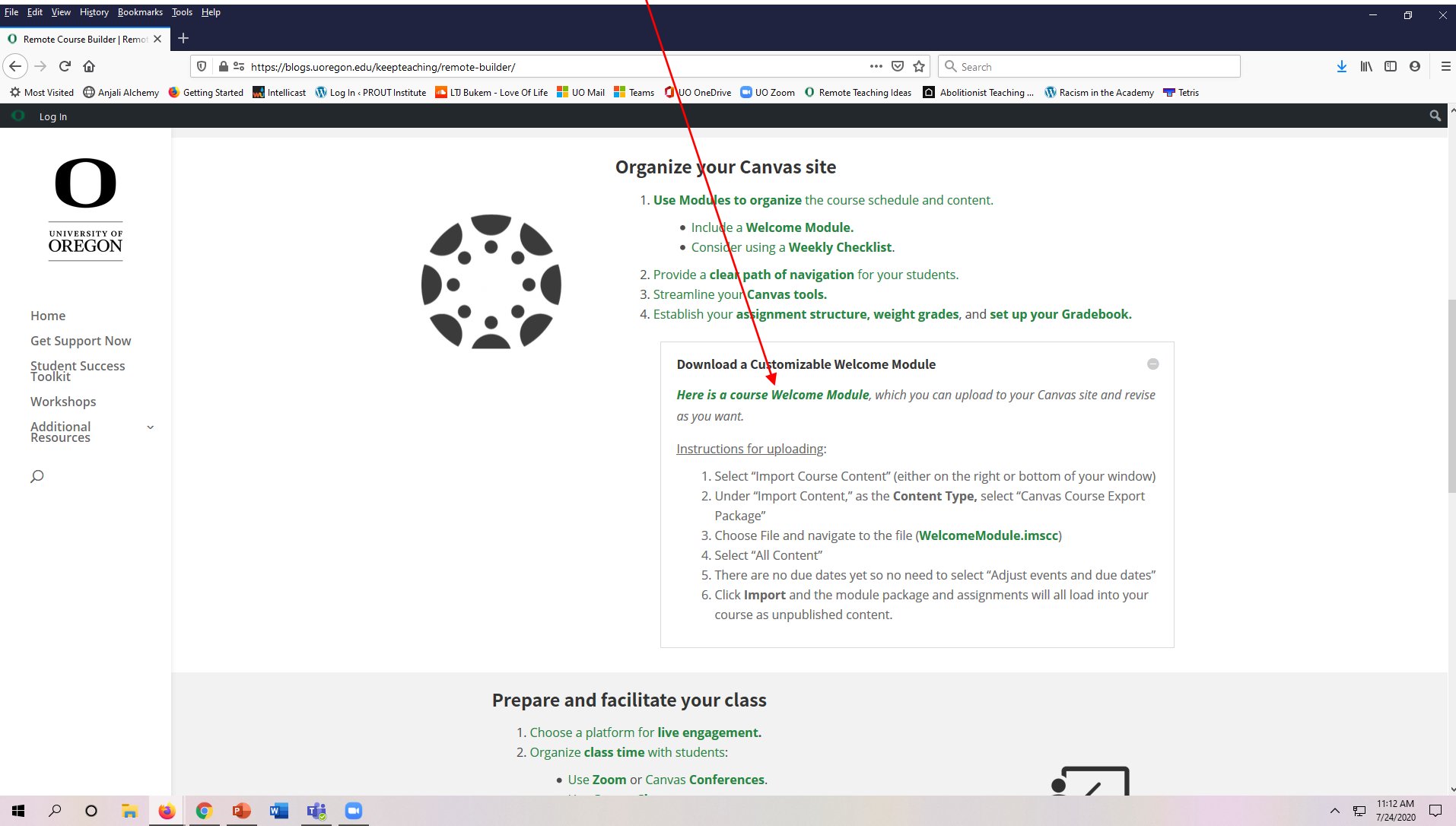


First step is to download the WelcomeModule.imsc file from TEP's Remote Course Builder page. Click on this link and choose "save" file and put it in a location you remember.



The screenshot shows a web browser window with the URL <https://blogs.uoregon.edu/keepeteaching/remot-builder/>. The page is titled "Organize your Canvas site" and features a circular logo with stylized figures. The main content is a list of four steps for organizing a Canvas site:

1. Use **Modules** to organize the course schedule and content.
  - Include a **Welcome Module**.
  - Consider using a **Weekly Checklist**.
2. Provide a **clear path of navigation** for your students.
3. Streamline your **Canvas tools**.
4. Establish your **assignment structure, weight grades, and set up your Gradebook**.

A callout box titled "Download a Customizable Welcome Module" contains the following text:

*Here is a course **Welcome Module**, which you can upload to your Canvas site and revise as you want.*

Instructions for uploading:

1. Select "Import Course Content" (either on the right or bottom of your window)
2. Under "Import Content," as the **Content Type**, select "Canvas Course Export Package"
3. Choose File and navigate to the file (**WelcomeModule.imsc**)
4. Select "All Content"
5. There are no due dates yet so no need to select "Adjust events and due dates"
6. Click **Import** and the module package and assignments will all load into your course as unpublished content.

At the bottom of the page, there is a section titled "Prepare and facilitate your class" with the following steps:

1. Choose a platform for **live engagement**.
2. Organize **class time** with students:
  - Use **Zoom** or Canvas **Conferences**.

Next, open your Canvas course site and look to right for “Import Existing Content” and click it. This button may also appear at bottom of your window.

The screenshot shows a web browser window displaying the Canvas LMS interface for a course titled "ENV5 199 (Fall 2019; 12166) Sp St College Conne ct". The page features a navigation sidebar on the left with options like Home, Syllabus, Assignments, and Modules. The main content area displays a "Welcome to Just Futures" message and a "Course Summary" table. On the right, a "Course Status" sidebar includes buttons for "Unpublish" and "Published", and a prominent "Import Existing Content" button highlighted by a red arrow. Below this are buttons for "Choose Home Page", "View Course Stream", "Course Setup Checklist", "New Announcement", "Student View", and "View Course Analytics". A "To Do" section shows a notification for "Grade Personal Vision Statement" due on Oct 10, 2019. At the bottom, a calendar for July 2020 is visible, and a note states "Course assignments are not weighted."

ENV5 199 (Fall 2019; 12166) Sp St College Conne ct

Welcome to

# Just Futures

We are excited to have the opportunity to engage with you this term! We won't use Canvas much in our course, but you can find the [FIG syllabus here](#), and we'll post assignments, resources, and other helpful materials here so you can find them easily.

### Course Summary:

Date	Details	
Thu Oct 10, 2019	<a href="#">Personal Vision Statement</a>	due by 2pm
Thu Dec 5, 2019	<a href="#">Final Project: Justice Poster</a>	due by 12:01pm

Course Status

Unpublish Published

Import Existing Content

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Student View

View Course Analytics

View Course Notifications

To Do

Grade Personal Vision Statement  
0 points • Oct 10, 2019 at 2pm

July 2020

28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Course assignments are not weighted.

Now, under “Content Type” choose “Canvas Course Export Package”

The screenshot shows a web browser window with the URL [https://canvas.uoregon.edu/courses/139225/content\\_migrations](https://canvas.uoregon.edu/courses/139225/content_migrations). The page title is "Import Content" for course "ENVS 199". On the left is a navigation sidebar with options like Home, Syllabus, Assignments, Modules, Grades, Pages, Announcements, Quizzes, Conferences, Outcomes, People, Files, Discussions, Rubrics, Zoom Meetings, and Settings. The main content area has a "Content Type" dropdown menu open, showing a list of options. The "Canvas Course Export Package" option is highlighted in blue. Below the dropdown, there is a section titled "Current Jobs" with the text "No jobs have been queued." and a note "Content import files cannot be imported at this time." The Windows taskbar at the bottom shows the time as 10:57 AM on 7/24/2020.

File Edit View History Bookmarks Tools Help

Import Content: ENVS 199 (Fall) X

https://canvas.uoregon.edu/courses/139225/content\_migrations 80% Search

Most Visited Anjali Alchemy Getting Started Intellicast Log In : PROUT Institute LTI Bukem - Love Of Life UO Mail Teams UO OneDrive UO Zoom Remote Teaching Ideas Abolitionist Teaching ... Racism in the Academy Tetris

ENVS 199

Fall 2019

Home

Syllabus

Assignments

Modules

Grades

Pages

Announcements

Quizzes

Conferences

Outcomes

People

Files

Discussions

Rubrics

Zoom Meetings

Settings

### Import Content

Content Type

- Select One
- Select One
- Copy a Canvas Course
- Canvas Course Export Package**
- Unzip .zip file into folder
- Angel export .zip format
- Blackboard 6/7/8/9 export .zip file
- Blackboard Vista/CE, WebCT 6+ Course
- Common Cartridge 1.x Package
- D2L export .zip format
- Moodle 1.9/2.x
- QTI .zip file

### Current Jobs

No jobs have been queued.

Content import files cannot be imported at this time.

10:57 AM 7/24/2020

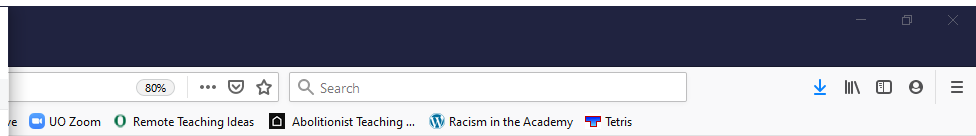
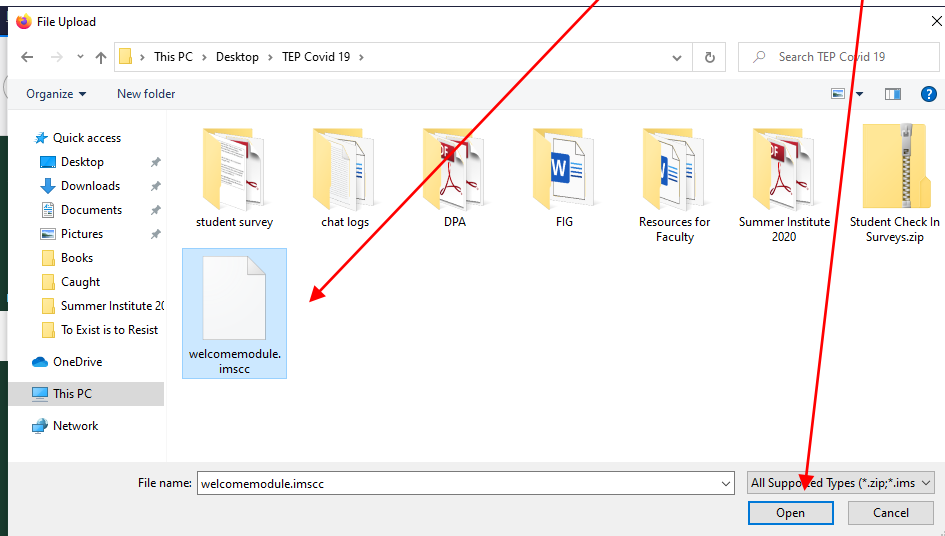
This screen appears. Choose “Browse” to go get the WelcomeModule.imsc file

The screenshot shows a web browser window with the URL [https://canvas.uoregon.edu/courses/139225/content\\_migrations](https://canvas.uoregon.edu/courses/139225/content_migrations). The page title is "Import Content: ENV5 199 (Fall 2019)". The interface includes a left-hand navigation menu with options like Home, Syllabus, Assignments, Modules, Grades, Pages, Announcements, Quizzes, Conferences, Outcomes, People, Files, Discussions, Rubrics, Zoom Meetings, and Settings. The main content area is titled "Import Content" and contains the following fields:

- Content Type:** A dropdown menu currently set to "Canvas Course Export Package".
- Source:** A "Browse..." button followed by the text "No file selected." A red arrow points to this button.
- Content:** Two radio button options: "All content" (selected) and "Select specific content". A "No file selected." button is next to the "All content" option.
- Options:** A checkbox labeled "Adjust events and due dates" which is currently unchecked.

At the bottom of the form are "Cancel" and "Import" buttons. Below the form is a section titled "Current Jobs" with the text: "No jobs have been queued" and "Content import files cannot be downloaded after 500 days." The Windows taskbar at the bottom shows the time as 10:57 AM on 7/24/2020.

After you choose “Browse,” a window should open. Navigate to the location of your file and choose it (“open”).



- People
- Files
- Discussions
- Rubrics
- Zoom Meetings
- Settings

## Current Jobs

No jobs have been queued  
Content import files cannot be downloaded after 500 days.



Now choose “All content” and the blue “Import” button.

The screenshot shows a web browser window displaying the Canvas LMS interface. The browser's address bar shows the URL [https://canvas.uoregon.edu/courses/139225/content\\_migrations](https://canvas.uoregon.edu/courses/139225/content_migrations). The page title is "Import Content: ENVS 199 (Fall 2019)".

The main content area is titled "Import Content" and contains the following form elements:

- Content Type:** A dropdown menu currently set to "Canvas Course Export Package".
- Source:** A text input field containing "wscmemodule.imssc" with a "Browse..." button to its left.
- Content:** Two radio buttons: "All content" (which is selected) and "Select specific content".
- Options:** A checkbox labeled "Adjust events and due dates" which is currently unchecked.
- Buttons:** A grey "Cancel" button and a blue "Import" button.

Two red arrows originate from the text above the screenshot. One arrow points to the "All content" radio button, and the other points to the blue "Import" button.

Below the form, there is a section titled "Current Jobs" with the text: "No jobs have been queued" and "Content import files cannot be downloaded after 500 days."

The left sidebar of the Canvas interface is visible, showing navigation options such as Home, Syllabus, Assignments, Modules, Grades, Pages, Announcements, Quizzes, Conferences, Outcomes, People, Files, Discussions, Rubrics, Zoom Meetings, and Settings.

A screen like this appears while the file is being uploaded. Just be patient for a minute or so until the file is done uploading.

The screenshot shows a web browser window with the address bar displaying `https://canvas.uoregon.edu/courses/139225/content_migrations`. The page title is "Import Content: ENV5 199 (Fall)". The main content area is titled "Import Content" and features a "Content Type" dropdown menu set to "Select One". Below this, the "Current Jobs" section contains a table with the following data:

Job Name	Source	Start Time	Status
Canvas Common Cartridge	welcomemodule.imsc	Jul 24 at 10:59am	Running

Below the table, a message states: "Content import files cannot be downloaded after 500 days." The left sidebar of the Canvas interface lists navigation options: Home, Syllabus, Assignments, Modules, Grades, Pages, Announcements, Quizzes, Conferences, Outcomes, People, Files, Discussions, Rubrics, Zoom Meetings, and Settings. The Windows taskbar at the bottom shows the system time as 10:59 AM on 7/24/2020.

Once the file is uploaded, go to your Modules and then scroll down to find the Welcome Module content all loaded and ready. It will appear like you see here.

The screenshot shows a web browser window displaying a Canvas LMS course page. The browser's address bar shows the URL <https://canvas.uoregon.edu/courses/139225/modules>. The page content is organized into two main sections: "START HERE: Welcome to [Course Title Here]" and "Week 1".

The "START HERE" section contains the following modules, each with a green checkmark indicating it is complete:

- Welcome from Professor [Insert Your Name Here]
- About Our Course
- Course Syllabus
- Course Introduction and Navigation
- How to Participate and Succeed in Our Course
  - Guidelines for Participating in Our Remote Class
  - Tips for Success in Remote Courses
- Getting to Know Each Other
  - Introduce Yourself to Prof. [Your Name] (5 pts)
  - Post your photo or avatar
  - Introduce Yourself to Your Classmates (3 pts)
- What if I Have a Question?
  - Class Questions and Answers
  - Communicating with Prof. [Name] and the GEs
  - UO Student Resources

The "Week 1" section is partially visible at the bottom of the screen, showing a "Week 1 Overview" module.

The left sidebar of the Canvas interface includes navigation options: Account, Dashboard, Courses, Calendar, Inbox, and Help. The Windows taskbar at the bottom shows the time as 11:00 AM on 7/24/2020.