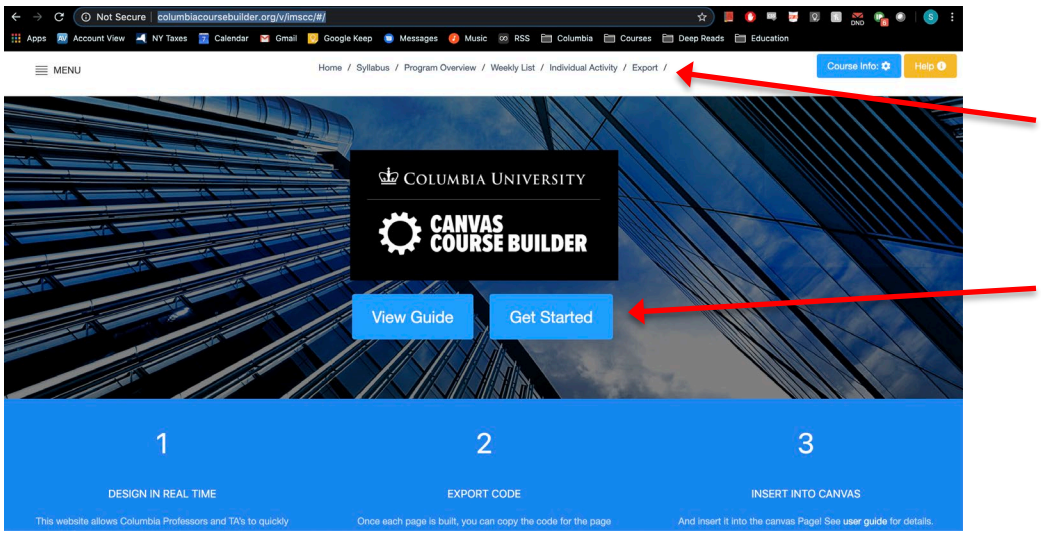
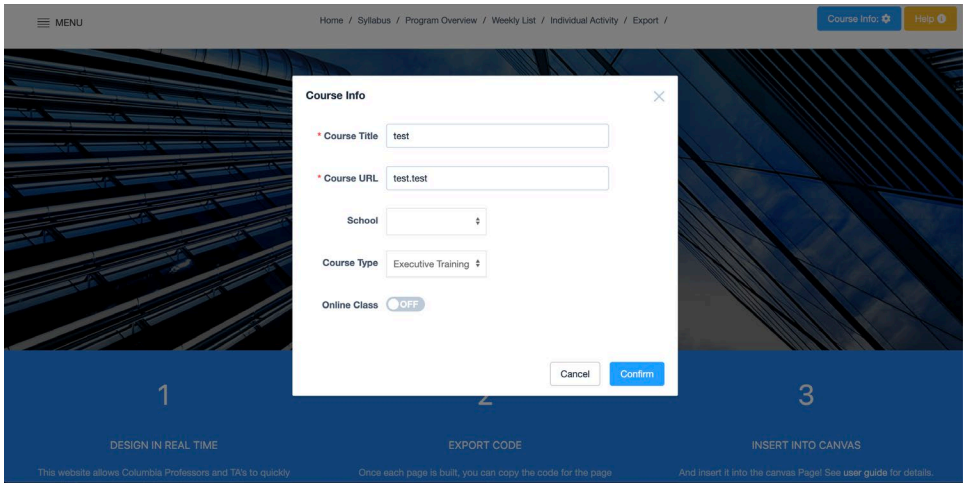
Columbia Coursebuilder 3.0 - Quick Start Guide

Building Course + Migrating Content to Canvas
Draft 5.8.2020

1) Building the Course

- Go to the Course Builder home page, select GET STARTED, and enter the information requested (where Course URL is requested, (be sure to copy the URL from the course's newest Canvas page, rather than using one from a previous term)





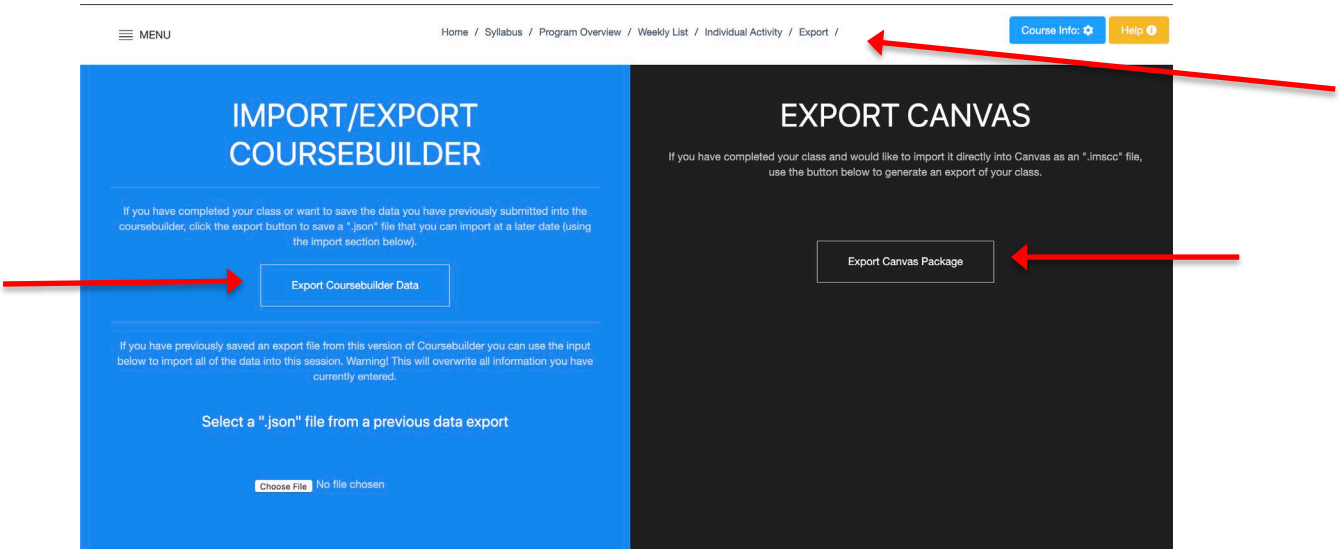
- Whenever a working file copy is needed, select EXPORT from top banner and then select EXPORT COURSEBUILDER DATA. This will export a file that can be uploaded into CourseBuilder for updates and revisions before the course

content is finalized. Do this whenever a break is taken during the course building process in order to save your progress so you can come back to it later. Save this file to your local computer hard drive and your Columbia google drive.

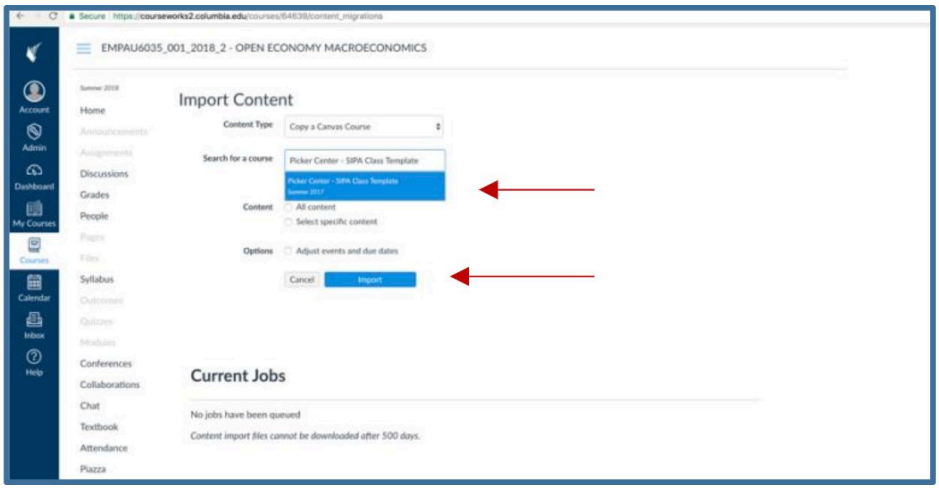
- NOTE: This will produce a .JSON file that is *only compatible with CourseBuilder* – another file type (.ISMCC) is required for Canvas uploads.

2) Uploading to Canvas

- Once course building is complete (and *has been thoroughly double-checked*), select EXPORT from top banner the EXPORT CANVAS PACKAGE– this will export an .ISMCC file that can be imported into Canvas.
- In addition, use the EXPORT COURSEBUILDER DATA one last time to create a .JSON file for any future updates/revisions. Save this also to your local drive.



- Go to Canvas → Settings → Import Course Content.
- On this page, click the CONTENT TYPE menu and select CANVAS COURSE EXPORT PACKAGE. Below that, select ALL CONTENT.
- Import .IMSCC file (Do <u>not</u> simply copy the previous HTML code from the old version of the course).



3) Updating Via Canvas

Once course is imported to canvas, text on pages can be modified in the Canvas as follows using Canvas "Edit" function, being careful to modify only text, not graphic elements.

- Modify weekly activity pages:
  - Add text.
  - Upload files (i.e. readings, case studies, etc.)
- If further edits are required once the course has been uploaded,, make them in Canvas rather than CourseBuilder whenever possible.