Canvas Training and Support

Importing Canvas Commons content into a course

A) Request a Canvas DEV or course shell. Begin the import process after the shell is visible in the Dashboard.

B) From within the course, click on Import from Commons.

C) Once in the Commons, click on the Filter button on the top, right area.
D) Scroll down and choose Arizona State University to view only ASU content. Click X on top, left to return to the Commons.
E) If the MLFTC template is not visible, search “MLFTC” to locate it. Click on the blue template title to select.

F) Select courses in which to import the template. Click **Import into Course**.
G) The message below will confirm the import is in progress.

You have successfully started the import! Please note that it may take a while to see changes in your course.

H) Once content is visible, edit and adjust according to preference.