

Importing Course Files from EagleWeb

1. Log in to Eagle Web. For large files to transfer from Eagle Web, it is suggested to use Microsoft Edge browser.
2. Find the previous course from which you want to pull the files in Eagle Web.
3. Click on the course that you want to pull the files from. Handouts and online quizzes will transfer.

The screenshot shows a web browser window displaying the EagleWeb Faculty page. The browser's address bar shows the URL: `eagleweb.reinhardt.edu/ICS/Faculty/Main_Page.jnz?portlet=All_My_Courses&screen=MainView&screenType=change&option=PastCourses`. The page header includes the Reinhardt University logo and navigation links: Home, Faculty, Athletic Rosters, Academic Affairs, OIRE, Intranet, Groups, CITELE, Help, My Pages. A breadcrumb trail reads: You are here: Faculty > Main Page > All My Courses.

The main content area is titled "Faculty" and "All My Courses". A dropdown menu is set to "Past Courses", with a red circle highlighting it. Below the dropdown are links for "Hide all schedules" and "Hide all course lists".

The course list shows the following details:

Code	Course name	Grade	Schedule
WLC 198 (010 MC)	SPECIAL TOPICS WORLD LANG & CULTURE	=	Mon, Wed 2-3:15 PM;

Below the course list is a weekly schedule grid for the 2014-2015 Academic Year Fall Semester. The grid shows the following course schedule:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8							
10							
12							
2		WLC 198 (010 MC)		WLC 198 (010 MC)			
4							
6							

The browser's taskbar at the bottom shows the system tray with the date and time: 12:07 PM, 12/2/2019.

4. Click on Course Manager.

The screenshot shows a web browser window with the URL eagleweb.reinhardt.edu/ICS/Academics/WLC/WLC_198/2014_10-WLC_198-010_MC/. The page header includes the Reinhardt University logo and navigation links: Home, Faculty, Athletic Rosters, Academic Affairs, OIRE, Intranet, Groups, CITEL, Help, My Pages. The breadcrumb trail reads: You are here: Academics > World Languages & Cultures - WLC > SPECIAL TOPICS WORLD LANG & CULTURE > WLC 198 010 MC - ELEMENTARY ITALIAN I > Main Page. The current view is set to Faculty.

The main content area is titled "WLC 198 010 MC - ELEMENTARY ITALIAN I". It features a left sidebar with navigation options: Attendance, Collaboration, Course Information, Coursework, Gradebook, Main Page, Syllabus, Add a Page, **Course Manager** (highlighted with a red circle), and Usage Statistics. Below these are Quick Links for My Pages and My Courses.

The main content area is divided into several sections:

- About This Course:** A message stating "There is no content in this portlet. You can add content in the following way(s):" with a "Create Content" link.
- Handouts:** Includes buttons for "Add handout", "Add set", and "Manage sets", along with an "Import from file cabinet" link.
- Ungrouped:** A list of items, including "1 Giorni Della Settimana" (marked as "This item is currently inactive") and "PowerPoint for September 3". Each item has "Edit" and "Delete" buttons.
- Calendar:** Shows a calendar view for December 2 to January 1, 2020. It lists class sessions: "8:00 am - 8:50 am Class Session (THRIVING IN... - at MC DOBBS 205", "9:00 am - 9:50 am Class Session (THRIVING IN... - at MC DOBBS 205", and "10:00 am - 10:50 am Class Session (THRIVING IN... - at MC DOBBS 205".
- Announcements:** A section stating "You have no incoming announcements." with a "Show All Announcements" link.

The browser's taskbar at the bottom shows the system clock as 12:07 PM on 12/2/2019.

5. Click on Course Export.

Word x | Ai x | Inbox x | Critic x | office x | Critic x | Log li x | Letter x | Impo x | New Tab x | Main x

eagleweb.reinhardt.edu/ICS/Academics/WLC/WLC_198/2014_10-WLC_198-010_MC/?tool=ContextManager&screen=CourseExportView&screen...

Apps | Stream Relaxing Ins... | Mail - Lydia Ellen La... | Microsoft Word Onl... | Promotion and Ten... | CITEL Notebook | lego elves summer... | Campus Parent

Reinhardt University

Home Faculty Athletic Rosters Academic Affairs OIRE Intranet Groups CITEL Help My Pages

You are here: [Context Manager](#)

Context Manager

[Properties](#) [Pages](#) [Sub-Sections](#) [Permissions](#) [Course Export](#)

You can use this tab to export your course into an **IMS compatible Course Cartridge**.

Note: Because the IMS standard only supports a few of the types of content you can use in a EagleWeb course, if you are planning on using this content in another EagleWeb course you should use the built-in [Course Copy feature](#) instead.

[Export and download the Course Cartridge](#)

[Exit](#)

Powered by Jenzabar v9.2.2

6. Then click Export and download the Course Cartridge. This will start the download and will show up in your downloads folder and you can save it on your hard drive or One Drive. You can also open it when downloaded.



7. Go to Canvas and enter the course or sandbox in which you would like to import the data.
8. Go to Settings.

The screenshot shows a web browser window displaying the Canvas LMS interface for a course at Reinhardt University. The browser's address bar shows the URL <https://reinhardtuniversity.instructure.com/courses/223>. The left-hand navigation menu is visible, with the 'Settings' option circled in blue. The main content area features a 'Welcome!' message, a 'Navigation Tip' explaining the 'Modules' button, and a 'Quick Access' section with buttons for 'Course Announcements', 'Learning Modules', 'About Your Instructor', and 'Course Q&A'. Below this is a 'Course Schedule' section with a link to 'FYS - Fall 2019 Schedule (MWF Format) - 10.16.19.docx'. The right-hand sidebar contains 'View Course Analytics', 'To Do' items, and 'Coming Up' items. The Windows taskbar at the bottom shows the time as 12:18 PM on 12/2/2019.

9. Click on Import Course Content.

The screenshot shows the Blackboard course settings page for a course titled "THRIVING IN COLLEGE". The page is accessed via the URL <https://reinhardtuniversity.instructure.com/courses/223/settings>. The course is published and currently in the Fall 2019-20 term. The "Import Course Content" link is circled in blue.

Course Details Course is Published

Name: THRIVING IN COLLEGE

Course Code: FYS 101 040 MC

Blueprint Course: THRIVING IN COLLEGE FYS101 MWF BLUEPRINT (courses/1159)

Time Zone: Eastern Time (US & Canada) (-)

SIS ID: FYS 101 040 MC201910

Subaccount: First Year Seminar

Term: Fall 2019-20

Starts: [Calendar icon]

Ends: [Calendar icon]

Students can only participate in the course between these dates

Current Users

Students:	22
Cross-Term Student:	None
Teachers:	1
Success Coach:	None
TAs:	None

Navigation: Course Details | Sections | Navigation | Apps | Feature Options

Actions: Share to Commons, Student View, Course Statistics, Course Calendar, Conclude this Course, Delete this Course, Copy this Course, **Import Course Content**, Export Course Content, Reset Course Content, Validate Links in Content, Blueprint Information

Left Sidebar: Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, Help

Bottom Sidebar: Home, Announcements, Syllabus, Attendance, Modules, Assignments, Grades, Files, People, Google Drive, Office 365, Bookshelf@, Pages, Quizzes, Collaborations, Outcomes, Discussions, Conferences, RedShelf Course Materials, Badges

10. Choose Content Type: Common Cartridge 1.x package. Then choose file.

MWF 08:00-08:50

Fall 2019-20

Import Content

Content Type: **Common Cartridge 1.x Package**

Source: Choose File (No file chosen)

Default Question bank: Select question bank

Content: All content Select specific content

Options: Overwrite assessment content with matching IDs Adjust events and due dates

Cancel Import

Current Jobs

Course Copy	THRIVING IN COLLEGE	Sep 10 at 10:33am	Waiting for Selection	Select Content
Course Copy	FYS Sandbox	Aug 5 at 4:52pm	Completed	
Course Copy	FYS Sandbox	Aug 5 at 4:49pm	Completed	

11. Choose the downloaded file from EagleWeb and then click Import.

12. The downloaded material will show up under your Modules at the bottom under Imported Content.