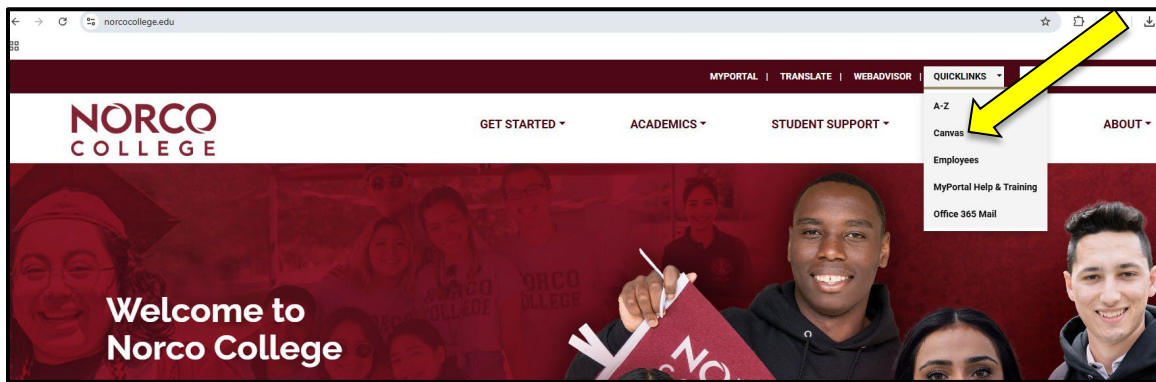




How to Import Content from Canvas Commons into Your Course

This step-by-step guide shows how to import a page or resource from the Norco College Canvas Commons RSI Modules into a new Canvas course for you to personalize.

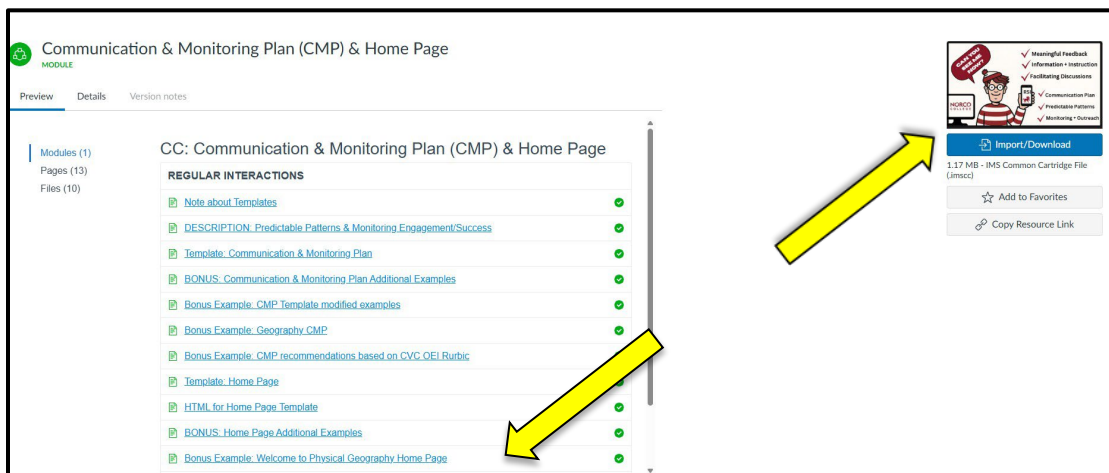
Step 1: Sign in to Canvas through your Norco College account



Step 2: Link to the Norco College Communication & Monitoring Plan & Home Page. (Additional Modules will be shared. Search “Norco RSI” when they are announced.)

<https://lor.instructure.com/resources/3c941375f4f2404caab9a9229b33188d?shared>

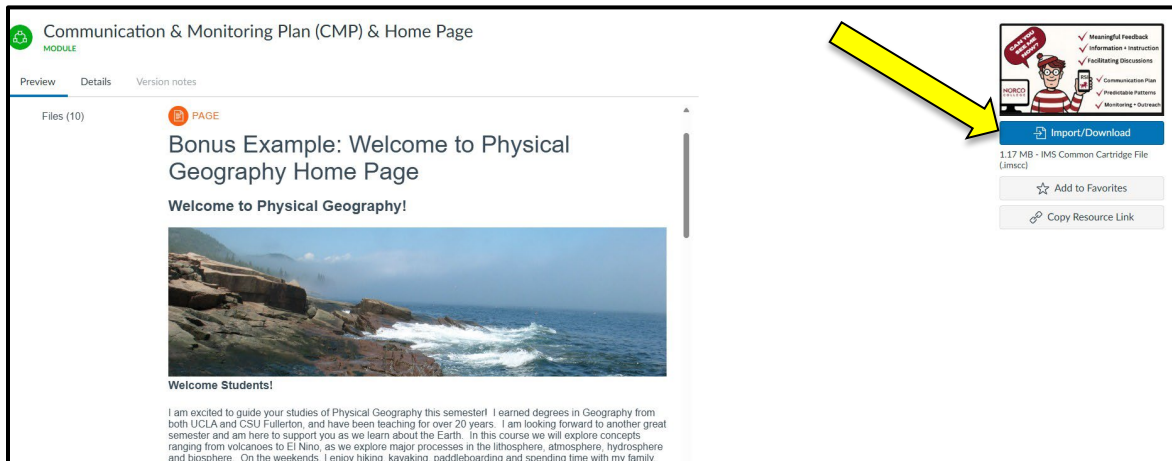
Step 3: To import the entire module, select Import/Download. Or identify the individual page you would like to import to your Canvas course and move to Step 4.



Step 4: Click 'Import/Download'

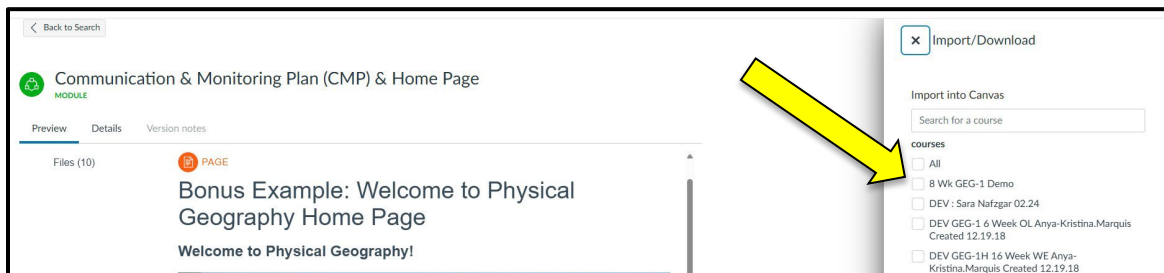
Open the page. On the right side of the page you want to download, click the 'Import/Download' button. This opens the Import/Download panel.

Note: Design Plus formatting may not be rendered in Commons, but it will when imported.



Step 5: Select course you want to import content to from the Import/Download Panel

In the Import/Download panel, select the checkbox next to the course name you want to import the template into. Scroll down and click the 'Import into Course' button



Step 6: Confirm import and personalize the content

Look for a confirmation message that the import has started. It may take a few minutes for the content to appear in the destination course. Check the destination course's Modules, Pages, or Files to view the imported content, then personalize the template to fit your course.

