

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.

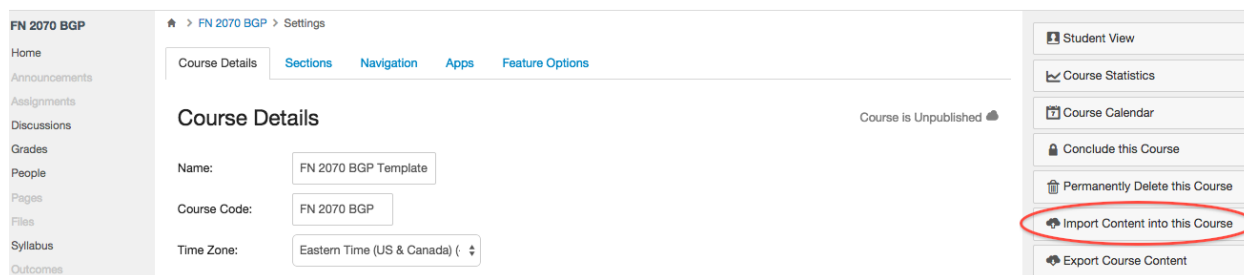
The following guide will assist you in copying/importing BGP Template content into individual course sections.

**Special Note:**

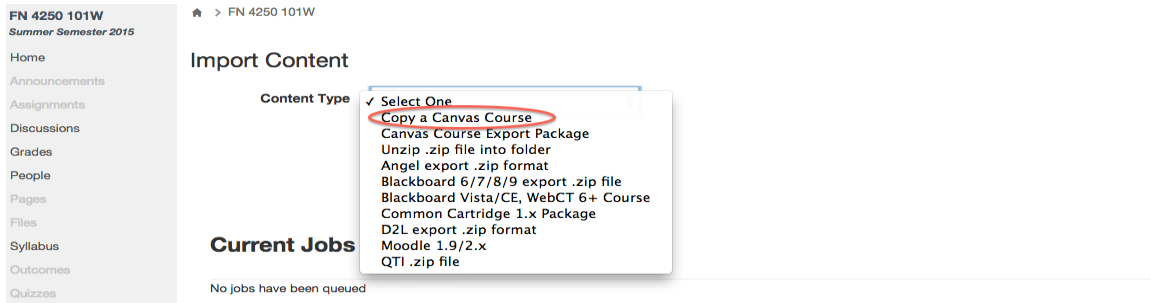
If a student does not turn in the final assignment, portfolio, etc, they are not to be assigned a data point using the Canvas rubric. For example, if you have 35 students in a class and only 32 students complete the assignment, there should only be 32 pieces of data for each learning outcome.

**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 Content into the Course.”



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 “All content” in order to import everything in the BGP Template shell for BGP Assessment, and then click on “Import.”

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