Guide for Importing BGP Template Content into a Canvas Course Shell

Faculty have the ability to upload the assignments, projects, portfolios, quizzes, etc. as assessment artifacts that were indicated in the approved BGP proposal as a measure of each of the Learning Outcomes (LOs). This way each professor who teaches a section of the course will have access to the materials in order to provide consistency across sections. **All assignments, portfolios, quizzes, and rubrics need to have the same name in every section of the BGP course** to allow data to be collected easily on the Learning Outcomes outlined in the BGP proposal.

The following guide will assist you in copying/importing BGP Template content into individual course sections.

Special Note:
If a student does not turn in the final assignment, portfolio, etc., they are not to be assigned a data point using the Canvas rubric. For example, if you have 35 students in a class and only 32 students complete the assignment, there should only be 32 pieces of data for each learning outcome.

Importing BGP Template Content into Canvas Shells for Each Course Section:

1. Log into Canvas and find your individual section of the BGP Course and choose "Settings" from the menu on the left.
2. Once in "Settings," click on "Import Course Content".
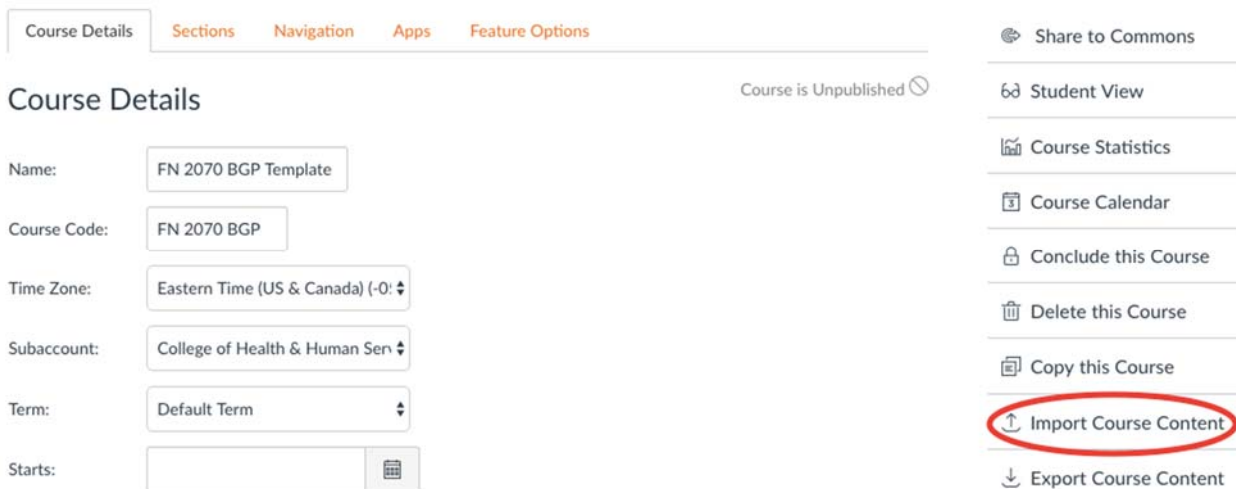
3. The following screen will appear and you will click on the drop box for content type and select "Copy a Canvas Course."
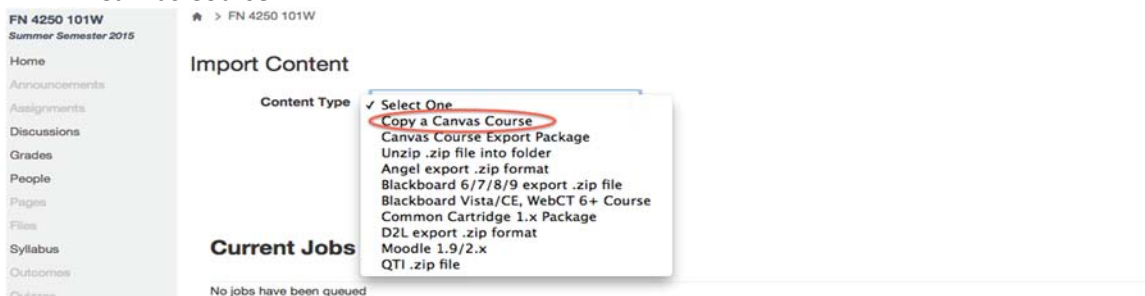
4. Staying on the same screen, you will "Search for a Course." Just type in the BGP Template you are looking for, such as FN 2070 for this example. Choose "Select specific content" in order to import just the BGP materials (assignment(s), quiz(zes), supporting material, and rubric) that you need from the BGP Template shell for BGP Assessment, and then click on "Import."

PLEASE NOTE: If you click on "All content" and have already set up your Canvas shell for the semester, this could reconfigure your home page and syllabus page and potentially cause issues to your course settings. Please make sure you choose "Select specific content."

Import Content

Content Type	Copy a Canvas Course
Search for a course	FN 2070 BGP Template
	☐ Include completed courses
Content	○ All content
	⦿ Select specific content
Options	☐ Adjust events and due dates
	Cancel Import

5. After you select "Import," you will be given the option to choose the content you wish to import by clicking on the "Select Content" button seen on this screen.

Import Content

Content Type	Select One

Current Jobs

Course Copy	FN 2070 BGP Template	Jan 25 at 10:01am	Waiting for Selection	Select Content

6. After clicking on "Select Content," a list of items will appear, allowing you to choose the content you want to import. You can click on the arrow next to the content area to see all of the items in order to only choose the materials or rubrics you want to import. Once you have chosen all the items you want to import, select the "Select Content" button and the import will begin. You will want to select the BGP assignment, rubric, and learning outcomes.

7. When the import is complete, the screen will indicate this and you will be able to find all the BGP Template documents, learning outcomes, rubrics, texts/quizzes, etc. within your individual section of the BGP Course.

Please contact the BGSU Office of Academic Assessment at assessment@bgsu.edu if you have any questions.