



# How to Move Your Sandbox Canvas Course Materials Into Your GCC Canvas Course Shells



# Dashboard



Coming Up [View Calendar](#)

Nothing for the next week



Account



Admin



Dashboard



Courses



Calendar



Inbox



Commons



Help

**Canvas Training**  
CANVAS

**GCC Canvas course**  
GCC

Start a New Course

View Grades

Your GCC empty course shells will be sitting there.

Now, go to your sandbox Canvas course with your materials in it, log into:

<https://canvas.instructure.com/login/canvas>

# Dashboard



**A Survey of Dance History**  
DANCE 100



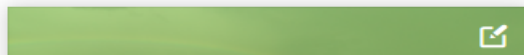
**CANVAS Train the Trainer**  
CANVAS



**demo 3-13-17**  
DEMO 3-13-17



**demo 2017**  
DEMO 2017



## To Do

- 1 Grade Demo Forum (students respond to your initial post) ✕  
white  
5 points • No Due Date
- 1 Grade each person posts one discussion type ✕  
white  
3 points • No Due Date

## Coming Up

[View Calendar](#)

Nothing for the next week

## Recent Feedback

- ✓ Bell Ringer  
Canvas 101  
4 out of 6

Start a New Course

View Grades

Click on the title of the course you want to move.

demo 2017 > Modules

Home

- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Attendance
- Settings

THIS COURSE IS UNPUBLISHED Only Teachers Can See This Course Until It Is Published


Need help setting up your course?

Setup Checklist

View Progress + Module

▼ Untitled Module

- Combining Moodle Courses Into One Section
- Moodle developer meeting
- Which conference do educational technology professionals
- test 9-29-16  
Oct 6, 2016 | 100 pts
- EXAM 1
- TuitionReimbursementRequestForm 9.5.13



Click on "Settings" in the course side menu.



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- Attendance
- Settings**

- ▶ Learning Mastery Gradebook
- ▶ Student Learning Mastery Gradebook
- ▶ Recurring Calendar Events  beta
- ▶ Gradebook - List Students by Sortable Name
- ▶ Enable Dashboard Images for Courses  beta *On*
- ▶ Anonymous Grading
- ▶ Mastery Paths  beta *Off*
- ▶ Quiz Log Auditing  beta



- Share to Commons
- Student View
- Course Statistics
- Course Calendar
- Conclude this Course
- Permanently Delete this Course
- Copy this Course
- Import Content into this Course
- Export Course Content**
- Reset Course Content
- Validate Links in Content

**Current Users**

Students:	None
Teachers:	1
TAs:	None

Click on "Export Course Content".



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## Content Exports

### Export Type

Course

Quiz

Create Export



For Export Type, choose the "Course" option. Click on "Create Export".



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## Content Exports

Processing  
this may take a bit...



The export process has started. This can take awhile for large courses. *You can leave the page* and you'll get an email when the export is complete.

Your course materials will be exported. It may take awhile for large courses.

demo 2017 > Content Exports

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## Content Exports

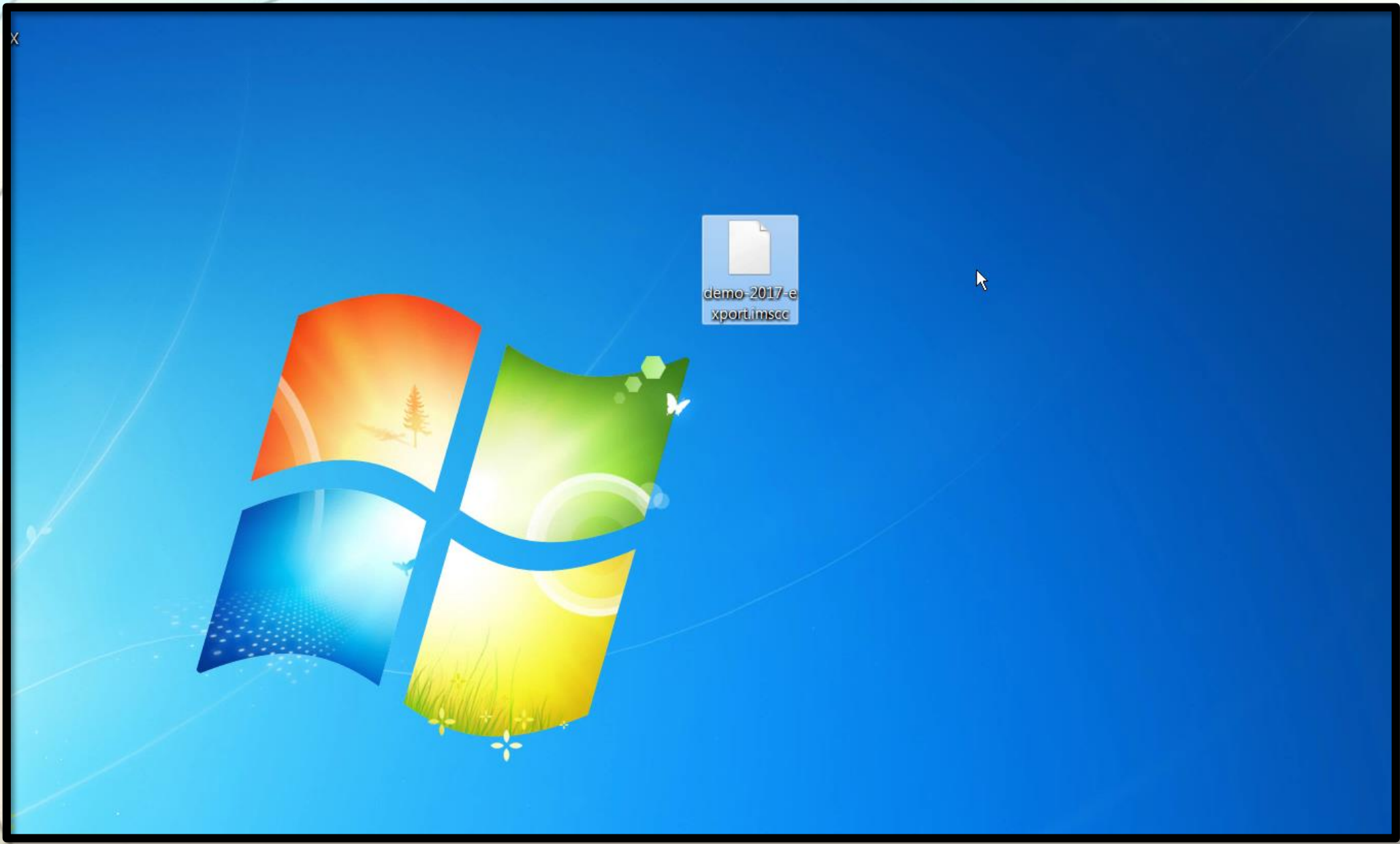
New Export: [Click here to download](#)

Your content has been exported.

It will let you know when the export is complete. When complete, click on “Click Here to Download”.

The screenshot shows a web application interface with a dark sidebar on the left containing navigation icons and labels: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, and Settings (highlighted in blue). The main content area is titled 'Content Exports' and includes a 'New Export: [Click here to download](#)' link. Below this, a blue progress bar is shown, and the text 'Your content has been exported.' is displayed. A Firefox dialog box is open in the foreground, titled 'Opening demo-2017-export.imssc'. The dialog contains the following text: 'You have chosen to open:', a file icon followed by 'demo-2017-export.imssc', 'which is: imssc File (6.9 MB)', and 'from: https://instructure-uploads.s3.amazonaws.com'. Below this, it asks 'What should Firefox do with this file?' with three options: 'Open with' (with a 'Browse...' button), 'Save File' (selected with a radio button), and 'Do this automatically for files like this from now on.' (with an unchecked checkbox). 'OK' and 'Cancel' buttons are at the bottom right of the dialog.

It will let you know when the export is complete. When complete, click on “Click Here to Download”.



Your exported Canvas file will look like this. It is a .mscc file type.

[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](#)

To log into GCC Canvas, go to faculty & Staff at the bottom of the main campus page, and then click on the “Canvas” icon.



## Portal Login

**Username**

**Password**

Login

Forgot Password?

Help

Log in with your email login info.



# Single Sign-On Portal

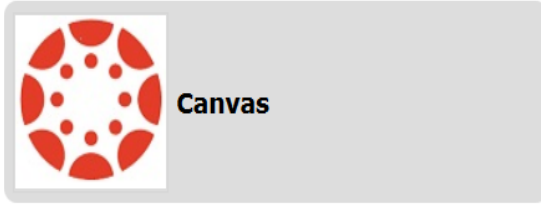
Logged in as: *GCCD\clantz* | [Log Out](#)

[Manage Your Account Settings](#)

[SAML SSO](#)

[Password-based SSO](#)

**Size:** Large ▾ [Change](#)



Click on the Canvas icon.

The image shows a screenshot of the Canvas LMS interface. On the left, a red sidebar contains navigation icons and labels: Glendale Community College logo, Account, Admin, Dashboard, Courses (highlighted), Calendar, Inbox, Commons, and Help. The main content area is titled 'Courses' and includes a close button (X). Below the title, there are links for 'Canvas Training' and 'GCC Canvas course'. A section titled 'All Courses' contains a welcome message: 'Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.' Below this message is a 'Setup Checklist' button. To the right of the 'Setup Checklist' button are 'View Progress' and '+ Module' buttons. The background shows a course page with a status of 'UNPUBLISHED' and a message: 'Need help setting up your course?'. Below this is a table of course modules with columns for 'Module', a checkmark, a plus sign, and a settings gear. The table lists several modules, including 'Merging Moodle Courses Into One Section', 'Moodle developer meeting', 'Which conference do educational technology professionals', and '11-29-16'. The right sidebar contains 'Course Status' (Unpublished), 'Import from Course', 'Choose Home Page', 'View Course Stream', 'Course Setup Checklist', 'New Announcement', and 'Coming Up' (Nothing for the next week).

Open the course that you want to move the materials into by clicking on the title.

GLENDALE COMMUNITY COLLEGE

Account Admin Dashboard Courses Calendar Inbox Commons Help

Home Course Details Sections Navigation Apps Feature Options

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Settings

Course is Unpublished

### Course Details

Name: GCC Canvas course

Course Code: GCC

Time Zone: Pacific Time (US & Canada)

SIS ID:

Subaccount: Manually-Created Courses

Term: Default Term

Starts: Jun 19, 2017 at 12am  
Mon Jun 19, 2017 12:00am

Ends: Jul 31, 2017 at 12am  
Mon Jul 31, 2017 12:00am

Users can only participate in the course between these dates  
This will override any term availability settings.

Language: Not set (user-configurable, defaults to English (US))

Share to Commons

Student View

Course Statistics

Course Calendar

Conclude this Course

Permanently Delete this Course

Copy this Course

Import Content into this Course

Export Course Content

Reset Course Content

Validate Links in Content

Current Users

Students:	None
Teachers:	1

Click on Settings in the course side menu. Click on "Import Content into this Course".

The screenshot displays the 'Import Content' interface in the GCC Canvas LMS. On the left, a red sidebar contains navigation icons and labels: Home, Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area is titled 'Import Content' and features a 'Content Type' dropdown menu. The dropdown is open, showing a list of options: 'Select One', 'Copy a Canvas Course', 'Canvas Course Export Package' (highlighted in blue), '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', and 'QTI .zip file'. Below the dropdown, the 'Current Jobs' section displays the message 'No jobs have been queued'.

In the Content Type dropdown menu, choose “Canvas Course Export Package” from the dropdown menu. **Note:** Once you are moving course materials from one semester to the next inside the GCC Canvas site, you would choose “Copy a Canvas Course”.

**Content Type** Canvas Course Export Package

**Source** Browse... No file selected.

**Content**  All content  Select specific content

**Options**  Adjust events and due dates

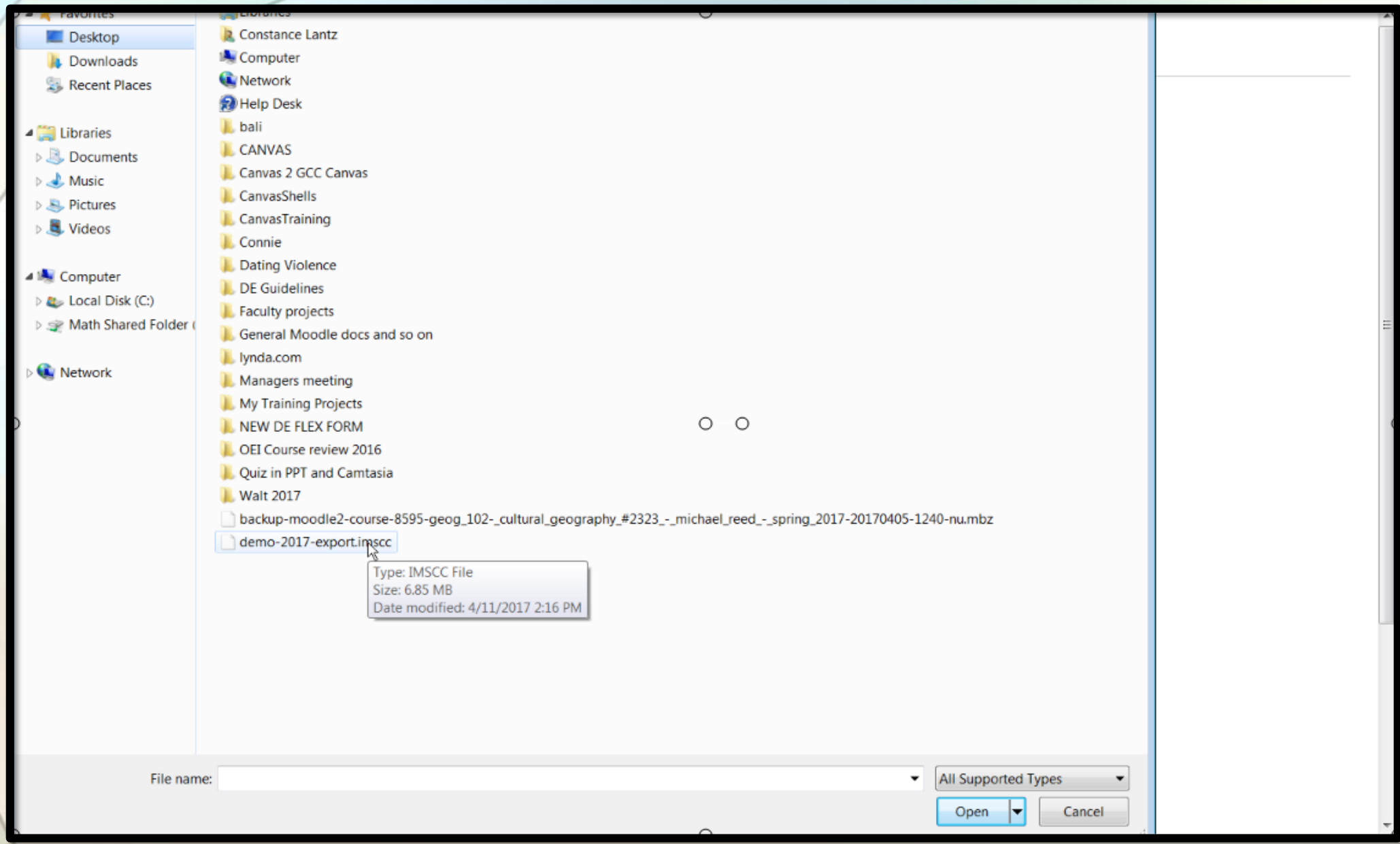
**Date adjustment**  Shift dates  Remove dates

**Beginning date** Apr 11, 2017  change to

**Ending date** May 5, 2017  change to

July 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Click on “All Content”, click on “Shift dates” and adjust events and due dates (optional), and then click the browse button.



Navigate to your .mscc canvas course file and click “Open”.

**GCC**

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Settings

## Import Content

**Content Type** Canvas Course Export Package

**Source**  demo-2017-export.imsc

**Content**  
 All content  
 Select specific content

**Options**  
 Adjust events and due dates

**Date adjustment**  
 Shift dates  
 Remove dates

**Beginning date** Apr 11, 2017  Jun 19, 2017

**Ending date** May 5, 2017  Jul 31, 2017

It will appear here next to the “Browse Button”. Click the “Import” button at the bottom of the page.

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## Import Content

Content Type

## Current Jobs

Canvas Common Cartridge	demo-2017-export.imsc	Apr 11 at 2:30pm	Running	<div style="width: 100%;"><div style="width: 100%;"></div></div>
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Your file will upload....

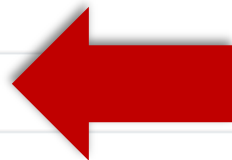
- Home
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## Import Content

Content Type

### Current Jobs

Canvas Common Cartridge	demo-2017-export.imsc	Apr 11 at 2:30pm	Completed
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And will give you a green "Completed" message when finished.

**GLENDALE COMMUNITY COLLEGE**

☰ GCC > Modules

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**Account**

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**Calendar**

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**Commons**

**Help**

**THIS COURSE IS UNPUBLISHED** Only Teachers Can See This Course Until It Is Published

Need help setting up your course?

[Setup Checklist](#)

[View Progress](#) [+ Module](#)

**Course Status**

Unpublished  Publish

[Import from Commons](#)

[Choose Home Page](#)

[View Course Stream](#)

[Course Setup Checklist](#)

[New Announcement](#)

**Coming Up** [View Calendar](#)

*Nothing for the next week*

**Untitled Module**

- Combining Moodle Courses Into One Section
- Moodle developer meeting
- Which conference do educational technology professionals
- test 9-29-16  
Jul 28, 2016 | 100 pts
- EXAM 1
- TuitionReimbursementRequestForm 9.5.13

Your course is now loaded into the GCC Canvas course and ready for you to build it up. Don't forget to "Publish" it when you are ready for your students to see it! Happy course creation!



**If you need help, please contact the  
Instructional Technology Help Desk  
for 24/7 assistance @  
818-240-1000 ext. 3457 (till 7-31-17)**

**Or**

**Connie at [clantz@glendale.edu](mailto:clantz@glendale.edu)**

**Lots of Canvas tutorials here:**

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