<h1 style="text-align:center">Importing a Course from the Canvas Commons</h1>

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The Canvas Commons is a repository of Canvas course content created by Canvas to facilitate sharing of modules, assignments, and even entire courses.

How to import a course from the Commons

- Log in to Canvas

- On the green Canvas Menu Bar that runs down the left side, click the Commons button (see figure below.)

- On the Commons landing page, enter a search phrase to filter the list of items.

- Click the matching item

    *Note: If you have used that template before, you may be asked if you want to update your courses—generally, you should **dismiss** that prompt.*

- Click the **Import/Download** button (located on the right side of the screen.)

- You will then see a list of your *current courses*

- Select one (or several) of your target courses, then click the *Import/Download* button.

  o Caution! Don't select any online or hybrid courses since they already have their content loaded!

- Next, click *Import into Course (Don't click Download!)*

- Navigate to your Canvas course

  o It will take a few minutes to import – click Refresh ocassionally to monitor progress.

- Once the import is done, go ahead and modify your course.

*If issues arise, call the Canvas 24/7 Hotline at **833-685-4850**; they can walk you through it. If that is unsuccessful, please contact the Center for Online Learning at col@hccc.edu or 201-360-4038.*