

# Columbia Coursebuilder 3.0 - Quick Start Guide

Building Course + Migrating Content to Canvas  
Draft 5.8.2020

## 1) Building the Course

- From the Course Builder home page, select GET STARTED (see: IMAGE #1), and enter the information requested.
  - Make sure to copy the Course URL from the course's newest Canvas page, rather than using one from a previous term

IMAGE #1

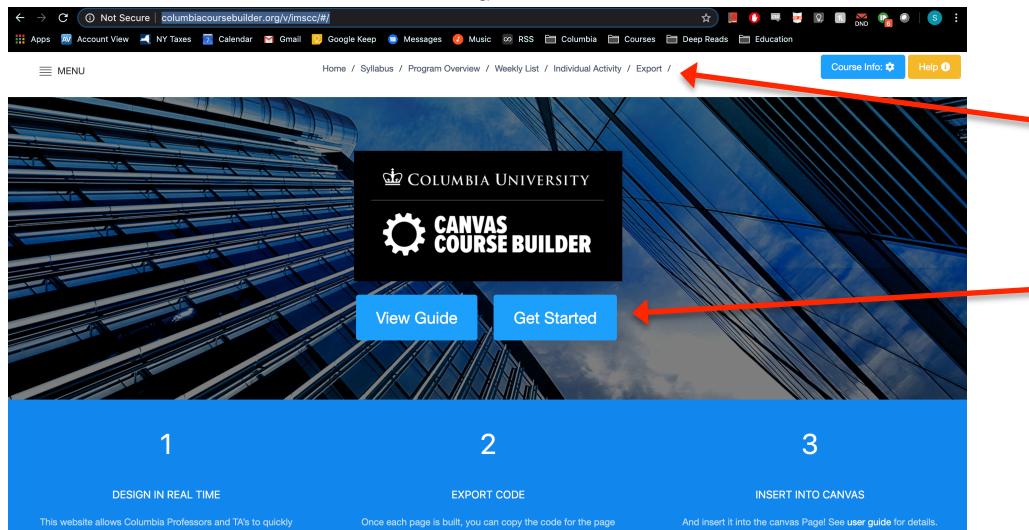
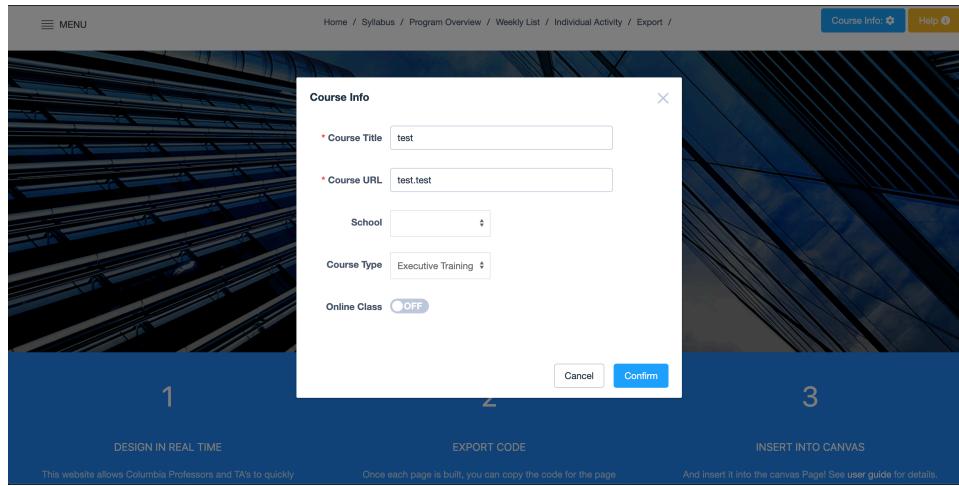


IMAGE #2



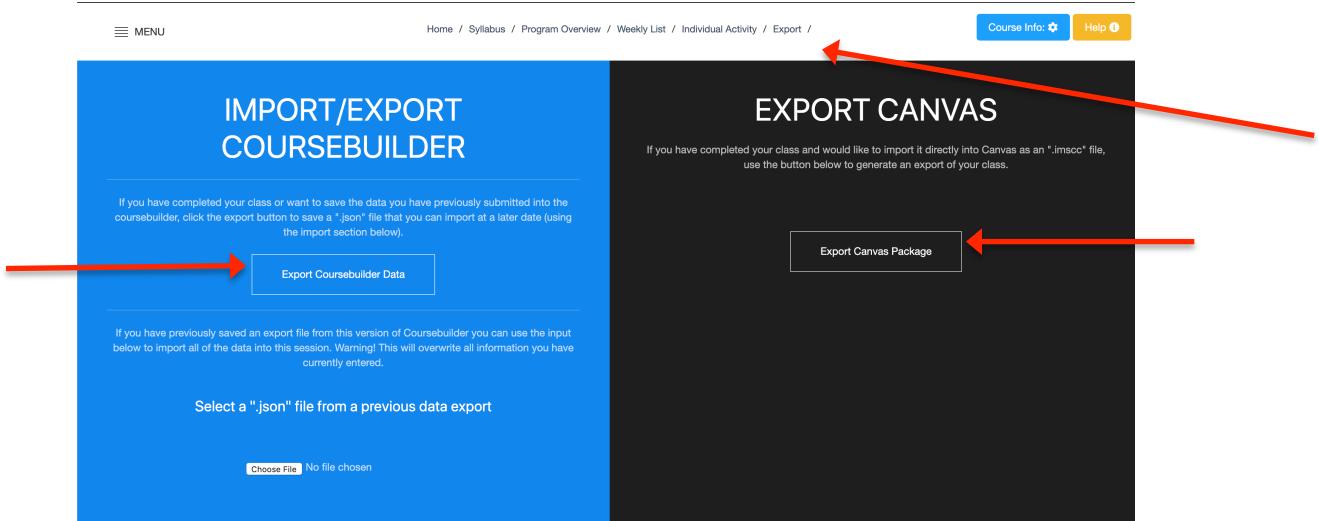
- Fill in the home page, syllabus, weekly activities, and individual activities according to the lesson plan.
  - For more information, please refer to the Course Build Tips, or select the HELP button on the Course Builder site.
- To save progress prior to completion, select EXPORT from top banner (see: IMAGE #1), then select EXPORT COURSEBUILDER DATA (see: IMAGE #3). This will export a .JSON file that can be uploaded into CourseBuilder for updates and revisions before the course content is finalized.

*\*NOTE: JSON files are only compatible with CourseBuilder – another file type (.ISMCC) is required for Canvas uploads.*

## 2) Exporting and Uploading to Canvas

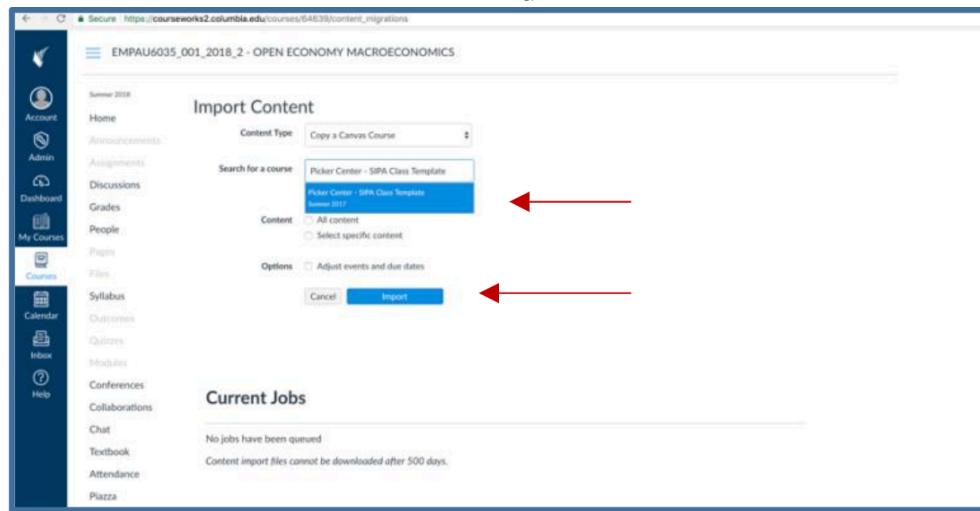
- Once course building is complete and has been thoroughly double-checked, select EXPORT from top banner (see: IMAGE #2) and select the EXPORT CANVAS PACKAGE (see: IMAGE #3) – this will export an .ISMCC file that can be uploaded to Canvas as well as a .JSON file that should be saved for future updates or future school terms.

IMAGE #3



- Go to Canvas → Settings → Import Course Content.
- Select the CONTENT TYPE menu and select CANVAS COURSE EXPORT PACKAGE. Below that, select ALL CONTENT (see: IMAGE #4).
- Import .IMSCC file (Do not simply copy the previous HTML code from the old version of the course).

*IMAGE #4*



### **3) Additional Updates Via Canvas**

*Once the course upload is complete, additional edits should be made directly in Canvas (rather than Course Builder). In Canvas you can:*

- You can modify weekly activity pages to...
  - Add or change text.
  - Upload files (i.e. readings, case studies, etc.)