Moving files from different systems can sometimes result in "errors." For example, some files may not show up where you would expect in Canvas. To reduce these types of errors, we strongly recommend before transferring files that you clean up your D2L course by removing unused and duplicate files.

Decide whether you want to export your entire D2L course all at once OR select specific files to export into Canvas. You can do either. Keep in mind that courses with complex content and different file types may need to be sorted and reorganized after they are imported to Canvas.

Remember to delete unused or duplicate files, quizzes, and modules in your D2L course.

**EXPORTING YOUR D2L COURSE**

- Enter the D2L course you plan to export.

- Click Edit Course in the upper right-hand corner of your course.

- Select Import/Export/Copy Components located under the Site Resources category.

- Choose the Export Components category. If you want to include the course files in the export package, leave the check box selected.

- Select All Components to Export or pick and choose which course items to export. When you are done selecting the desired course components, click Continue. This process may take several minutes depending on the size, and complexity of your course.

- The final step in the export process is downloading the zip (compressed) file of your D2L course. In the export summary click on the link Click here to download the export Zip package and then click Done.
IMPORTING INTO CANVAS

- Login to a blank Canvas course

- Click Settings on the left-hand navigation bar.

- Click Import Content into this Course located on the right hand side of your screen.

- Next to Content Type click the drop-down menu and select D2L Export .zip format.

- Click Choose File. Navigate to the .zip file backup you created in D2L.

- Select either All Content or Select Specific Content depending on what you want to import.

- Check Adjust Events and Due Dates. You can also leave this option unchecked and correct for the time/dates manually after the import.

- Click Import. This process may take several minutes depending on the size and complexity of your course. A display bar shows the progress of the import and will be marked as completed and indicate if there were any issues with the import. Clicking on the issues will take you directly to the page in your course to correct.

THINGS TO CONSIDER AFTER MIGRATION

- When the import process is complete, your screen will list any specific problems or issues with the import. Review each one and try to resolve it. Contact our CATL Canvas support team if you need further assistance.

- Review your course carefully to make sure all files have transferred appropriately.

- Be aware that links tend to break in the import process. You can check for broken links using Canvas’s Validate Links in Content checker located in your Course Settings.

- Review your quizzes and question banks in Canvas. If there are issues with the format or content contact our CATL Canvas support team if you need further assistance.