016

Layout Add to Playlist Share

Contents Notebook

Search This Course

Introduction

- Welcome 31s
- What do you already know? ✓
- Overview of learning management systems 1m 18s
- 1. Get Started with Canvas 2016
  - Navigate the Canvas interface 4m 4s
  - Create a teacher account 1m 2s
  - Complete your teacher profile 2m 6s
  - Customize settings and notifications

Watch Again

Great job, Constance, you've earned a certificate of completion

## Share Your Achievement

in f t Publish to Profile

Overview Transcript View Offline

Author Released 7/19/2016 CC

Course Feedback

**You can earn flex for this course!!**

Lynda.com has a great overview course of Canvas features called "Learning Canvas 2016". You would access Lynda.com by following these directions: <http://www.glendale.edu/home/showdocument?id=32244> . The Professional Learning Network is here: <https://prolearningnetwork.cccco.edu/learn/>

*But Wait...*  
**THERE'S  
MORE!**

Go to the [DE Faculty Center CANVAS](#) page at [glendale.edu](http://www.glendale.edu) for more useful information!

<http://www.glendale.edu/class-schedule/distance-education-classes/de-faculty-center/canvas>



**If you need help, please contact the  
Instructional Technology Help Desk  
for 24/7 assistance  
818-240-1000 ext. 3457  
Or  
Connie at [clantz@glendale.edu](mailto:clantz@glendale.edu)**