



Schoology Content Migration into Canvas



Good News! All of your Schoology content can easily be moved into Canvas. You choose what you want to move, what to leave behind, and when you are ready to have Canvas access your content and make sure the content has moved over cleanly.

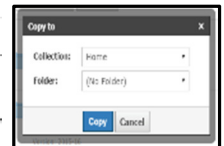
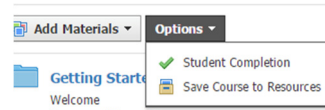
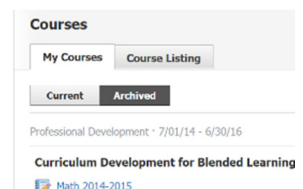
This is a three-step process:

1. Locate and organize the content you want to move to Canvas. Export the content.
2. Create a course in Canvas and import the content into that course.
3. Complete an online form to let Canvas know your content is ready to be “cleaned up” and organized.

Step 1: Locate and organize the content you want to move to Canvas. Export the content.

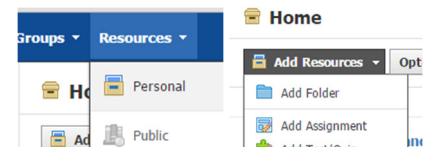
• **How to move an entire course to Canvas.**

- Go to the Schoology Website: <https://broward.schoology.com>
- For one of last year's courses, click on Courses in Schoology > Browse or See All > Archived. For a current course, you can skip this and the next bullet.
- Choose the course you want to save and bring into Canvas. Click on the title of your course.
- In the course, click on Options > Save Course to Resources.
- In the new window, keep the collection as home.
- Select Copy.
- Repeat for each course that you will want to keep.



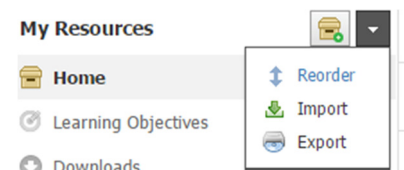
• **How to move your personal or group resources (that are not in a course) into Canvas.**

- In your Personal Resources in Schoology, create a folder that will house all of your other content. For your convenience, go under Options and Reorder Collection to move that folder to the top.
- If you have a lot of content, take a bit of time to organize this “other” content. It will make it easier to locate what you want later. You can click on the folder you just created and create folders within that original folder for organizational purposes.
- Locate an item you want to keep that is in your Personal or Group Resources.
- Click on the gear to the right of the folder and click “Copy To” or “Move To.”
- In the new window, keep the collection as home and on the folder pull-down select the folder you just created, or an organizing folder, and click submit.
- Click the Copy or Move button.
- Repeat for each personal or group resource that you will want to keep.

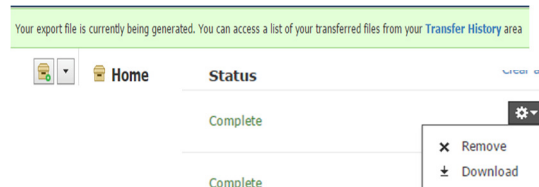
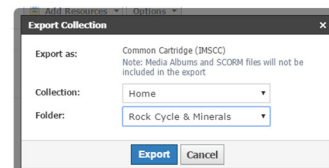


• **How to export your content out of Schoology.**

- On your Personal Resources page, look for the dropdown arrow to the right of the filebox icon. Select Export.
- Locate the folder you want to export as a Common Cartridge file (imscc). Click Export.

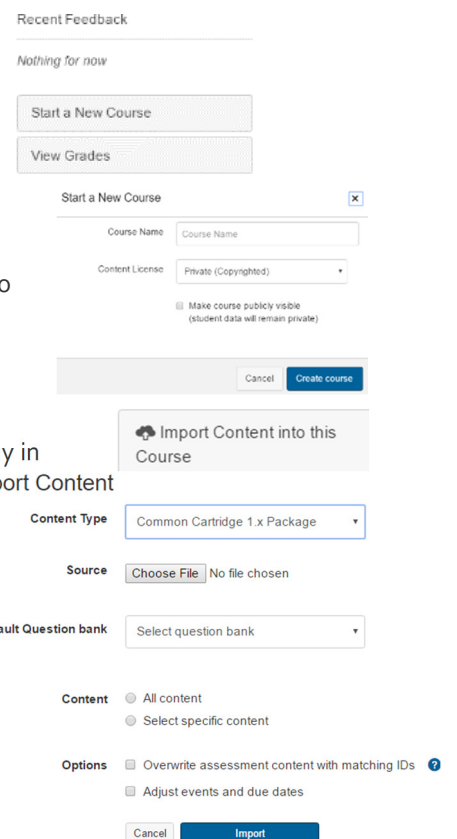


- You will see that the file is being generated and will be accessible in your Transfer History tab in your Account Settings. Depending on the size of your file, this can take some time.
- Go to your Account Settings (in the dropdown menu under your name) and click the Transfer History tab. Once the file transfer status is complete, you can download the file. Save the file in a location that you can easily access.



Step 2: Import the content into Canvas.

- Go to the Broward Canvas website: <https://browardschools.instructure.com/>
- Use the same log in credentials as you would for Office 365 and Pinnacle.
- In your Dashboard page, on the lower right side, select Start a New Course.
- Name the course accordingly, to match the content that will be added. Leave the other settings as they are. Click Create Course.
- In the new course, in the course navigation bar on the left (Home is at the top), go to the bottom and select Settings.
- In the Settings page, on the right side, select Import Content into this course.
- For Content Type, go down the list and select Common Cartridge 1 x Package. For Source, select Choose File and locate the imsc file you downloaded from Schoology in Step 1. For Content, select the radio button for All Content. Ignore the other options and select Import.
- Depending on the size of the file, this might take a while. The status will show under Current Jobs. It will show Completed when it is done. This page is



Current Jobs

Common Cartridge	...Cycle--Minerals.imsc	Sep 5 at 11:08am	Completed	2 issues
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called the Content Migration page. The web address/URL for this page is the one you will submit in Step 3.

- You might see that there were issues importing your content. The issues that occur could be related to broken links. It's a best practice to go through the course and check your content and links.
- Repeat the process in Step 2 for each course/folder that you downloaded from Schoology. You can also import multiple files into a Canvas course, depending on how you organized the content.

Step 3: Notify Canvas that your Course is Ready for Them to "Clean Up".

- Click on the link here to access the form where you will submit your information to Canvas. <http://innovativelearning.browardschools.com/schoology-migration>.
- When entering your information, you will need to copy and paste the web address (URL) for the Content Migration page for your course. This page can be located by going to your course Settings and then clicking on Import Content into this Course on the right side. Once on this page, copy the link to paste into the form.
- You will need to resubmit this form with the unique URL *for each course that contains imported Schoology content*.