

## Transferring Content from Schoology to Canvas

1. Go to Schoology
2. Select a class
3. Click "Options"

The screenshot shows the Schoology interface for a course titled "Test: Section 1" at Jesse C Carson High. A yellow banner at the top states: "This course is associated with grading periods that will end on Mar 31, 2019. It will remain available in the 'Archived' area of 'Courses'." Below this, there is a navigation bar with "Add Materials" and "Options" buttons. The "Options" button is highlighted with a red box and a red arrow labeled "Step 3". Below the "Options" button, there is a "Save Course to Resources" button, which is also highlighted with a red box and a red arrow labeled "Step 4". The left sidebar contains "Course Options", "Materials", "Course Objectives", "Updates", and "Gradebook".

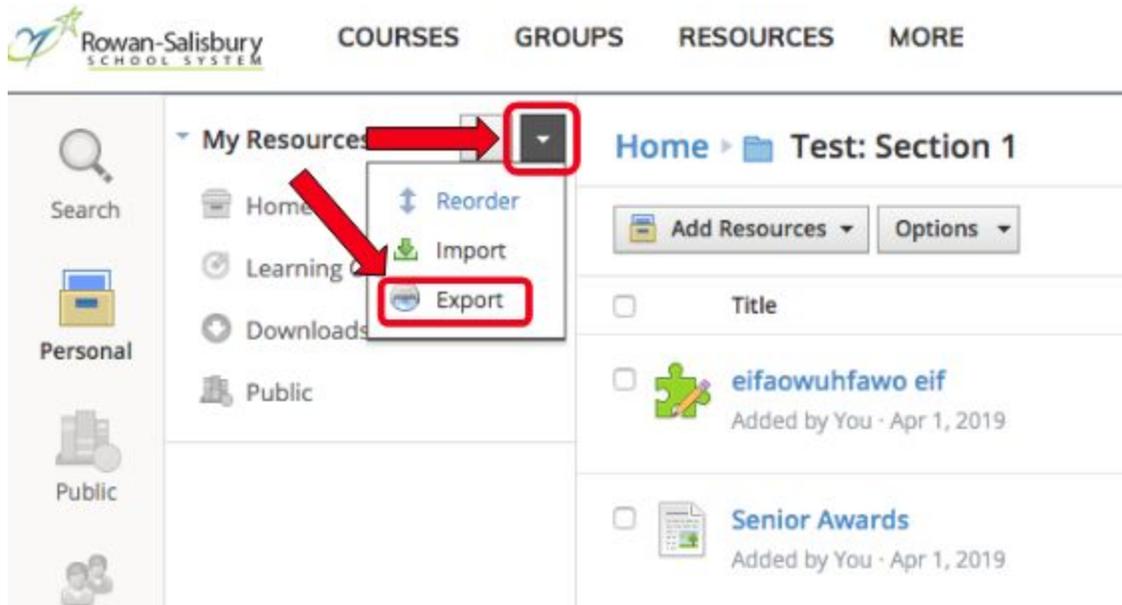
4. Choose "Save Course to Resources"
5. In the window that appears, click the green "Submit" button- you don't have to change the Collection or Folder.
6. A green banner will appear at the top of your screen. Click "Transfer History"

The screenshot shows the Schoology interface after the course has been saved to resources. A green banner at the top of the screen contains the text: "Your large operation is currently being executed. You can access a list of your large operations from your [Transfer History](#) area." The "Transfer" link is highlighted with a red box and a red arrow labeled "CLICK HERE!". Below the banner, the course page for "Test: Section 1" is visible, including the same yellow banner and navigation buttons. The left sidebar now includes "Mastery" in addition to the previous items.

7. That will take you to your Account screen and the tab that says "Transfer History"
8. Click on the folder you just created (it will have today's timestamp)

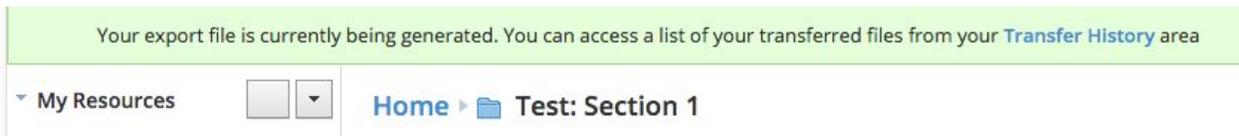
Transfers	Status
 <b>Test : Section 1</b> Course Saved to Resources · Apr 1, 2019 at 9:13am	Complete

9. On the next screen, click the drop down arrow next to “My Resources” and then choose “Export” (pictured below)

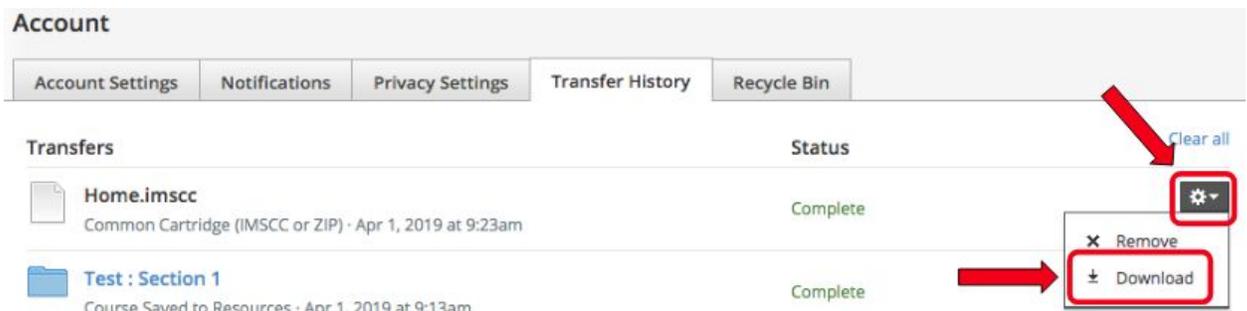


10. In the pop up window, just choose the green “Export” button.. Don’t change the collection or folder. This will export a Common Cartridge file to your Schoology resources.

11. You will get a new green banner. Click “Transfer History” again!



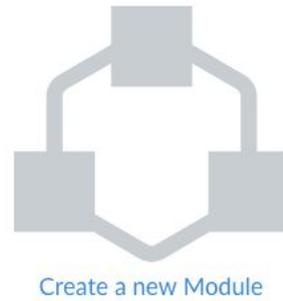
12. Now you should see a blank page with an .imsc extension like the one below. Once the status says “Completed,” click the gear to the right and choose “Download”



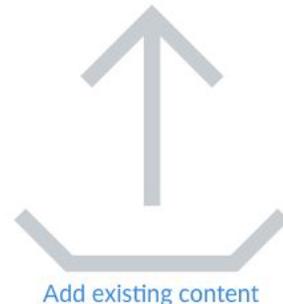
13. Now, go to [my.ncedcloud.org](http://my.ncedcloud.org) (Rapid Identity) and log into Canvas!

14. Select the course you want to add this content to from your Canvas Dashboard.
15. If you chose a blank course, you will see these two options on your screen:

**Choose the second one, "Add Existing Content"**



16. If you choose a class that you've already added content to, you'll go to "Settings" at the bottom left of the screen, then choose "Import Course Content" from the menu on the far right of the screen.



17. Both steps 15 & 16 will bring you to the same screen. Under Content Type, select "Common Cartridge 1.x Package"

## Import Content

Content Type

- ✓ 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 Job

No jobs have been queued

*Content import files cannot be downloaded after 500 days.*

18. Find the .imsc file you just exported from Schoology (should be in downloads)

## Import Content

Content Type: Common Cartridge 1.x Package

Source: Choose File Home (2).imsc

Default Question bank: Select question bank

Content:  All content  Select specific content

Options:  Overwrite assessment content with matching IDs  Adjust events and due dates

Buttons: Cancel Import

19. All done! Watch the status bar under “Current Jobs” to see when your upload is completed.

## Current Jobs

Common Cartridge	Home+%282%29.imsc	Apr 1 at 9:40am	Running	<div style="width: 100%; height: 10px; background-color: #0070C0;"></div>
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20. If there were any issues with the information transfer, you will get a full report once the process is complete. You will be able to click on the content that had errors to see exactly what messed up.

## **\*\*Remember\*\***

This process is far from seamless. You now need to open the course to find out where your content went. Open assignments to see if attachments are still contained. If not, check the “Files” section of your course. Now you have to put the puzzle pieces together!