How do I import content from Common Cartridge into Canvas?

You can import content from Common Cartridge into a Canvas course.

Open Settings

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In Course Navigation, click the **Settings** link.

Import Content into Course

Import Content into Course
Click the **Import Course Content** link.

Select Content Type

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In the Content Type drop-down menu, select the **Common Cartridge 1.x Package** option.

Choose File

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Click the **Choose File** button.

Open File

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Find and click the Common Cartridge ZIP or IMSCC file you want to import [1]. Then click the **Open** button [2].

Select Question Bank

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In the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank from Common Cartridge.

Create Question Bank

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If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the **Create new question bank** option.

Select Migration Content

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To import all content from the course, select the **All Content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

Import Existing Quizzes as New Quizzes

Import Assessments to New Quizzes

To convert quizzes in the import package to the New Quizzes format, click the **Convert content to New Quizzes** option.

Note: You cannot select a default question bank when using the Convert content to New Quizzes option.

Overwrite Assessment Content

Overwrite Assessment Content

To overwrite the assessment content with matching IDs, click the **Overwrite assessment content with match IDs** checkbox.

Some systems recycle their IDs for each new export. Therefore, if you export two separate question banks they will have the same IDs. To prevent losing assessment data Canvas treats the question banks as separate objects despite the IDs. Choosing this option will disable this safety feature and allow assessment data to overwrite existing data with the same IDs.

Adjust Events and Due Dates

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If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

View Content Import Warning Message

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When importing content, a message displays explaining that importing the same course content or export package more than once overwrites any existing content in the course.

Import Course

Import Course
Click the **Add to Import Queue** button**.**

View Content Imports

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The Content imports section displays the status of your import. Running reports display a progress bar [1].

If you chose to select specific content in your course, the current job will show as Waiting for selection [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.

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