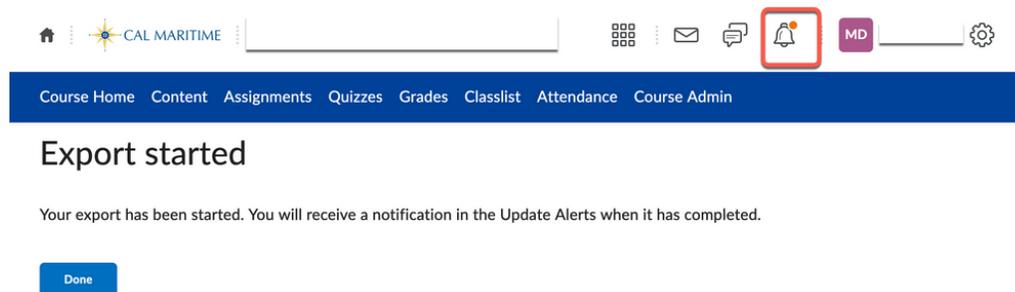


Course Migration Quick Guide



In BrightSpace

1. Open the course you would like to migrate.
2. In the *Course Admin* page, click *Export* under *Site Resources* area.
3. On the next page, select *Export as Common Cartridge* and then click the blue *Start* button.
4. On the next page, *Select All Components* and click *Continue*.
5. On the next page, click on *Export*.
6. Your export has been started. You will receive a notification in the Update Alerts when it has completed.
7. Once you see the notification, click on the the export and save the zip file to your computer.



In Canvas

1. Open the current course (you'll import into this course).
2. On the course home page, click *Import Existing Content* on the right.
3. On the next page, select *D2L export .zip format* as appropriate from the *Content Type* menu.
4. Upload the *BrightSpace Zip* file.
5. Select *All content* and click *Import*.

Import Content

Content Type

Source No file selected.

Default Question bank

Content All content
 Select specific content

Options Adjust events and due dates

To view the imported content, click the **Home** link in the navigation menu.



Importing the same course content more than once will overwrite any existing content in the course.

Cancel

Import