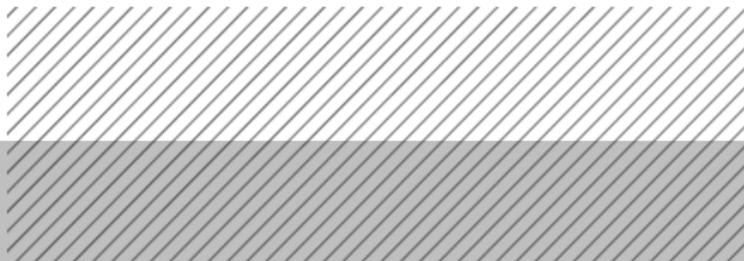




Canvas Communication

6-1-23



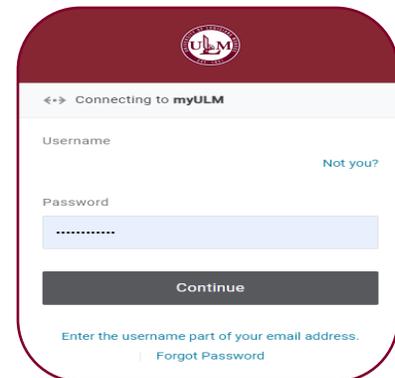


Downloading vs Backup

- **Downloading Course Content:** Instructors can download course content into a readable format. Downloading course content is a great way to save most course material, review your course content, and modify course material. **(You will always have access to these files unless you delete the download yourself)**
- **Course Backup:** a copy of a course that includes most content in a non-readable format. This is recommended if you do not need to modify your course content. **(You will be able to import this file directly into Canvas and will only be able to view it within Canvas)**

How To Download Course Content

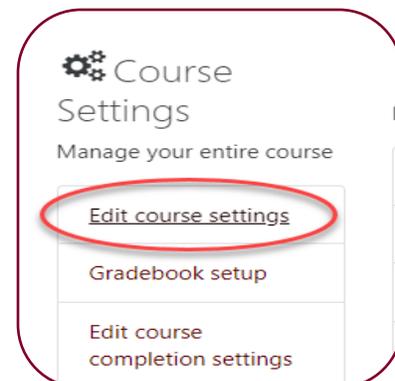
1. Log into Moodle via One-Login and open the course from which you would like to download files.



2. Select the Course Management icon



3. Under Course settings, select Edit Course Settings





Downloadings vs Backup

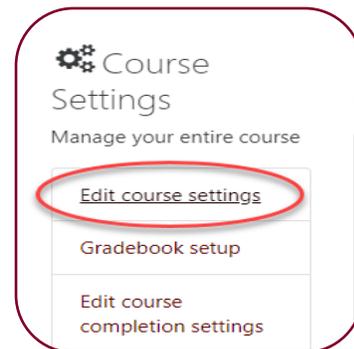
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How To Download Course Content

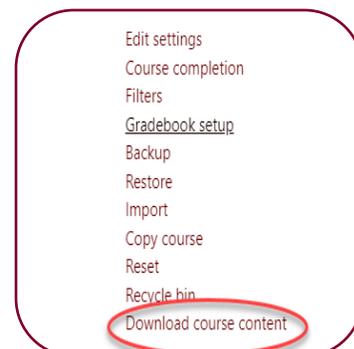
4. Enable Downloads for course content and save.



5. Under Course settings, select Course administration



6. Select Download course content





Downloadings vs Backup

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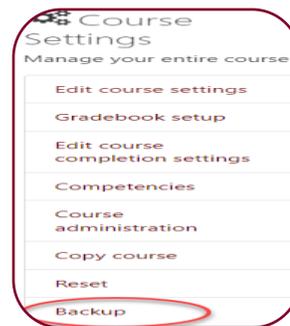
How To Backup Course Content

1. Log into Moodle via One-Login and open the course from which you would like to backup.

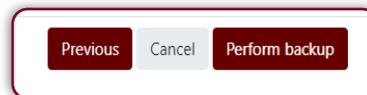


2. Select the Course Management icon

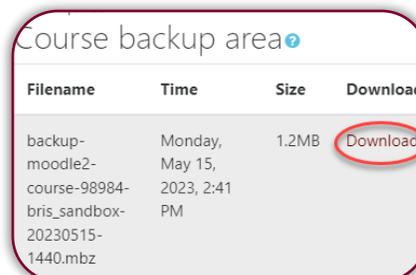
3. Under Course settings, select Backup



4. Review the material that you would like included by selecting next, or jump to final step.



5. Perform Backup and download the appropriate course from the Course backup area.





SUMMER 2023

CANVAS CHECKLIST

1. Browse Canvas Commons

- Take Advantage! Review your courses, and revise if needed.
- Want to cut your browsing time in half? Contact Stephanie Hendry and she will be more than happy to help!
- View Canvas Commons to browse other institutions courses and see how they are organized.

2. Create Your Course Schedule for Your Syllabus

- [23-24 Academic Calendar](#):
(Click [HERE](#) to access the calendar)
- Bring your course schedule with dates to a University Week Canvas workshop so we can help you create your Canvas calendar.

3. Create a Word Document with Your Resources

- Textbook software, files, and other instructional tools.
- Readings
- Journals and articles

4. Create a Word Document with Your Resources

- Take a photo
- Write a brief welcome message
- Bio about yourself
- About the course

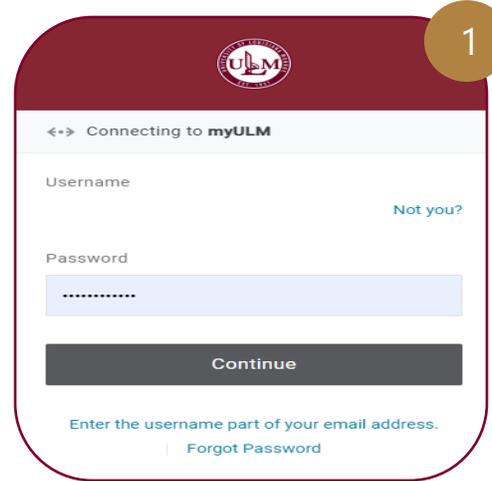
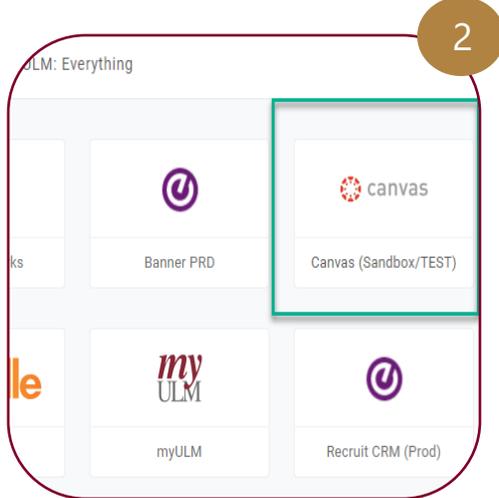


Navigating Canvas Commons

1. Browse Canvas Commons

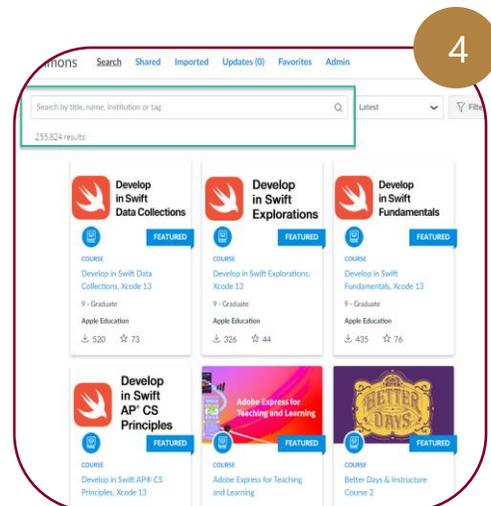
To open Canvas:

- Login at my.ulm.edu
- Select One Login
- Select Canvas Canvas



2. Use the Navigation Panel

- Locate the Navigation Panel on the left-hand side of the screen, and select commons
- Browse by title, name, or institution



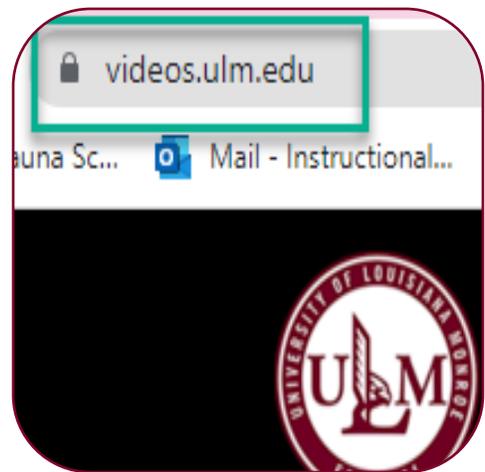
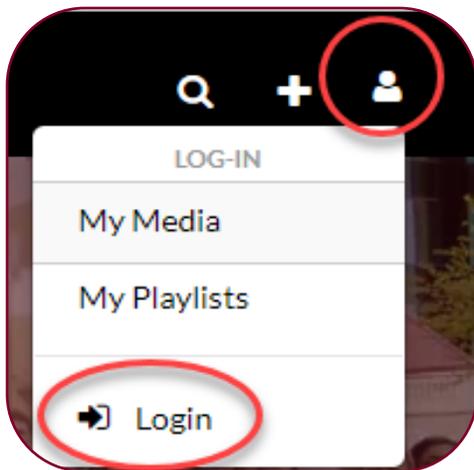


Kaltura Media Center: Did You Know?

Did you know that once we transition to Canvas you will not lose your Kaltura videos? It's true! Check out your Kaltura Media Center by following the steps below.

To open Kaltura Media Center

- Visit videos.ulm.edu
- Select the Log-in icon, and proceed to sign in



Sign-In

- Sign in using your myULM credentials
- Select your profile icon, and select MY Media to view your content

