



# How to Create a Sandbox Canvas Account and Move Your Moodle Course Materials Into It

## **THE MOTHER OF ALL CANVAS TIPS:**

### **Don't use Internet Explorer!**

Canvas and IE do NOT play well together — you will lose functionality (and if you are like me, you'll assume you are doing something wrong...))! Most of the experts say that Google Chrome works best, but I have been using Firefox exclusively, and have not run into any problems.

*(I haven't used Safari heavily on my Mac, but I do know that Canvas behaves well within my iPad browser.)*

*LATE BREAKING NEWS... a helpful faculty member and Mac user reports that she has been using Safari pretty much exclusively and has not encountered any problems.*

This is from experienced Faculty using Canvas!.

## Backup course: Test Course - clantz

Home ► Miscellaneous ► Test Course - clantz ► Backup

### NAVIGATION

#### Home

- Dashboard
- Site pages
- Current course
  - Test Course - clantz
    - Participants
    - Badges
    - General
    - 1 June - 7 June
    - 8 June - 14 June
    - 15 June - 21 June
    - 22 June - 28 June
    - You can change these titles!
    - 6 July - 12 July
    - 13 July - 19 July
  - My courses

### ADMINISTRATION

- Course administration
  - Turn editing on
  - Edit settings
  - Users
  - Unenrol me from Test Course - clantz
  - Filters
  - Reports
  - Grades
  - Gradebook setup
  - Outcomes
  - Badges
  - Backup**
  - Restore
  - Import

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

### Backup settings

- IMS Common Cartridge 1.1
- Include enrolled users
- Anonymize user information
- Include user role assignments
- Include activities and resources
- Include blocks
- Include filters
- Include comments
- Include badges
- Include calendar events
- Include user completion details
- Include course logs
- Include grade history
- Include question bank
- Include groups and groupings

## Quick Review on How to Back Up Your Moodle Course Materials

To create a Moodle .mbz backup file to upload into Canvas (quick review)...

- In your course, click the “Backup” text.
- Click the “Jump to final step” button
- See next page....

Cancel

Jump to final step

Next

See the “How to Back Up and Download Your Moodle Course Materials to Your Desktop” tutorial to guide you through creating a Moodle backup file of your materials (an .mbz file).

# Restore course

Home > Miscellaneous > Test Course - clantz > Restore

## NAVIGATION

Home

- Dashboard
- Site pages
- Current course
  - Test Course - clantz
    - Participants
    - Badges
    - General
    - 1 June - 7 June
    - 8 June - 14 June
    - 15 June - 21 June
    - 22 June - 28 June
    - You can change these titles!
    - 6 July - 12 July
    - 13 July - 19 July
- My courses

## ADMINISTRATION

- Course administration
  - Turn editing on
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  - Filters
  - Reports
  - Grades
  - Gradebook setup
  - Outcomes
  - Badges
  - Backup
  - Restore
  - Import
  - Publish
  - Reset
  - Question bank
- Switch role to...

## Import a backup file

Files\*  Maximum size for new files: 256MB

You can drag and drop files here to add them.

There are required fields in this form marked \*.

## Course backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-2-test_course_-_clantz-20161129-1229.mbz	Tuesday, 29 November 2016, 12:29 PM	7.2MB	<a href="#">Download</a>	<a href="#">Restore</a>

## User private backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-2-test_course_-_clantz-20161128-1055-nu.mbz	Monday, 28 November 2016, 10:55 AM	6.3MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-6426-hlth_101-_first_aid_#1630_-_lee_balkin_-_fall_2016-20161031-1025-nu.mbz	Monday, 31 October 2016, 10:25 AM	68.9MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-6424-hlth_101-_first_aid_#1628_-_deomarlee_sy_-_fall_2016-20161031-1021-nu.mbz	Monday, 31 October 2016, 10:21 AM	68.9MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-1780-hlth_101-_first_aid_#1625_-_jon_gold_-_fall_2016-20161024-1012-nu.mbz	Monday, 24 October 2016, 10:12 AM	76.8MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-2779-span_101-_beginning_spanish_i_#1717_-_maria_hernandez_-_fall_2016-20160921-1456-nu.mbz	Wednesday, 21 September 2016, 2:56 PM	6.4MB	<a href="#">Download</a>	<a href="#">Restore</a>

When this page comes up, click the "Download" button and download the file to your desktop. If you need more help with this process, I will be doing workshops and one-on-one appointments (see contact info at the end of this tutorial).



Need a Canvas Account?  
Click Here, It's Free!

[Browse courses](#)



Email

Password

Stay signed in

Log In

[Forgot Password?](#)



[User Research](#) [Help](#) [Privacy policy](#) [Terms of service](#)

[Facebook](#) [Twitter](#)

BY INSTRUCTURE

<https://canvas.instructure.com/login/canvas> To get a Canvas sandbox account, click on this link or just Google Canvas Log In. Click on the “Need a Canvas Account?” text.

  
*Watch a Video*

***Sign up now,  
it's free!***

I'M A  
**TEACHER**

I'M A  
**STUDENT**

[Parents sign up here](#)

The video showcases why Canvas is the best LMS, if you want to watch it. Click on the “I’m a Teacher” button.

TEACHER SIGNUP x

\*First Name

clantz

\*Last Name

EdD

\*School / Organization

Glendale Community College

\*Organization Type

Higher Ed

\*Job Title

Support

\*Email

clantz@glendale.edu

\*Phone

818-240-1000

 \* I agree to the [terms of use](#) and acknowledge the [privacy policy](#).

SUBMIT

Fill out the information in this field, using your glendale.edu email. Click "Submit".

# thank you.

We appreciate your interest in Canvas.

Your information has been received.  
We will contact you shortly. Please use the following links to learn more about Canvas:

- [past webinars](#)
- [community](#)
- [the Canvas blog](#)

#### HELP

- [Community](#)
- [Canvas Guides](#)
- [Support](#)
- [Developers](#)
- [Webinar Archive](#)
- [Security](#)

#### REFERENCE

- [Privacy Policy](#)
- [Terms of Use](#)
- [Accessibility](#)
- [Open Source](#)
- [Affordability](#)

#### COMPANY

- [Partners](#)
- [Jobs](#)
- [About Us](#)
- [Canvas Studio](#)

#### KEEP LEARNING

6330 South 3000 East, Suite 700  
Salt Lake City, UT 84121  
[info@canvaslms.com](mailto:info@canvaslms.com)  
800.203.6755

#### CHANGE REGION

[TRY CANVAS](#)[REQUEST INFO](#)

They will send you an email...



Hi clantz,

Greetings from Canvas!

As you get started with your Canvas teaching account, there are a few resources we thought you might find helpful.

1. Take a minute to meet the Canvas Community, where you'll find all kinds of interesting discussions about Canvas best practices, tips and feature requests:

<https://community.canvaslms.com/welcome>

2. For a quick overview of Canvas, click on 'Help' then 'Canvas 101' in your account, or go directly to:

<https://canvas.instructure.com/courses/1045977>

3. For an in-depth look, The Canvas Instructor Orientation is a course to help you get started with Canvas:

<https://resources.instructure.com/courses/31>

4. Our online Canvas Guides provide step-by-step user instructions:

<https://community.canvaslms.com/community/answers/guides>

5. Invite students to your courses whichever way you prefer:

Manually, via email: <https://community.canvaslms.com/docs/DOC-2878>

Self-enrollment via a join code: <https://community.canvaslms.com/docs/DOC-1940>

Self-enrollment via a secret URL: <https://community.canvaslms.com/docs/DOC-2949>

Please feel free to contact us if you have any questions. We're here to help! You should also receive an email directly from Canvas with a link to confirm your free Canvas teaching account, located at [canvas.instructure.com](https://canvas.instructure.com). Let us know if that email doesn't arrive.

If you prefer not to receive future emails with helpful tips and best practices for using Canvas, simply reply to this email and type "do not contact" in the body of your message.

Keep learning,

Kelsey Waddell | Market Development Manager - Education Markets

[kwaddell@canvaslms.com](mailto:kwaddell@canvaslms.com)

o:801-508-6842 | [canvaslms.com](https://canvaslms.com)

[unsubscribe](#)




This email will let you know they received your request and that another email will be sent confirming your account. Note all the useful Canvas links included here.

The screenshot shows the Canvas Instructure user interface. At the top, the browser address bar displays <https://canvas.instructure.com>. The user is logged in as Connie Lantz, with a profile picture and a 'Logout' button. The left sidebar contains navigation links: Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area is divided into sections: 'Coming Up' (Nothing for the next week), 'Recent Feedback' (What is DE?, Asynchronous Activity, Synchronous Activity), and a 'Start a New Course' button. A large red arrow points to the 'Start a New Course' button. The footer contains links for User Research, Privacy policy, Terms of service, Facebook, and Twitter.

Once your account is created, you can login and click on “Start a New Course” to create a shell for your Moodle to Canvas transfer materials file (an .mbz file).

The screenshot shows the Canvas LMS interface for a course titled "Test". The browser address bar displays "https://canvas.instructure.com/courses/1101719". The left sidebar contains navigation options: Home, Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area features a notification box stating "THIS COURSE IS UNPUBLISHED" and "Need help setting up your course?" with a "Setup Checklist" button highlighted by a red arrow. Below this is a "Recent Activity in Test" section with a message: "No Recent Messages You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc." The right sidebar includes "Course Status" (Unpublished/Publish), "Import from Commons", "Choose Home Page", "Course Setup Checklist", "New Announcement", and "Coming Up" (View Calendar).


When you have your Moodle course materials file sitting on your desktop, log into your Canvas account and click on the “Setup Checklist” button.

 canvas

- Import Content
- Add Course Assignments
- Add Students to the Course
- Add Files to the Course
- Select Navigation Links
- Choose a Course Home Page
- Add Course Calendar Events
- Add TAs to the Course
- Publish the Course

<https://canvas.instructure.com/courses/1101719#>


# Next Steps



Great, so you've got a course. Now what? Well, before you go publishing it to the world, you may want to check and make sure you've got the basics laid out. Work through the list on the left to ensure that your course is ready to use.


This course is visible only to teachers until it is published.

This useful checklist has easy to understand sections for many of the basic course functions of Canvas. Click on “Import Content”.

 canvas

# Next Steps

- Import Content
- Add Course Assignments
- Add Students to the Course
- Add Files to the Course
- Select Navigation Links
- Choose a Course Home Page
- Add Course Calendar Events
- Add TAs to the Course
- Publish the Course



If you've been using another course management system, you probably have stuff in there that you're going to want moved over to Canvas. We can walk you through the process of easily migrating your content into Canvas.

[Import Content](#)

Click on the “Import Content” button.

Test

Home

Account

Dashboard

Courses

Calendar

Inbox

Commons

Help

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Attendance

Settings

## Import Content

**Content Type** Moodle 1.9/2.x

**Source** Browse... No file selected.

**Default Question bank** -- Create new question bank

All quiz question banks

**Content**  All content  
 Select specific content

**Options**  Adjust events and due dates

Cancel Import

### Current Jobs

No jobs have been queued

Choose the Moodle 1.9/2.x content type. (Moodle 3.0 will work fine with this). Choose the “Create a new question bank” option and name it. Decide if you want all content or just specific content. You can also ask Canvas to adjust the due dates on the course materials you are importing by checking the box next to Options.

The image shows a composite of two windows. On the left is the Canvas LMS 'Import Content' interface. On the right is a Windows File Explorer window.

**Canvas LMS 'Import Content' Interface:**

- Content Type:** Moodle 1.9/2.x
- Source:** Browse... (No file selected.)
- Default Question bank:** -- Create new question bank
- Content:**  All content,  Select specific content
- Options:**  Adjust events and due dates
- Buttons:** Cancel, Import
- Current Jobs:** No jobs have been queued

**Windows File Explorer:**

- Path:** This PC > Desktop > CANVAS CANVAS CANVAS
- Files:** VERICITE (Folder), backup-moodle2-course-2-test\_course\_-\_clantz-20161128-1055-nu... (File)

Click on "Browse" in the Source option, navigate to your .mbz Moodle file on your desktop and click to choose it.

Test

Home

Account

Dashboard

Courses

Calendar

Inbox

Commons

Help

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Attendance

Settings

## Import Content

**Content Type** Moodle 1.9/2.x

**Source** Browse... backup-moodle2-course-2-test\_course\_-\_clantz-20161128-1055-nu.mbz

**Default Question bank** -- Create new question bank

All quiz question categories

**Content**  All content  
 Select specific content

**Options**  Adjust events and due dates

Cancel Import

### Current Jobs

No jobs have been queued

The title will appear next to the Browse button. Click the “Import” button.



Test

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

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Settings

## Import Content

Content Type

## Current Jobs

Moodle Importer	<a href="#">...z-20161128-1055-nu.mbz</a>	Nov 28 at 10:58am	Running 
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It will show you the upload progress with the progress bar (blue).

Test

Home

Announcements

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## Import Content

Content Type

### Current Jobs

Moodle Importer	<a href="#">...z-20161128-1055-nu.mbz</a>	Nov 28 at 10:58am	<b>Completed</b>	<a href="#">1 issues</a>
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It will show the “completed” button (orange) and note if there were any issues with the upload. Click on the “Issues” link to see what it says.

The screenshot shows the Moodle 'Import Content' interface. On the left is a dark sidebar with navigation icons and labels: Home, Account, Dashboard, Courses, Calendar, Inbox, Commons, Help, and a back arrow. The main content area is titled 'Test' and 'Import Content'. It features a 'Content Type' dropdown menu set to 'Select One'. Below this is a section titled 'Current Jobs' containing a table with one row of data:

Job Name	File Name	Completion Time	Status	Action
Moodle Importer	...z-20161128-1055-nu.mbz	Nov 28 at 10:58am	Completed	<a href="#">Hide Issues</a>

Below the table, a red arrow points to a white error box containing the text: 'The announcement "News forum (Course Announcements)" could not be linked to the module "Untitled Module"'. The sidebar menu items include Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, and Settings.

In this case, I included the main “News Forum” item from my Moodle course materials backup, which is not transferable because it is a built into Moodle tool. It is not needed here, so there is no problem.

Test > Modules

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Attendance

Settings

THIS COURSE IS UNPUBLISHED

Only Teachers Can See This Course Until Published

Need help setting up your course?

Setup Checklist

View Progress

+ Module

Course Status

Unpublished Publish

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Coming Up [View Calendar](#)

Nothing for the next week

Untitled Module

- Combining Moodle Courses Into One Section
- Moodle developer meeting
- Which conference do educational technology professionals
- test 9-29-16  
Oct 6 | 100 pts

Untitled Module

- feedback test 7.13.16

The course materials are seated appropriately in the new Canvas Sandbox course environment. The “Publish/Unpublish” buttons are the same as the “Show/Hide” feature in Moodle. No student will see your course until you click the “Publish” button. The “Setup Checklist” is a very handy tool to walk you through how to do course building in Canvas!

The screenshot shows a course page with a sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with the following items: Home, Account, Dashboard, Courses (highlighted in blue), Calendar, Inbox, Commons, Help, and a back arrow at the bottom. The main content area has a header with a hamburger menu icon, the text 'Test > Quizzes', a search box labeled 'Search for Quiz', a '+ Quiz' button, and a settings gear icon. Below the header, there are two sections: 'Practice Quizzes' and 'Surveys'. The 'Practice Quizzes' section contains four items: 'New demo Quiz' (Closed, Due May 11 at 3:46pm, 3 Questions), 'Demo Quiz 1' (3 Questions), 'Quiz June' (2 Questions), and 'Quiz June' (Questions). The 'Surveys' section contains one item: 'feedback test 7.13.16' (3 Questions). A red arrow points from the 'Quizzes' item in the sidebar to the 'Practice Quizzes' section in the main content area.

You can see your quizzes when you click on the “Quizzes” section in the course page.

The screenshot displays a user interface for managing quizzes. On the left is a dark sidebar with navigation icons for Home, Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area is titled 'Test > Quizzes' and features a search bar. Below the search bar, there are two sections: 'Practice Quizzes' and 'Surveys'. The 'Practice Quizzes' section contains four items: 'New demo Quiz' (Closed, Due May 11 at 3:46pm, 3 Questions), 'Demo Quiz 1' (3 Questions), 'Quiz June' (2 Questions), and 'Quiz June' (0 Questions). The 'Surveys' section contains one item: 'feedback test 7.13.16' (3 Questions). In the top right corner, there is a '+ Quiz' button with a small cog icon to its right. A red arrow points to this cog icon. A 'Manage Question ...' button is also visible in the top right area.

Click on the little cog next to the “+ Quiz” button to manage your quiz questions.

Test > Question Banks > Default for Test Course - clantz

## Default for Test Course - clantz

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

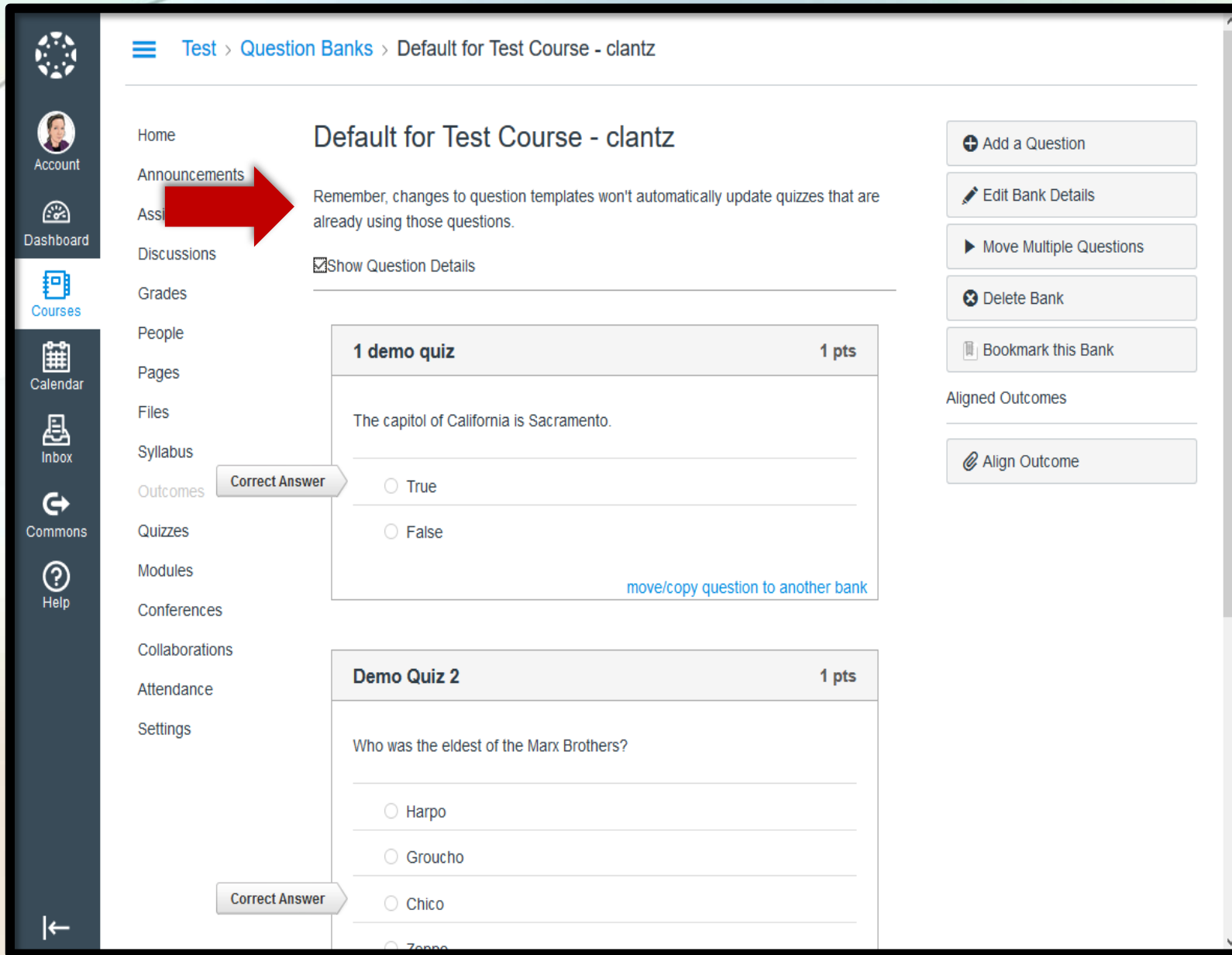
Show Question Details

1 demo quiz	1 pts
The capitol of California is Sacramento.	
<input type="radio"/> True	
<input type="radio"/> False	
<a href="#">move/copy question to another bank</a>	

Demo Quiz 2	1 pts
Who was the eldest of the Marx Brothers?	
<input type="radio"/> Harpo	
<input type="radio"/> Groucho	
<input type="radio"/> Chico	
<input type="radio"/> Zeppo	

Navigation menu: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, Settings.

Right sidebar actions: Add a Question, Edit Bank Details, Move Multiple Questions, Delete Bank, Bookmark this Bank, Aligned Outcomes, Align Outcome.



You have some nice options to add questions, edit them and so on here on this page. Note that changes to the quiz questions here will not automatically update to the quiz questions already in your individual quizzes.

Test > Question Banks > Default for Test Course - clantz

### Default for Test Course - clantz

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

Show Question Details

1 demo quiz	1 pts
The capitol of California is Sacramento.	<a href="#">move/copy question to another bank</a>

Demo Quiz 2	1 pts
Who was the eldest of the Marx Brothers?	<a href="#">move/copy question to another bank</a>

Demo Quiz 6	1 pts
10 x 10 =	<a href="#">move/copy question to another bank</a>

**Actions:**

- + Add a Question
- ✎ Edit Bank Details
- ▶ Move Multiple Questions
- ✕ Delete Bank
- 🔖 Bookmark this Bank

**Aligned Outcomes**

- 🔗 Align Outcome

**Navigation:**

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Attendance
- Settings

**Left Sidebar:**

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- Commons
- Help

You have the option of moving or copying questions to another quiz question bank.



Test > Question Banks > Default for Test Course - clantz

### Default for Test Course - clantz

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

Show Question Details

**Move/Copy Questions** [Close]

**Move/Copy Multiple Questions**

- 1 demo quiz  
The capitol of California is Sacramento.
- Demo Quiz 2  
Who was the eldest of the Marx Brothers?
- Demo Quiz 6  
10 x 10 =

Select the destination question bank for this question:

- feedback test 7.13.16  
Test
- New demo Quiz  
Test
- [ New Question Bank ]

Cancel Move Questions

You would check the appropriate boxes and click on the “Move Questions” button.

The screenshot displays a web browser window with the URL <https://canvas.instructure.com/courses/1101719#>. The page title is "Test > Modules". A notification banner at the top states "THIS COURSE IS UNPUBLISHED" with the subtext "Only Teachers Can See This Course Until It is Published" and a "Setup Checklist" button. The left sidebar contains navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, and Settings. The "Courses" link is highlighted. The main content area shows a list of modules under "Untitled Module". The selected module is "test 9-29-16" (Oct 6 | 100 pts). A red arrow points to the "Unpublish" button in the module's control menu. The context menu is open, showing options: Increase Indent, Edit, Move to..., Remove, and Share to Commons. The right sidebar shows "Course Status" with "Unpublished" and "Publish" buttons, and a "Coming Up" section with a "View Calendar" link. The desktop background shows various icons like Recycle Bin, This PC, Control Panel, and Mozilla Firefox. The taskbar at the bottom shows the system tray with the time 11:12 AM and date 11/28/2016.

The control options in your quizzes allow you to “publish/unpublish (show/hide)” the individual quiz, as well as other options.

The image shows a screenshot of the Canvas login page. The browser's address bar displays `https://canvas.instructure.com/login/canvas`. The page features the Canvas logo and a navigation menu with links for 'Community ...', 'Dashboard', 'Moodle GCC', 'Academic Superstore ...', 'Editing Untitled Infogr...', 'Google', 'Lynda.com', and 'UseOfProprietaryMate...'. The main content area prompts the user to 'Enter your Email and we'll send you a link to your account password.' Below this is an email input field, a 'Back to Login' link, and a 'Request Help' button. A footer contains links for 'User Research', 'Help', 'Privacy policy', 'Terms of service', and 'Twitter', along with the text 'BY INSTRUCTURE'. A modal window is open over the 'Request Help' button, titled 'File a ticket for a personal response from our support team'. The modal includes an orange box with the text 'For an instant answer: See if your issue is addressed in the Canvas Guides.', a 'Subject\*' input field, a 'Description' text area with a note to 'Include a link to a screencast/screenshot using something like Jing.', a dropdown menu for 'How is this affecting you?\*' with the text 'Please select one...', and a 'Your email address\*' input field. A 'Submit Ticket' button is at the bottom of the modal. A red arrow points from the 'Help' link in the footer to the 'Request Help' button, and another red arrow points from the 'Request Help' button to the modal window.

The Canvas administrators can assist you if you have any technical questions with your Sandbox course by clicking on the help link on the Canvas login page and filling out the form. [Lynda.com](https://www.lynda.com) has a couple great Canvas courses as well! There will be lots of training and support! YAY!



**If you need help, please contact the  
Instructional Technology Help Desk  
for 24/7 assistance  
818-240-1000 ext. 3457  
Or  
Connie at [clantz@glendale.edu](mailto:clantz@glendale.edu)**