

How to import the tutorials into your Canvas course

1. Click the Canvas import file for the tutorial you want to use and save the file onto your computer.
2. Within your Canvas course, click "**Settings**" in the left-hand menu.
3. On the right side of the resulting "Course Details" page, click the "**Import Content into this Course**" button.
4. Within the "Content Type" drop-down, choose "**Canvas Course Export Package.**"
5. Click the "**Choose File**" button and select the downloaded Canvas export file on your computer. Click "**Open.**"
6. Next to Content, choose the "**Select specific content**" option.
7. Click "**Import.**"
8. Next, click the "**Select Content**" button that will appear on the "Current Jobs" section of the Import Content Page.
9. Select **Modules, Assignments, Discussion Topics, Pages, and Files** that you want, and everything associated with the module(s) will be imported. It will take a few minutes to upload.
10. When the import process is finished, you will see a Completed button. At this point, you can go into your course modules and place the tutorial modules at the desired location(s) in your course.

Need help? Contact your partnered librarian or Katie Strand (katie.strand@usu.edu). We are also happy to import the tutorials for you.