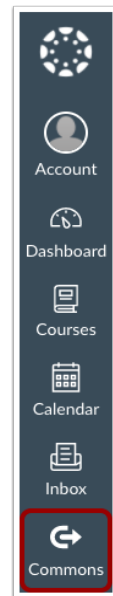


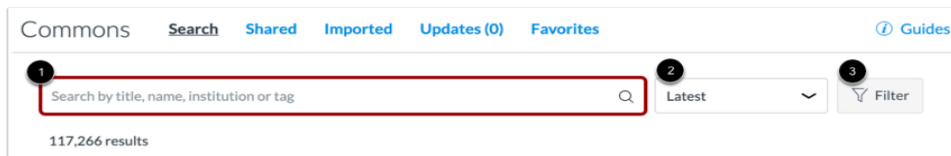
Multilingual Learning Toolkit Canvas Course Shells

Step-by-Step Access Instructions

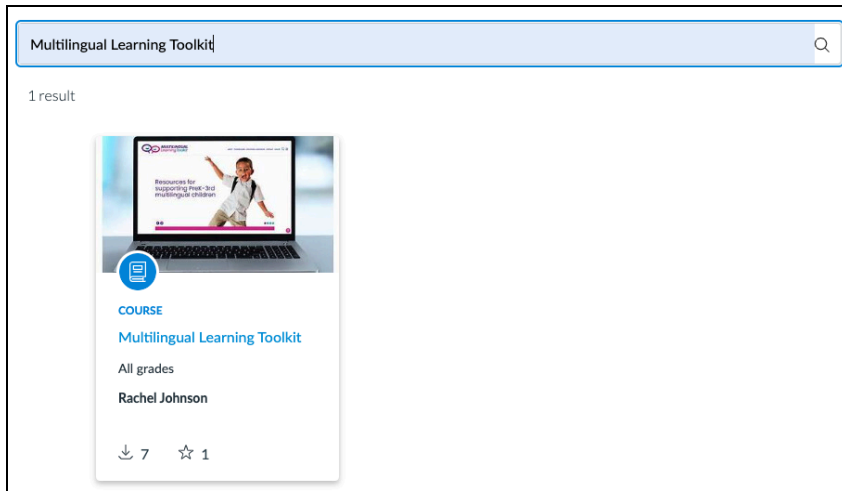
To download the entire Multilingual Learning Toolkit course into an existing Canvas site



Step 1: Log on to Canvas and click “Canvas Commons” on the left-hand Navigation Toolbar.



Step 2: Once in Canvas Commons, users can use the search bar to look for the Multilingual Learning Toolkit.



Step 3: When the course appears, click the image, then click on a blue "Import/Download" button on the right-hand side.

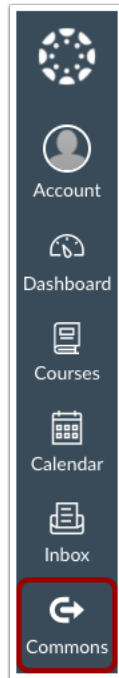


Step 4: From here, you can select the specific course in which the new content will be downloaded into, and then click on the blue "Import into Course" button.

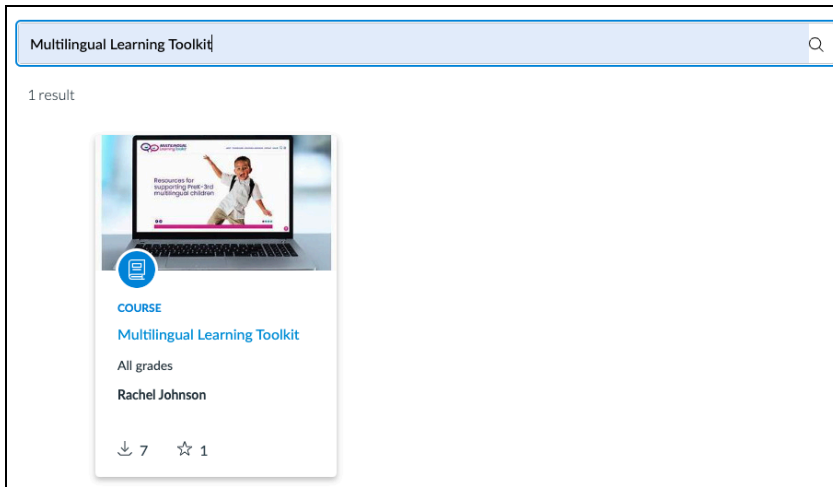
 Import into Course

Step 5: All modules will download to the selected course.

To download selected content from the Multilingual Learning Toolkit course into an existing Canvas site




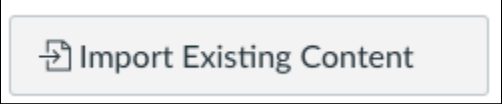
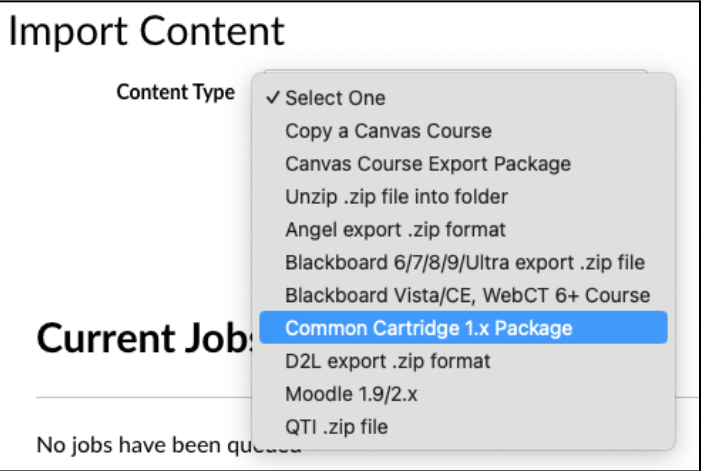
Step 1: Log on to Canvas and click “Canvas Commons” on the left-hand Navigation Toolbar.



Step 2: Once in Canvas Commons, you can use the search bar to look for the Multilingual Learning Toolkit.



Step 3: When the course appears, click the image, then click on a blue "Import/Download" button on the right-hand side.

	<p>Step 4: After clicking the button, scroll to the very bottom of the page and select the white "Download" button.</p> <p>A Canvas Course cartridge will download to the user's computer.</p>
<p>Step 5: At this point, you can go to the existing Canvas course in which to download the new Multilingual Learning Toolkit content.</p>	
	<p>Step 6: Once in the existing course, select "Import Existing Content" on the right-hand side.</p>
	<p>Step 7: Using the pulldown menu from "Content Type," select "Common Cartridge"</p>

<div style="border: 1px solid black; padding: 10px;"> <p>Source <input type="button" value="Choose File"/> No file chosen</p> <p>Default Question bank <input type="text" value="Select question bank"/></p> <p>Content <input type="radio"/> All content <input type="radio"/> Select specific content</p> </div>	<p>Step 8: Now you can select the downloaded cartridge file name under "Choose File."</p>
<div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Common Cartridge ...05532bb6+%281%29.imsc May 7 at 11:48am Waiting for Selection Select Content </div>	
<p>Step 9: You can select "all content" or "select specific content." If "select specific content" is chosen, the file will upload and then you can click on the "select content" button.</p>	
<div style="border: 1px solid black; padding: 10px;"> <p>Select Content</p> <hr/> <p><input type="checkbox"/> Course Settings</p> <hr/> <p>→ <input type="checkbox"/> Modules (12)</p> <hr/> <p>→ <input type="checkbox"/> Assignments (96)</p> <hr/> <p>→ <input type="checkbox"/> Discussion Topics (20)</p> <hr/> <p>→ <input type="checkbox"/> Pages (88)</p> <hr/> <p>→ <input type="checkbox"/> Files (53)</p> </div>	<p>Step 10: You can then choose what you would like to import from the Multilingual Learning Toolkit course shell.</p>

Quick Tips for Faculty

- Canvas Cartridge is another way to download the file type to your computer hard drive so that it can be uploaded at a later time. This is one of many ways to download a course, allowing the user to pick and choose the content to copy over to a new course.
- Many colleges will provide faculty with a Canvas “sandbox” shell or practice shell if they want to download the entire course but do not want it to be fully integrated into one of the courses they are teaching. Reach out to your Distance Education team on your campus to find out if this is something available to them. Once you download content into your practice shell, you can import what you need to the class of your choosing (eg. individual modules, pages, or assignments, etc.). This is another option to select the content which you are planning on importing into a course.
- In Canvas Commons, faculty can “favorite” this shell to easily go back to. To save this course to your favorites, on the menu that you can Import/Download, there is a button to “Add to Favorites”.
- To share the Canvas Commons link, select the “copy resources” link from the Import/Download menu. This link will be saved on a clipboard and you can share with others.
- When you are in Canvas Commons, you can preview the entire course contents before you download anything.
- If you teach at multiple campuses, it might be better to download the course as a cartridge so that you have easier manipulation of the content in your various Canvas accounts.
- If you have had the link shared with you, log into Canvas before you can access the Canvas Commons.
- If you are already logged into Canvas Commons, there may be filters already loaded by default. If you search for “Multilingual Learning Toolkit” and it does not come up for you in the search, check the filters that may be modifying or restricting your search.
- If you encounter any issues, don’t hesitate to reach out to your Distance Education group on campus.
- Please note that if you choose the function “import an entire course” in Canvas, it will override any content that is already in a course.