

Picker Center Digital Education Group

Canvas / CourseBuilder

Quick Start User Guide

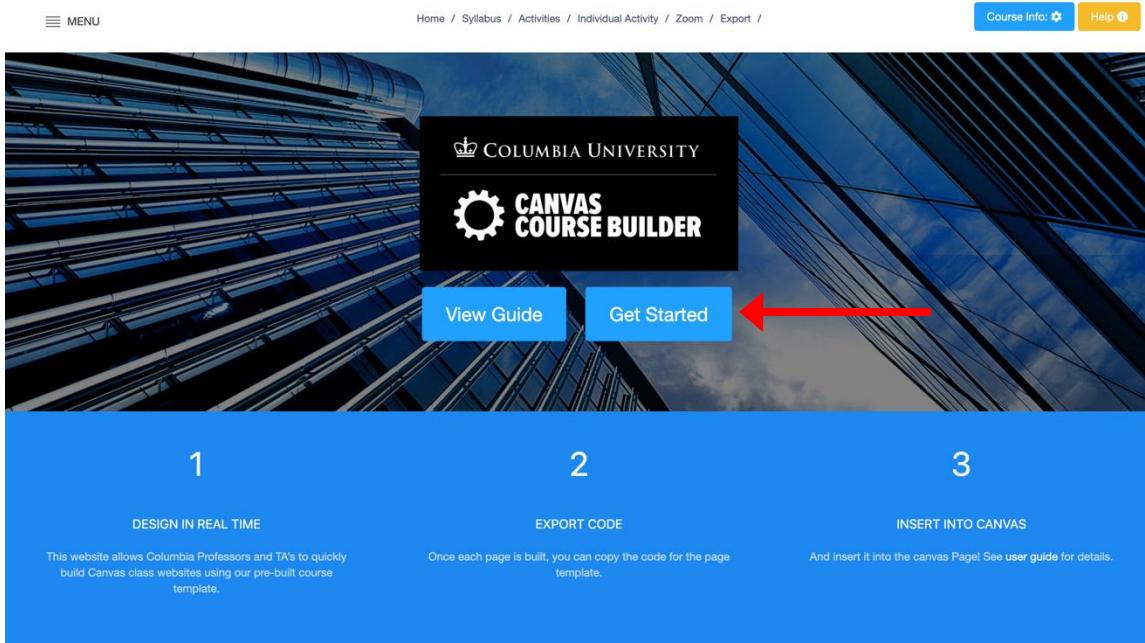
Updated: August 2nd, 2021

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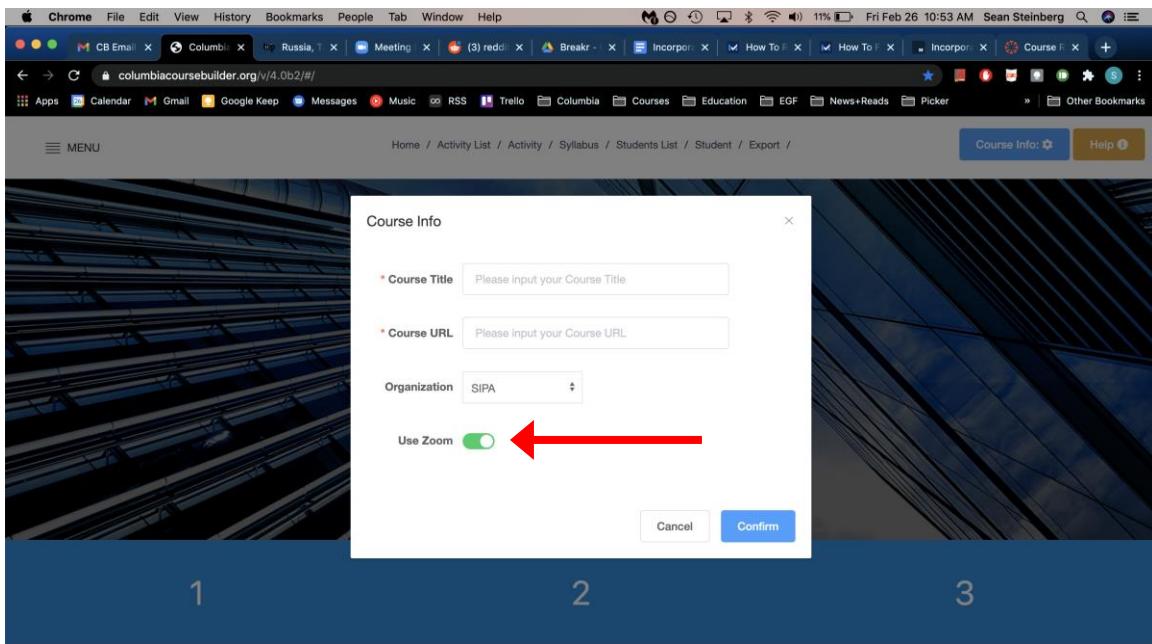
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Getting Started

1. Go to the CourseBuilder home page
2. Click “Get Started”



3. Enter your course's title and URL. Be sure the URL entered matches the one provided for your course's home page on Canvas.
4. Select your organization.
5. If you plan to host your course over Zoom (whether entirely or partially), make sure the “Use Zoom” switch is toggled on.



6. Click “Confirm.” This will bring you to the “Course Info” page.

Basic Course Info

1. Confirm the information you entered is displayed correctly. You can edit your course title, course code, and course URL in the fields located above the banner or by double-clicking the text as it is displayed on the page.

The screenshot shows the 'Basic Course Info' page. At the top, there's a navigation bar with 'MENU', 'Home / Activity List / Activity / Syllabus / Students List / Student / Export /', 'Course Info: *' (highlighted with a blue box), and 'Help'. Below the navigation is a 'COURSE INFO' section with tabs for 'INSTRUCTORS', 'MEETING TIMES', and 'BANNER'. A yellow warning box says 'Course Info Incomplete' with the message 'The course title or course URL are currently empty or not valid. Please complete these sections to continue.' Two red arrows point to the 'Course Title' field ('Please input your Course Title') and the 'Course URL' field ('Please input your Course URL'). Below this is a 'CANVAS PREVIEW AREA' with a grey 'i' icon and the text 'Build your final canvas page layout below'. It includes 'Enter Advanced Editor' and 'Copy the Code' buttons. A green circular icon with a white 'e' is positioned above the preview area. The preview itself shows the Columbia SIPA logo, the text 'COLUMBIA | SIPA School of International and Public Affairs U6411 // SPRING 2020', and a blue background with network graphics. At the bottom, there's a 'WELCOME TO:' section with a speech bubble icon and a welcome message: 'Here you'll find course materials and a range of tools to help you get the most out of the class. Please begin by reading the course syllabus, where you'll find information about the structure of the class, and an outline of what will be expected of you over the course of the semester.'

Editing Instructor / TA Information

1. Click the “Instructors” tab.

The screenshot shows the Canvas course editing interface. At the top, there is a navigation bar with links: Home, Activity List, Activity, Syllabus, Students List, Student, Export, Course Info, and Help. Below the navigation bar, there are tabs: COURSE INFO, INSTRUCTORS (which is highlighted with a red arrow), MEETING TIMES, and BANNER. Under the INSTRUCTORS tab, there are two sections: one for the professor (Professor Name: professor@sipa.columbia.edu, Office Hours: Monday 3:00-6:00 pm (IAB Room 1234)) and one for a teaching assistant (TA Name: TA@sipa.columbia.edu, Office Hours: Tuesday 1:00-3:00 pm (IAB Room 1234)). Below these sections is a 'CANVAS PREVIEW AREA' with a 'Build your final canvas page layout below' button, an 'Enter Advanced Editor' button, and a 'Copy the Code' button. The preview area displays the course header with the Columbia SIPA logo, the course name U6411 // SPRING 2020, and a world map graphic. At the bottom of the preview area is a 'WELCOME TO:' message with a brief description of what students will find in the course materials.

2. Using the fields at the top of the page, enter the name(s) of your instructor(s) and teaching assistant(s), as well as their address(es) and hours of availability for student meetings. This will edit the instructor information at the bottom of the page. (NOTE: this information cannot be edited using the double-click feature on the page).

This screenshot is identical to the one above, showing the Canvas course editing interface. It highlights the 'INSTRUCTORS' tab and the fields for entering professor and teaching assistant information. Two red arrows point to the 'Professor Name' field (containing 'professor@sipa.columbia.edu') and the 'TA Name' field (containing 'TA@sipa.columbia.edu'). The rest of the interface, including the preview area and welcome message, remains the same.



will be expected of you over the course of the semester.

[Course Syllabus](#) [Activities](#) [Zoom](#)

Instructor:

Professor Name (professor@sipa.columbia.edu)
Office Hours: Monday 3:00-6:00 pm (IAB Room 1234)

Instructor:

TA Name (TA@sipa.columbia.edu)
Office Hours: Tuesday 1:00-3:00 pm (IAB Room 1234)



MEETING DATES / TIMES: Tuesday 9:00-10:50 am (IAB Room 411)

SPECIAL DISCUSSION FORUMS: Thursday 9:00-10:50 am (IAB Room 411)

Editing Meeting Times

- Once you complete this section, click the “Meeting Times” tab.

COURSE INFO DESCRIPTION PROFESSOR TA MEETING TIMES **BANNER** BUTTONS

TA Name ta@sipa.columbia.edu Office Hours: Monday 3:00-6:00 pm (IAB Room 1234)

 COLUMBIA|SIPA
School of International and Public Affairs
SAMPLE COURSE
U6411 // SPRING 2020





WELCOME TO SAMPLE COURSE

Here you'll find course materials and a range of tools to help you get the most out of the class. Please begin by reading the course syllabus, where you'll find information about the structure of the class, and an outline of what will be expected of you over the course of the semester.

Course Syllabus Activities Zoom

Instructor:
Professor Professor Name (professor@sipa.columbia.edu)
Office Hours: Monday 3:00-6:00 pm (IAB Room 1234)

TA:
TA Name (ta@sipa.columbia.edu)
Office Hours: Monday 3:00-6:00 pm (IAB Room 1234)

MEETING DATES / TIMES: Tuesday 9:00-10:50 am (IAB Room 411)
SPECIAL DISCUSSION FORUMS: Thursday 9:00-10:50 am (IAB Room 411)

- In the left field, enter the day(s) of the week and times that your course will meet for regular class sessions.

COURSE INFO DESCRIPTION PROFESSOR TA MEETING TIMES VIDEO / PHOTO BANNER BUTTONS

Tuesday 9:00-10:50 am (IAB Room 411) **Thursday 9:00-10:50 am (IAB Room 411)**

 COLUMBIA|SIPA
School of International and Public Affairs
SAMPLE COURSE
U6411 // SPRING 2020





WELCOME TO SAMPLE COURSE

Here you'll find course materials and a range of tools to help you get the most out of the class. Please begin by reading the course syllabus, where you'll find information about the structure of the class, and an outline of what will be expected of you over the course of the semester.

Course Syllabus Activities Zoom

Instructor:
Professor Professor Name (professor@sipa.columbia.edu)
Office Hours: Monday 3:00-6:00 pm (IAB Room 1234)

TA:
TA Name (ta@sipa.columbia.edu)
Office Hours: Monday 3:00-6:00 pm (IAB Room 1234)

MEETING DATES / TIMES: Tuesday 9:00-10:50 am (IAB Room 411)
SPECIAL DISCUSSION FORUMS: Thursday 9:00-10:50 am (IAB Room 411)

3. In the right field, enter the day(s) of the week and times that your course will meet for discussion forums (if you plan on holding any).

COURSE INFO DESCRIPTION PROFESSOR TA MEETING TIMES VIDEO / PHOTO BANNER BUTTONS

Tuesday 9:00-10:50 am (IAB Room 411) Thursday 9:00-10:50 am (IAB Room 411) 

 COLUMBIA | SIPA
School of International and Public Affairs
SAMPLE COURSE
U6411 // SPRING 2020





WELCOME TO SAMPLE COURSE

Here you'll find course materials and a range of tools to help you get the most out of the class. Please begin by reading the course syllabus, where you'll find information about the structure of the class, and an outline of what will be expected of you over the course of the semester.

Course Syllabus Activities Zoom

Instructor:
Professor Professor Name (professor@sipa.columbia.edu)
Office Hours: Monday 3:00-6:00 pm (IAB Room 1234)

TA:
TA Name (ta@sipa.columbia.edu)
Office Hours: Monday 3:00-6:00 pm (IAB Room 1234)

MEETING DATES / TIMES: Tuesday 9:00-10:50 am (IAB Room 411)
SPECIAL DISCUSSION FORUMS: Thursday 9:00-10:50 am (IAB Room 411)

Selecting a Banner

1. Click the “Banner” tab.

The screenshot shows a course management interface. At the top, there's a navigation bar with links like Home, Syllabus, Activities, Individual Activity, Zoom, Export, Course Info, and Help. Below the navigation bar, there are tabs for Course Info, Description, Professor, TA, Meeting Times, Video / Photo, and BANNER. A red arrow points to the BANNER tab. Underneath the tabs, there's a section titled "SAMPLE COURSE" with "U6411 // SPRING 2020". It includes a thumbnail video player showing people working in a field, a world map graphic, and a "WELCOME TO SAMPLE COURSE" text block. Below this, there are sections for Instructor (Professor Professor Name, Office Hours), TA (TA Name, Office Hours), and Meeting Dates/Times (Tuesday 9:00-10:50 am, IAB Room 411). A "TOGGLE TO INPUT IMAGE" button and a URL input field ("https://vimeo.com/199382848/ddbfcd31") are also present.

2. Select your organization from the drop-down menu.

This screenshot shows the same course management interface as above, but with a different focus. A red arrow points to a dropdown menu under the "BANNER" tab. The menu is titled "Choose Banner" and lists several options: Columbia, SIPA, Social Work, and Mailman. The "SIPA" option is highlighted with a blue background and has a checkmark next to it. Below the menu, there's a checkbox labeled "Use Wide Banner" with a red arrow pointing to it. The rest of the page content is similar to the first screenshot, including the course details and welcome message.

3. When this is complete, move on to the “Syllabus” section.

Adding a Course Description

1. Double-clicking the description field to edit your welcome message. You can use this space to welcome students to the course, introduce your instructors, instruct students to read the syllabus, or share any other information they may need to get started.
 - a) This text that will appear on your course's home page on Canvas.
 - b) If you do not make any changes, CourseBuilder's generic text will be featured instead.

The screenshot shows the CourseBuilder interface. At the top, there is a 'CANVAS PREVIEW AREA' button with an 'i' icon, a 'Build your final canvas page layout below' placeholder, a 'Enter Advanced Editor' button, and a 'Copy the Code' button. Below this is a preview of a course page. The page header includes the Columbia SIPA logo, 'COLUMBIA | SIPA School of International and Public Affairs', and 'U6411 // SPRING 2020'. To the right is a world map graphic. The main content area has a blue background with a white 'WELCOME TO:' box. Inside the box, there is a red arrow pointing from the 'OGH Open Gov Hub' logo towards the welcome text. The welcome text reads: 'Here you'll find course materials and a range of tools to help you get the most out of the class. Please begin by reading the course syllabus, where you'll find information about the structure of the class, and an outline of what will be expected of you over the course of the semester.' Below the welcome text are three buttons: 'Course Syllabus', 'Activities', and 'Zoom'. At the bottom of the page, there are two sections for 'Instructor' information, each with a 'Professor Name' link and 'Office Hours' details.

COLUMBIA | SIPA
School of International and Public Affairs
U6411 // SPRING 2020

WELCOME TO:

OGH
Open Gov Hub

Instructor:
Professor Name ([professor@sipa.columbia.edu](#))
Office Hours: Monday 3:00-6:00 pm (IAB Room 1234)

Instructor:
TA Name ([TA@sipa.columbia.edu](#))
Office Hours: Tuesday 1:00-3:00 pm (IAB Room 1234)

Adding a Main Photo/Video

1. Double-click the placeholder photo on the home page

The screenshot shows a course management interface with tabs for COURSE INFO, INSTRUCTORS, MEETING TIMES, and BANNER. Below these tabs are input fields for Course Title (U6411 // SPRING 2020) and Course URL. A 'CANVAS PREVIEW AREA' window is open, displaying the course homepage. The homepage features the Columbia SIPA logo and a world map graphic. Below this is a large image of a university building with people walking in front of it. To the right of the image is a 'WELCOME TO:' section with course materials and links for Course Syllabus, Activities, and Zoom. A red arrow points to the 'Course Syllabus' link.

2. Select the source of the photo you wish to display on the home page (you may either upload a file from your local drive, or enter a link to an image hosted online).

The screenshot shows a 'Slot Data - Image' dialog box overlaid on a course homepage. The dialog box has a 'Source:' section with 'From Computer' and 'From URL' buttons, and a 'Upload New Image:' section with a 'Choose File' button and width/height inputs set to 480 and 270 respectively. Below these are 'Modify Alt Text' and 'Preview Image' fields. On the right side of the dialog box, there is a preview of the image and a 'Copy the Code' button. At the bottom right of the dialog box is a 'Confirm' button. The background of the dialog box shows the course homepage with sections for Instructor and Teaching Assistant.

3. Once you've selected the file / pasted the URL, click "Upload" and then click "Confirm".

Syllabus

1. Click on the “Syllabus” section.

A screenshot of a web-based syllabus editor. At the top, there's a navigation bar with links like 'Home', 'Syllabus', 'Activities', 'Individual Activity', 'Zoom', 'Export', 'Course Info', and 'Help'. Below the navigation is a horizontal menu bar with tabs: 'COURSE INFO', 'DESCRIPTION', 'PROFESSOR', 'TA', 'MEETING TIMES', 'VIDEO / PHOTO', 'BANNER' (which is currently selected), and 'BUTTONS'. A dropdown menu titled 'Choose Banner' is open over the 'BANNER' tab, showing options: 'Columbia' (selected), 'SIPA' (with a checkmark), 'Social Work', and 'Mailman'. Below the menu is a preview area showing a blue banner with the Columbia SIPA logo and text: 'COLUMBIA | SIPA School of International and Public Affairs SAMPLE COURSE U6411 // SPRNG 2020'. The preview area also features a world map graphic.

2. Add or remove as many Instructors / TAs as necessary.

A screenshot of the syllabus editor showing the addition of an instructor. On the left, there's a form with buttons for 'Add Professor' (highlighted with a red arrow), 'Add TA', and 'Clear'. Below these buttons is a 'Edit Info' section with a dropdown menu set to 'Select' (highlighted with a red arrow) and a 'Save' button. The 'Edit Info' section contains fields for 'Fake Name' (with a 'Remove' button) and 'ProfessorName@sipa.columbia.edu'. It also includes a 'Office Hours' field (set to 'Monday 3:00-6:00 pm (IAB Room 1234)') and a file upload field ('Click to Upload Image from Url'). Further down are 'Choose File' and 'SUBMIT IMAGE' buttons. To the right, there's a preview of the syllabus page showing two slots for instructors, each featuring a placeholder crown icon. The first slot is labeled 'Instructor:' and lists 'Fake Name (ProfessorName@sipa.columbia.edu)' and 'Office Hours: Office Hours: Monday 3:00-6:00 pm (IAB Room 1234)'. The second slot is labeled 'Teaching Assistant:' and lists 'Tabitha "TA" Targaryen (ttat@sipa.columbia.edu)' and 'Office Hours: Office Hours: Monday 3:00-6:00 pm (IAB Room 1234)'. At the bottom of the preview, there are sections for 'Meeting Dates/Times' and 'Special Discussion Forums'.

3. Submit an image file to provide each instructor/TA with a headshot.

The screenshot shows the 'SAMPLE COURSE' page. On the left, there's a sidebar for managing professors and teaching assistants. The main area displays two sections: 'Instructor' and 'Teaching Assistant'. Both sections show placeholder data (Fake Name, Office Hours, etc.) and a large blue background area with a white crown icon. A red arrow points to the 'Choose File' button in the 'Instructor' section, which has a tooltip 'No file chosen'.

4. Click "Submit Image".
5. Scroll down the page, ensure you have Week 1 selected, and select the start date for your course.

The screenshot shows the 'Edit Schedule Items' form. It includes fields for 'Edit Week' (set to 1), 'Week 1' (selected from a dropdown), 'Title' (containing 'Lecture 1'), and 'Date' (set to '2020-06-23'). A red arrow points to the date input field.

6. Edit the title of your first lecture (consider something relevant to the session's main topic).

Edit Schedule Items

Edit Week: 1 - +

Week 1

Title

Constitutional Democracy

Date 2020-06-23

7. Using the + button or the drop-down menu, move on to the next week, repeating the process until all lectures have been titled.

Edit Schedule Items

Edit Week: 1 - + 

Week 1 

Title

Constitutional Democracy

Date 2020-06-23

Activity List

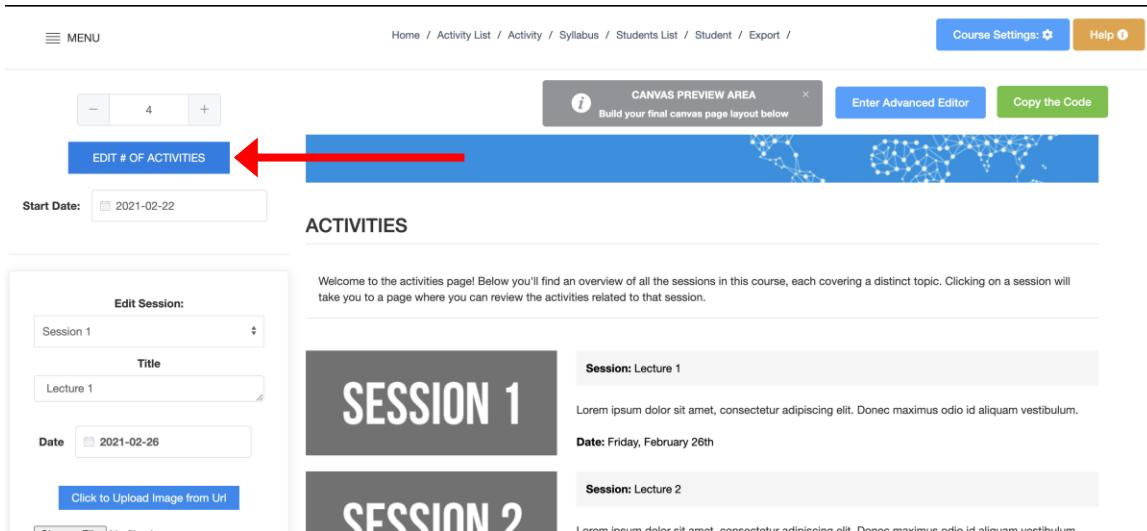
1. Click on the Activity List section

A screenshot of the Canvas Activity List page. At the top, there is a navigation bar with 'MENU' and a red arrow pointing to the 'Activity List' link. To the right are 'Course Settings' and 'Help' buttons. Below the navigation is a toolbar with a minus sign, the number '4', and a plus sign. A blue button labeled 'EDIT # OF ACTIVITIES' is highlighted. A date field shows 'Start Date: 2021-02-22'. On the left, there is a sidebar for 'Edit Session' with fields for 'Session 1', 'Title' (Lecture 1), and 'Date' (2021-02-26). A blue button 'Click to Upload Image from Url' is visible. The main area is titled 'ACTIVITIES' and contains two session cards. The first card for 'SESSION 1' has 'Session: Lecture 1' and 'Date: Friday, February 26th'. The second card for 'SESSION 2' has 'Session: Lecture 2' and 'Date: Friday, February 26th'. Both cards have placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum.' and 'Iorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum.'

2. To select the desired number of sessions for your course (i.e. how many times the class will meet), click the “+/-” button at the top of the page

A screenshot of the Canvas Activity List page, similar to the previous one but with a different focus. A red arrow points to the 'EDIT # OF ACTIVITIES' button in the toolbar. The rest of the interface is identical to the first screenshot, showing the 'ACTIVITIES' section with 'SESSION 1' and 'SESSION 2' cards.

3. Click the “Edit # of Activities” button to confirm once you have arrived at the appropriate number. The number of activities appearing on the page should match this number.

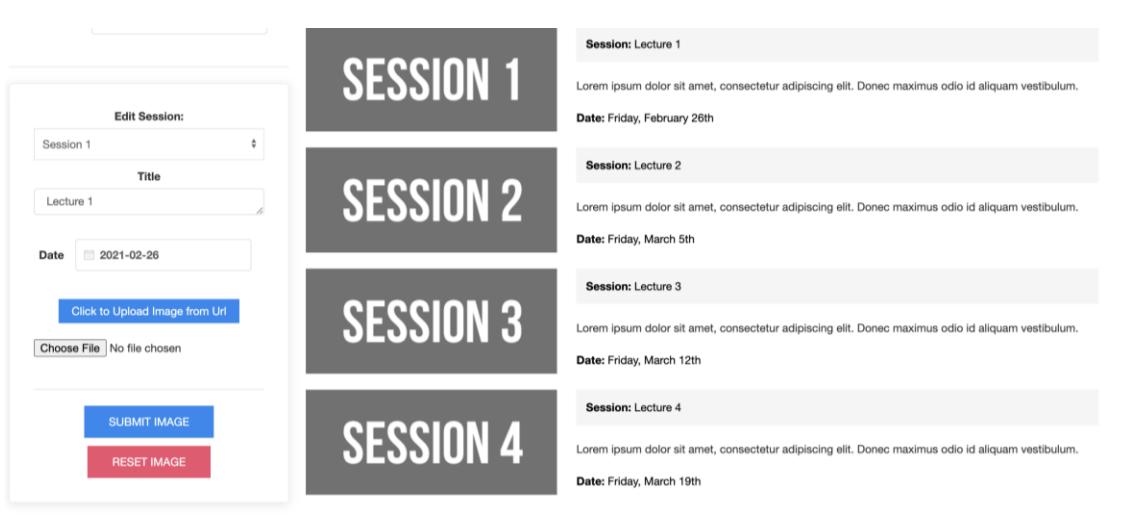


The screenshot shows the Canvas Activities page. At the top, there is a navigation bar with links: Home / Activity List / Activity / Syllabus / Students List / Student / Export / Course Settings: ⚙️ / Help ⓘ.

In the center, there is a "CANVAS PREVIEW AREA" with the text "Build your final canvas page layout below". Below this is a blue header bar with the text "ACTIVITIES".

To the left, there is a sidebar titled "Edit Session:" for "Session 1". It includes fields for "Title" (Lecture 1) and "Date" (2021-02-26), and a "Click to Upload Image from Url" button.

On the right, there are four session cards labeled "SESSION 1", "SESSION 2", "SESSION 3", and "SESSION 4". Each card has a "Session:" label followed by a description (e.g., "Session: Lecture 1" with placeholder text "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum." and a "Date" field). A red arrow points to the "EDIT # OF ACTIVITIES" button in the sidebar.



The screenshot shows the same interface as above, but the sidebar is expanded to show the session details for "Session 1". It includes the "Edit Session:" dropdown set to "Session 1", the "Title" field containing "Lecture 1", the "Date" field showing "2021-02-26", and the "Click to Upload Image from Url" button. Below these fields are "SUBMIT IMAGE" and "RESET IMAGE" buttons.

4. To edit the text information of a particular session, click on the text field you wish to edit, then type the information into the text-entry tool.

Start Date: 2021-02-22

Edit Session:

- Session 1
- Title: Lecture 1
- Date: 2021-02-26
- Click to Upload Image from Url**
- Choose File**: No file chosen
- SUBMIT IMAGE**
- RESET IMAGE**

SESSION 1

Session: Lecture 1
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum.

Date: Friday, February 26th

SESSION 2

Session: Lecture 2
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum.

Date: Friday, March 5th

SESSION 3

Session: Lecture 3
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum.

Date: Friday, March 12th

SESSION 4

Session: Lecture 4
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum.

Date: Friday, March 19th

Start Date: 2021-02-22

EDIT # OF ACTIVITIES

Edit Session:

- Session 1
- Title: Lecture 1
- Date: 2021-02-26
- Click to Upload Image from Url**
- Choose File**: No file chosen

SESSION 1

Session: Lecture 1

SAMPLE TEXT

Save changes

Date: Friday, February 26th

SESSION 2

Session: Lecture 2
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum.

Save changes

Date: Friday, March 5th

SESSION 3

Session: Lecture 3
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum.

- To edit the date of a particular session, first make sure you have the correct session selected from the drop-down menu in the side bar.

SESSION 1

SESSION 2

SESSION 3

SESSION 4

6. With the correct session selected, choose the date from the calendar.

SESSION 1

SESSION 2

SESSION 3

SESSION 4

7. [OPTIONAL] To edit the image accompanying a session:

- Double-click the image to upload a file/URL OR
- Upload an image using the sidebar

Start Date: 2021-02-22

SESSION 1

Session: Lecture 1
rem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum.

Date: Friday, February 26th

SESSION 2

Session: Lecture 2
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum.

Date: Friday, March 5th

SESSION 3

Session: Lecture 3
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum.

Date: Friday, March 12th

SESSION 4

Session: Lecture 4
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum.

Date: Friday, March 19th

<https://columbiacoursebuilder.org/pages/session-1>

8. Select the source of the photo you wish to display next to your session (you may either upload a file from your local drive, or enter a link to an image hosted online).

Home / Syllabus / Activity List / Activity / Export /

Course Settings: ⚙️ Help ⓘ

Slot Data - Image

Source: From Computer From URL

Upload New Image: Choose File No file chosen

Width: 360 Height: 150

Upload

Current Image: SESSION 1

Modify Alt Text: Lecture 1

Confirm

SESSION 2

Lecture 1

Distinct topic. Clicking on a session will

nec maximus odio id aliquam vestibulum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum.

Date: Monday, August 2nd

9. Once you've selected your image file, click "Upload" and then "Confirm".
10. To edit the content within an individual session page, you can either:
 - a. Hover your mouse over the particular session you'd like to edit, then click the green "Edit Activity" button
 - b. Select the "Activity" tab from the top of the page.

The screenshot shows the Canvas Activities page. At the top, there is a navigation bar with links: Home / Activity / Activity / Syllabus / Students List / Student / Export / Course Settings: ⚙️ and Help ⓘ. A red arrow points to the 'Activity' link in the navigation bar.

Below the navigation bar, there is a toolbar with buttons for 'Edit # of Activities' (blue), 'Start Date' (dropdown set to 2021-02-22), and a 'Canvas Preview Area' button (grey) which says 'Build your final canvas page layout below'. To the right of the preview area are buttons for 'Enter Advanced Editor' (blue) and 'Copy the Code' (green).

The main content area is titled 'ACTIVITIES' in bold. It contains a welcome message: 'Welcome to the activities page! Below you'll find an overview of all the sessions in this course, each covering a distinct topic. Clicking on a session will take you to a page where you can review the activities related to that session.'

There are two session cards:

- SESSION 1**:
Session: Lecture 1 (with a red arrow pointing to the 'Edit Activity' button)
Title: Lecture 1
Date: Friday, February 26th
Content: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum.
Action: Click to Upload Image from Url
Link: <https://columbiacoursebuilder.org/v4.0b2/#/activity>
- SESSION 2**:
Session: Lecture 2
Content: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum.

Individual Activities

You can find the pages for each individual session under the “Activity” tab at the top of the page.

The screenshot shows the 'Individual Activities' page. At the top, there's a navigation bar with 'MENU', 'Activity / Syllabus / Students List / Student / Export /', 'Course Settings: ⚙️', and 'Help ⓘ'. Below the navigation is a 'CANVAS PREVIEW AREA' button with the text 'Build your final canvas page layout below' and 'Enter Advanced Editor' and 'Copy the Code' buttons. A blue decorative banner with a network pattern runs across the page. The main section is titled 'ACTIVITIES'. It features two sessions: 'SESSION 1' (Lecture 1, Friday, February 26) and 'SESSION 2' (Lecture 2). Each session has a 'Session: Lecture 1' and 'Session: Lecture 2' label. On the left, there's a sidebar for 'Edit Session' with fields for 'Session 1' (Title: Lecture 1, Date: 2021-02-26), a 'Click to Upload Image from Url' button, and a URL link: <https://columbiacoursebuilder.org/v/4.0b2/#/activity>.

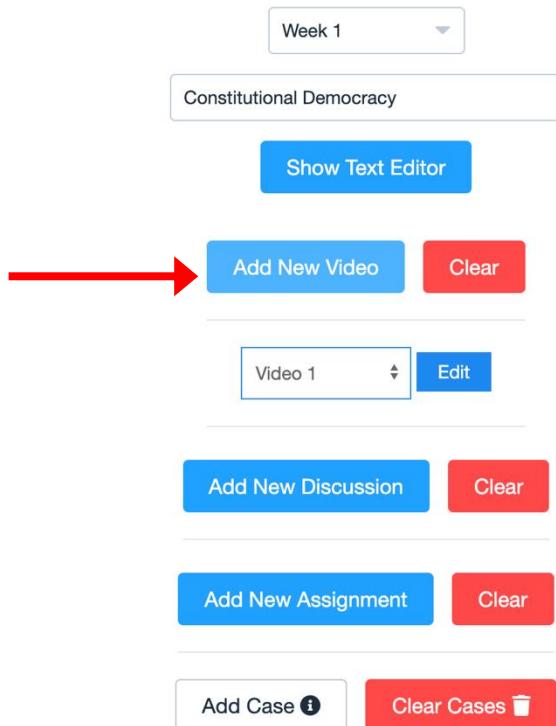
On this page, you can add additional activities – such as video case studies – as well as assignments and discussions to each session. The top of the page should show you the default text and video embedded into your first session.

1. Scroll down until you encounter the session’s activities in the left side margin of the page.

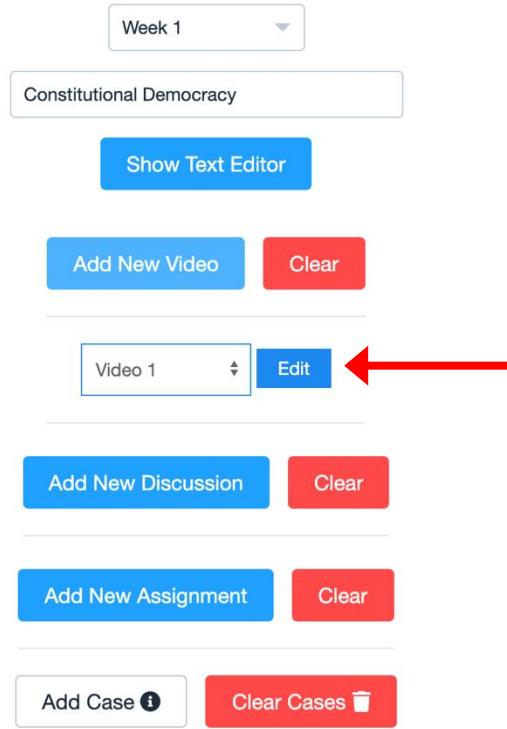
2

The screenshot shows the 'SESSION 1' activities page. On the left, a red box highlights the 'Week 1' dropdown menu set to 'Constitutional Democracy' and several activity buttons: 'Show Text Editor', 'Add New Video' (blue), 'Clear' (red), 'Add New Discussion' (blue), 'Clear' (red), 'Add New Assignment' (blue), 'Clear' (red), 'Add Case ⓘ' (blue), and 'Clear Cases' (red). To the right, there's an 'ADDITIONAL INTERVIEWS' section with three video thumbnails. Below it is a 'PICKER CENTER CASE COLLECTION' section featuring a large black video thumbnail for 'AID OR INVESTMENT? Development and Conflict Resolution in Central Africa'. The thumbnail has a play button at 23:59 and links to 'Case Study Document', 'Original Documents', and 'Transcripts'. The right side of the page also contains descriptive text about the case study.

3. Click the “Show Text Editor” button to enter a description for the session’s activities.
4. If you would like to upload a video for the class, click “Add New Video”. You may include multiple videos in each session.



5. To embed a new video or edit its title/description, click the “Edit Button”.



6. Provide your video with a title and a description.
7. Insert your video's URL into the "Source" field (**make sure the embed settings on the video's host platform allow for public viewing**).
 - a. Note: be sure that you have the correct video selected from the drop-down menu when editing titles/descriptions/sources.
8. To confirm the details entered, click "Save".

Week 1

Constitutional Democracy

Show Text Editor

Add New Video Clear

Video 1 Save Delete

Title
All that Glitters is not Gold (18 minutes)

Description
'All that Glitters is not Gold' features various communities' representatives concern

Source
<https://www.youtube.com/watch?v=GxSGKD50ioE>

Add New Discussion Clear

Add New Assignment Clear

9. To add a discussion component and/or an assignment, click “Add New Discussion” or “Add New Assignment”. Each session can contain can multiple discussions/assignments.

→

Add New Discussion Clear

Discussion 1 Save Delete

Due 2020-06-30

→

Add New Assignment Clear

Assignment 1 Save Delete

Due 2020-06-30

PICKER CENTER CASE COLLECTION

AID OR INVESTMENT?
 POST-CONFLICT DEVELOPMENT
 IN RWANDA AND THE CONGO
A COLUMBIA UNIVERSITY CASE STUDY

AID or Investment? Development and Conflict Resolution in Central Africa

The Democratic Republic of the Congo and Rwanda in central Africa are two countries that have been torn apart by civil war and conflict. Twenty-two years after the genocide that killed over 800,000, Rwanda has emerged with a vibrant economy, while in neighboring DRC's civil war continues to undermine development. How have international aid efforts and investments helped to hurt these regions? Is aid the solution, or part of the problem? How do new investment focused efforts differ from traditional aid? Featuring interviews with Howard G. Buffett, Rwandan President Kagame and other leading officials

[Case Study Document](#) | [Original Documents](#) | [Transcripts](#)

10. Set the due date for each component, then click “Save”. Otherwise, the due date will be set for 7 days after the session date by default.

- 11.** If you would like to add an audio/visual case study to your class session, scroll down and select “Add Case”. CourseBuilder offers a number of quality selections from the Picker Center Case Collection. These videos cover subjects like City Management & Urbanization, Economic Development & Finance, Sustainability & Agriculture, Public Health, Education, and Security & Defense.

The screenshot shows the CourseBuilder platform. On the left, there are two sections: 'ADD NEW DISCUSSION' and 'ADD NEW ASSIGNMENT'. Each section has a 'Source' input field containing a YouTube URL, a 'Save' button, and a 'Delete' button. Below each section is a 'Due' date field set to '2020-06-30'. At the bottom of the left sidebar, there are 'Add Case' and 'Clear Cases' buttons, with a red arrow pointing to the 'Add Case' button. On the right, there is a 'PICKER CENTER CASE COLLECTION' section. It features a video thumbnail titled 'AID or Investment? Development and Conflict Resolution in Central Africa'. The video shows a large military gun in a rural setting. Below the video, there is a brief description of the conflict in Central Africa and links to 'Case Study Document', 'Original Documents', and 'Transcripts'.

- 12.** After finding a case that suits the week’s discussion, click “Add Case” on the corresponding video.

- Note: for the time being, all available cases are included in the first session by default – if you find these are not relevant, you can remove all of them at once by selecting “Clear Cases.” If you would like to remove only certain cases, click “Add Cases” from the main page, and then click “Remove Case” from the undesired videos from the Picker Case Collection window.

PICKER CENTER CASE COLLECTION

City Management & Urbanization

Big Data For Public Safety

Add Case Remove Case

Case that examines the use of "Big Data" and technology in the delivery of city services in NY. Includes interviews with Senior officials, including NYPD Police Commissioner William Bratton and others.

City Services Across Brazil

Add Case Remove Case

New case focused on government innovation on the local city level. Our case will look at how outside private sector consultants provide a "Boot camp" for local government officials of medium to small size cities, allowing them to apply "best practices" in a variety of areas to improve local services.

Smart City Technology in Rio

Add Case Remove Case

With an investment of over \$50 million, Rio created what many call the world's most advanced digital control center. This case explores how cop cameras, mapping of favelas and other initiatives are turning Rio's problems into ones and zeros, and using this information to refocus city services.

AID or Investment? Development and Conflict Resolution in Central Africa

Case Study Document Original Documents Transcripts

The Democratic Republic of the Congo and Rwanda in central Africa are two countries that have been torn apart by civil war and conflict. Twenty-two years after the genocide that killed over 800,000, Rwanda has emerged with a vibrant economy, while in neighboring DRC's civil war continues to undermine development. How have international aid efforts and investments helped or hurt these regions? Is aid the solution, or part of the problem? How do new investment focused efforts differ from traditional aid? Featuring interviews with Howard G. Buffett, Rwandan President Kagame and other leading officials.

Economic Development & Finance

21st Century Digital India

Add Case Remove Case

Imp. A. Cases and Hydro Projects

12:05

India's Agricultural Infrastructure

13. Repeat this process for each session that you would like to feature videos, assignments, and/or discussions.

Student List

The student roster can be toggled on and off in Course Settings.

Note: The Advanced Editor feature is not available on the Student List or individual Student pages. All editing must be done in the text fields provided.

The student roster can be toggled on and off in Course Settings.

Note: The Advanced Editor feature is not available on the Student List or individual Student pages. All editing must be done in the text fields provided.

1 DESIGN IN REAL TIME 2 EXPORT CODE 3 INSERT INTO CANVAS

This website allows Columbia Professors and TA's to quickly build Canvas class websites using our pre-built course template.

Once each page is built, you can copy the code for the page template.

And insert it into the canvas Page! See user guide for details.

Course Title: Please input

Course URL: Please input

Organization:

Use Student Pages:

Show all courses

Cancel Confirm

1. Click “Add Student” at the top-left of the page for each participant you want to add to the roster

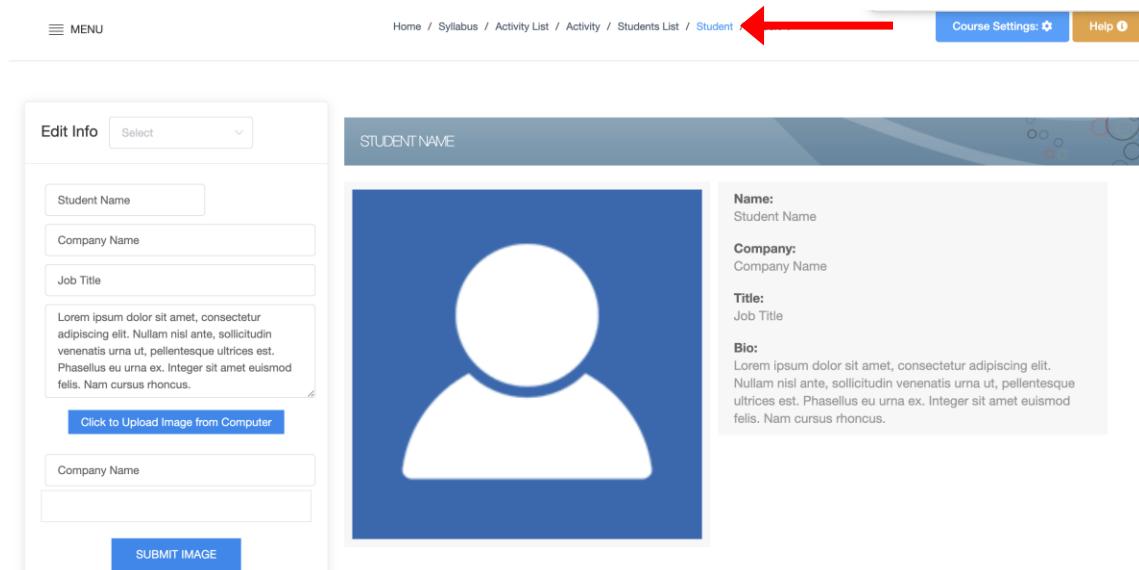
2. You can edit each participant's name, organization, title, and bio from the menu on the left, as well as upload a photo. (Titles and bios will not be visible but on the Students List page, but will be under the individual student's page.)

The screenshot shows a user interface for editing student information. At the top left is a blue 'Add Student' button. To its right are two small buttons: a red one with a minus sign and a green one with a plus sign. Below these are three horizontal arrows pointing to the right, each with a red arrowhead. The main area is titled 'STUDENTS' and contains a sub-section titled 'Introduce yourselves and get to know one another.' On the left, there is a form labeled 'Edit Info' with fields for 'Student Name' (with a dropdown menu), 'Company Name', 'Job Title', and a text area containing placeholder text. A 'Save' button is located at the top right of this form. To the right of the form is a placeholder for a user profile picture, showing a white silhouette of a person. Below the placeholder is a box containing 'Student Name' and 'Company Name'. At the bottom of the form are buttons for 'Click to Upload Image from Uri' and 'Choose File' (which shows 'No file chosen'). A final 'SUBMIT IMAGE' button is at the bottom right.

Students

With Student Pages activated from the Course Settings, the Students tab will show the individual pages for each course participant added to the Student List. Any edits made to an individual student page will also appear in the Students List.

Note: The Advanced Editor feature is not available on the Student List or individual Student pages. All editing must be done in the text fields provided.



The screenshot shows a user interface for editing student information. On the left, there's a sidebar with a 'Edit Info' section containing dropdown menus for 'Select' and 'Student Name'. Below these are input fields for 'Company Name' and 'Job Title', followed by a text area with placeholder text about company details. A blue button labeled 'Click to Upload Image from Computer' is present. On the right, the main content area has a header 'STUDENT NAME' and a large blue placeholder image of a person. To the right of the image are form fields: 'Name:' (set to 'Student Name'), 'Company:' (set to 'Company Name'), 'Title:' (set to 'Job Title'), and a 'Bio:' text area containing placeholder text. At the top of the page, a breadcrumb navigation shows 'Home / Syllabus / Activity List / Activity / Students List / Student'. A red arrow points to the 'Student' link in this list. The top right features 'Course Settings' and 'Help' buttons.

Advanced Editor

The Advanced Editor function allows you insert and remove elements from the standard page layout. It also allows you to re-arrange the positioning of these elements.

To activate the Advanced Editor, select the “Enter Advanced Editor” button at the top of any page.

The screenshot shows a course setup interface with tabs for COURSE INFO, INSTRUCTORS, MEETING TIMES, and BANNER. A yellow warning box at the top states "Course Info Incomplete" with the message "The course title or course URL are currently empty or not valid. Please complete these sections to continue." Below this, there are input fields for "Please input your Course Title" (U6411 // SPRING 2020) and "Please input your Course URL". A red arrow points to a blue button labeled "Enter Advanced Editor". To the right of this button is a green "Copy the Code" button. The main preview area shows a Columbia SIPA course page with a banner featuring a world map and the text "COLUMBIA | SIPA School of International and Public Affairs U6411 // SPRING 2020". The preview area has a "CANVAS PREVIEW AREA" header and a "Build your final canvas page layout below" instruction. At the bottom of the preview area are links for "Course Syllabus", "Activities", and "Zoom".

Rows

Rows are horizontally-aligned content spaces that occupy the entire horizontal space of the page. Each row can be filled with a single piece of content that takes up the entire horizontal space (i.e. a banner) or split into up to three columns, each of which can host a separate element.

To create a row:

1. Click the gray “Add new row” button on the bottom of each page.

The screenshot shows the Canvas Advanced Editor interface. At the top, there's a navigation bar with 'MENU', 'Home / Activity List / Activity / Syllabus / Students List / Student / Export /', 'Course Info: ⚙️', and 'Help ⓘ'. Below the navigation is a 'CANVAS PREVIEW AREA' with the sub-instruction 'Build your final canvas page layout below'. The preview area contains a blue header bar with a network graphic, followed by a section titled 'Lecture 4' containing placeholder text about a lorem ipsum paragraph. At the bottom of the preview area are three buttons: 'Add new Row', 'Add new Column', and 'Add new Slot'. To the left of the preview area is a sidebar with sections for 'Return To Activity List', 'Session 4' (with a dropdown), and four buttons: 'Add New Video', 'Clear', 'Add New Discussion', 'Clear', 'Add New Assignment', 'Clear', and 'Add Case ⓘ', 'Clear Cases ⏺'. A red arrow points from the 'Add new Row' button in the preview area towards the 'Rows' tab in the top navigation bar.

2. Select your row. Clicking an option will result in a preview.

NOTE: Default row options displayed are determined by page from which you are accessing menu. To see all options, select “All Rows” tab.

The screenshot shows the 'Choose Row Type' dialog box overlaid on the Canvas Advanced Editor. The dialog has a 'Row Preview' section with fields for 'Instructor' (Professor Name: [professor@columbia.edu](#), Office Hours: Monday 3:00-4:00 pm (AB Room 1234)) and 'TA Name' (TA Name: [ta@columbia.edu](#), Office Hours: Tuesday 1:00-2:00 pm (AB Room 1234)). Below this are four row type options: 'Blank Row' (with a plus icon), 'Home Welcome Row' (with a house icon), 'Home Instructors' (with a house icon and currently selected), and 'Date/Time Row' (with a clock icon). At the bottom of the dialog are buttons for 'Add new Row', 'Add new Column', and 'Add new Slot'. The background of the editor shows a sidebar with 'Return To Activity List', 'Session 4' (dropdown), and buttons for 'Add New Video', 'Clear', 'Add New Discussion', 'Clear', 'Add New Assignment', 'Clear', and 'Add Case ⓘ', 'Clear Cases ⏺'. A note at the bottom of the editor states 'Copyright © Columbia University. All rights reserved.'

3. Scroll down and click “Confirm”

The screenshot shows a 'Row Preview' dialog box overlaid on a course management interface. The dialog box displays two sections: 'Instructor' and 'TA Name'. Under 'Instructor', it shows 'Professor Name (professor@sipa.columbia.edu)' and 'Office Hours: Monday 3:00-6:00 pm (IAB Room 1234)'. Under 'TA Name', it shows '(TA@sipa.columbia.edu)' and 'Office Hours: Tuesday 1:00-3:00 pm (IAB Room 1234)'. Below these sections are four row types: 'Blank Row', 'Home Welcome Row', 'Home Instructors' (which is highlighted with a blue border), and 'Date/Time Row'. At the bottom right of the dialog box is a large red arrow pointing to a blue 'Confirm' button.

The screenshot shows the 'Lecture 4' page of the course management system. On the left, there is a sidebar with buttons for 'Add New Video', 'Add New Discussion', 'Add New Assignment', and 'Add Case'. The main content area displays the title 'Lecture 4' and a block of placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum. Ut vel porttitor nibh. Cras arcu nunc, vehicula in blandit ut, imperdiet sed arcu. Mauris at dolor enim. Quisque sagittis quam nec ornare egestas. Fusce sed quam tempor, rhoncus urna sed, porttitor mauris. Etiam ac efficitur odio. Curabitur sodales pharetra sem, sit amet egestas nulla placerat non. Phasellus ex orci, sagittis viverra accumsan ut, lobortis eget odio. Pellentesque pretium mauris ante, et sodales justo fermentum ac. Suspendisse sed ultrices libero. Etiam sollicitudin pharetra rutrum.' Below this text are two 'Instructor' sections. The first section is for the professor, listing 'Professor Name (professor@sipa.columbia.edu)' and 'Office Hours: Monday 3:00-6:00 pm (IAB Room 1234)'. The second section is for the TA, listing '(TA@sipa.columbia.edu)' and 'Office Hours: Tuesday 1:00-3:00 pm (IAB Room 1234)'. At the bottom of the page are buttons for 'Delete Column', 'Append', and 'Add Slot'.

Columns

Columns are vertically-aligned content spaces that can be used to divide up rows. A row can hold up to three columns.

There are several ways to create a column:

To create a brand-new column:

1. Click the grey “Add new column” button from the bottom of the page

The screenshot shows the Canvas Advanced Editor interface. On the left, there's a sidebar with buttons for 'Add New Video', 'Add New Discussion', 'Add New Assignment', and 'Add Case'. The main area is titled 'Lecture 4' and contains placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum. Ut vel porttitor nibh. Cras arcu nunc, vehicula in blandit ut, imperdiet sed arcu. Mauris at dolor enim. Quisque sagittis quam nec ornare egestas. Fusce sed quam tempor, rhoncus urna sed, porttitor mauris. Etiam ac efficitur odio. Curabitur sodales pharetra sem, sit amet egestas nulla placerat non. Phasellus ex orci, sagittis viverra accumsan ut, lobortis eget odio. Pellentesque pretium mauris ante, et sodales justo fermentum ac. Suspendisse sed ultrices libero. Etiam sollicitudin pharetra rutrum.' At the bottom, there are three buttons: 'Add new Row', 'Add new Column' (which has a red arrow pointing down to it), and 'Add new Slot'.

2. Select your column. Clicking an option will result in a preview.

NOTE: Default column options displayed are determined by page from which you are accessing menu. To see all options, select “All Columns” tab.

The screenshot shows the Canvas Advanced Editor interface. At the top, there are buttons for 'Return To Activity List', 'Session 4', 'Add New Video', 'Clear', 'Add New Discussion', 'Clear', 'Add New Assignment', 'Clear', 'Add Case', and 'Clear Cases'. A 'Dragging Rows' dropdown is open. In the center, a modal window titled 'Choose Column Type' is displayed, showing categories for 'ACTIVITY COLUMNS' (Blank Column, Home Sidebar, Simple Banner, Syllabus Component), 'OTHER COLUMNS' (Date Time Column, Activity Sidebar), and 'All Columns'. Below the modal, a preview area shows a blue header with a network graphic and some placeholder text. At the bottom of the editor, there's a copyright notice: 'Copyright © Columbia University. All rights reserved.' and a button for 'Add new Slot'.

3. Scroll down and click "Confirm"

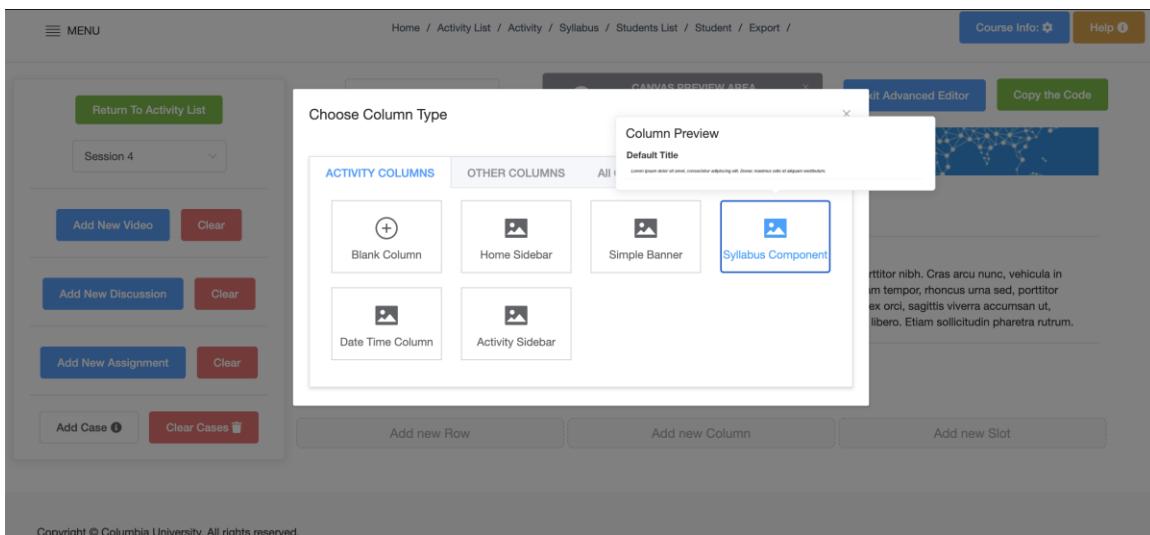
To add an additional column to an existing row:

1. Hover your mouse over existing row
2. Click the blue "Add Column" button

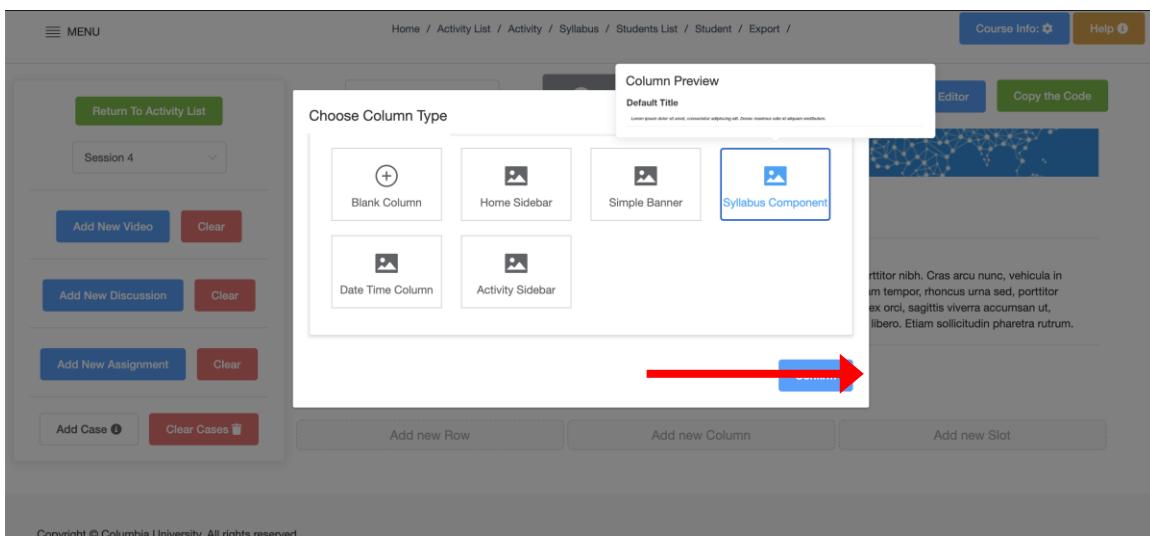
The screenshot shows the Canvas Advanced Editor with a row containing the text 'Lecture 4'. Below the row are three buttons: 'Add new Row', 'Add new Column', and 'Add new Slot'. A red arrow points to the 'Add new Column' button. The rest of the interface is similar to the first screenshot, with various activity buttons on the left and a preview area on the right.

3. Select your column. Clicking an option will result in a preview.

NOTE: Default column options displayed are determined by page from which you are accessing menu. To see all options, select "All Columns" tab.



4. Scroll down and click “Confirm”



The screenshot shows the Canvas Advanced Editor interface. On the left, there's a sidebar with buttons for 'Add New Video', 'Add New Discussion', 'Add New Assignment', 'Add Case', and 'Clear'. The main area has a 'Lecture 4' section containing placeholder text. To the right is a 'Default Title' section with its own placeholder text. At the bottom, there are buttons for 'Add new Row', 'Add new Column', and 'Add new Slot'.

To insert a new column under an existing column:

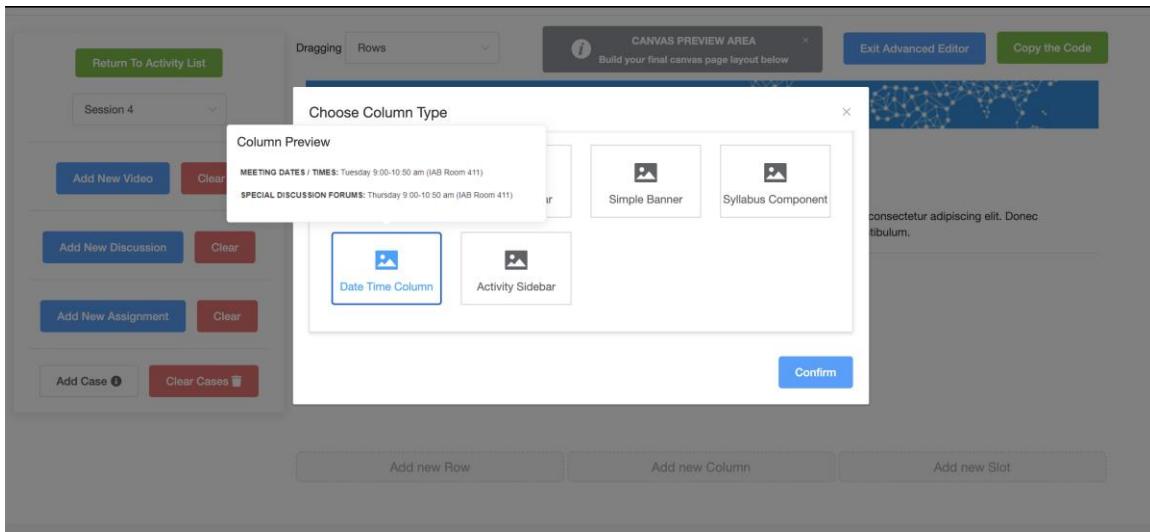
1. Hover your mouse over an existing column or slot
2. Click the blue “Append” button

This screenshot is similar to the one above, but it includes a red arrow pointing to the blue 'Append' button located at the bottom right of the editor area. This button is used to insert a new column under the current element.

3. Select your column. Clicking an option will result in a preview.

NOTE: Default column options displayed are determined by page from which you are accessing menu. To see all options, select “All Columns” tab.

4. Select “Confirm.” This will create a new column directly underneath the element to which it is appended.



Session 4

Add New Video Clear

Add New Discussion Clear

Add New Assignment Clear

Add Case 1 Clear Cases 1

Choose Column Type

Column Preview

MEETING DATES / TIMES: Tuesday 9:00-10:50 am (IAB Room 411)
SPECIAL DISCUSSION FORUMS: Thursday 9:00-10:50 am (IAB Room 411)

Date Time Column Activity Sidebar

CONFIRM

Canvas Preview Area: Build your final canvas page layout below.

Add new Row Add new Column Add new Slot

Add new Row Add new Column Add new Slot

Slots

Slots are content elements that can be inserted into Rows and Columns.

There are several ways to create a slot:

To insert a slot into the bottom of the page:

1. Select the gray “Add Slot” button from the bottom of the page

The screenshot shows the Canvas Advanced Editor interface. On the left, there's a sidebar with buttons for 'Add New Video', 'Add New Discussion', 'Add New Assignment', and 'Add Case'. The main area is titled 'Lecture 4' and contains a text block: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec maximus odio id aliquam vestibulum. Ut vel porttitor nibh. Cras arcu nunc, vehicula in blandit ut, imperdiet sed arcu. Mauris at dolor enim. Quisque sagittis quam nec ornare egestas. Fusce sed quam tempor, rhoncus urna sed, porttitor mauris. Etiam ac efficitur odio. Curabitur sodales pharetra sem, sit amet egestas nulla placerat non. Phasellus ex orci, sagittis viverra accumsan ut, lobortis eget odio. Pellentesque pretium mauris ante, et sodales justo fermentum ac. Suspendisse sed ultrices libero. Etiam sollicitudin pharetra rutrum.' At the bottom right of the main area, there are two buttons: 'Add new Row' and 'Add new Slot'. A large red arrow points to the 'Add new Slot' button.

2. Select your slot. Clicking an option will result in a preview.

NOTE: Default column options displayed are determined by page from which you are accessing menu. To see all options, select “All Columns” tab.

The screenshot shows the Canvas Advanced Editor with the 'Slot Preview' dialog open. The dialog title is 'Choose Slot Type' and it displays a preview image of a video titled 'All that Gitters is not Gold - The Truth about Oil, Golden Rule'. Below the preview, there are two tabs: 'ACTIVITY SLOTS' (which is selected) and 'OTHER'. Under 'ACTIVITY SLOTS', there are four options: 'Title' (with a pencil icon), 'Spacer' (with a minus sign icon), 'Activity Item' (with a grid icon), and 'Video' (with a video camera icon). The 'Video' option is highlighted with a blue border. The background of the editor shows the same 'Lecture 4' content as the previous screenshot, with the 'Add new Slot' button visible at the bottom right.

3. Scroll down and select “Confirm.” This will create a new slot which takes up the entire row.

The screenshot shows a user interface for managing activities. On the left, there's a sidebar with buttons for 'Add New Video', 'Add New Discussion', 'Add New Assignment', and 'Add Case'. The main area features a video player titled 'All that Glitters is not Gold - The Truth about GE 'Golden' Rice'. Below the video are three buttons: 'Delete Column', 'Append', and 'Add Slot'. The video player has standard controls like play/pause, volume, and a progress bar.

To insert a slot underneath an existing row / next to an existing slot:

1. Hover your mouse over an existing slot
2. Click the green “Add Slot” button

The screenshot shows a table editor interface. The top row contains a 'Return To Activity List' button, a dropdown for 'Session 4', and several action buttons: 'Add New Video', 'Clear', 'Add New Discussion', 'Clear', 'Add New Assignment', 'Clear', 'Add Case', and 'Clear Cases'. The second row is labeled 'Lecture 4' and contains a large amount of placeholder text. The third row is labeled 'Instructor:' and contains two entries: 'Professor Name (professor@sipa.columbia.edu)' and 'Office Hours: Monday 3:00-6:00 pm (IAB Room 1234)'. The fourth row is labeled 'Instructor:' and contains two entries: 'TA Name (TA@sipa.columbia.edu)' and 'Office Hours: Tuesday 1:00-3:00 pm (IAB Room 1234)'. At the bottom of the table are buttons for 'Delete Column', 'Append', and 'Add Slot'. A red arrow points from the 'Delete Column' button to the 'Add Slot' button. Below the table are buttons for 'Add new Row', 'Add new Column', and 'Add new Slot'. A copyright notice at the bottom states 'Copyright © Columbia University. All rights reserved.'

3. Select your slot. Clicking an option will result in a preview.

NOTE: Default column options displayed are determined by page from which you are accessing menu. To see all options, select “All Columns” tab.

Export

Saving your progress:

1. If you need to take a break and would like to return to your work later, click “Export Coursebuilder Data.”

The screenshot shows two side-by-side panels. The left panel is titled 'IMPORT/EXPORT COURSEBUILDER' and contains a red arrow pointing to the 'Export Coursebuilder Data' button. The right panel is titled 'EXPORT CANVAS' and contains a 'Export Canvas Package' button.

IMPORT/EXPORT COURSEBUILDER

If you have completed your class or want to save the data you have previously submitted into the coursebuilder, click the export button to save a ".json" file that you can import at a later date (using the import section below).

Export Coursebuilder Data

If you have previously saved an export file from this version of Coursebuilder you can use the input below to import all of the data into this session. Warning! This will overwrite all information you have currently entered.

Select a ".json" file from a previous data export

Choose File No file chosen

EXPORT CANVAS

If you have completed your class and would like to import it directly into Canvas as an ".imscc" file, use the button below to generate an export of your class.

Export Canvas Package

1. Your download should begin shortly. In a few moments, you should see a .json file in your Downloads folder.
2. When you are ready to resume your build, return to the “Export” tab and click the “Choose File” button.

The screenshot shows two side-by-side sections of a web application. The left section is titled 'IMPORT/EXPORT COURSEBUILDER' and contains instructions for saving data from Coursebuilder as a '.json' file. It features a large blue background and a white 'Export Coursebuilder Data' button. The right section is titled 'EXPORT CANVAS' and contains instructions for importing a '.json' file into Canvas. It has a black background and a white 'Export Canvas Package' button. A red arrow points to the 'Choose File' button in the 'EXPORT CANVAS' section, which is labeled 'No file chosen'.

3. Select your .json file.
4. Once your file is uploaded, a prompt should appear to confirm the import. Click it.

The screenshot shows a blue-themed web interface for CourseBuilder. At the top left, there is a file input field with the placeholder "No file chosen". Below it, the title "IMPORT/EXPORT COURSEBUILDER" is displayed in large, bold, white capital letters. A horizontal line separates the title from the content below. A text block explains that if a user has completed a class or wants to save data, they can click the export button to save a ".json" file. A red arrow points to the "Export Coursebuilder Data" button, which is enclosed in a white box with a black border. Another horizontal line separates this section from the next. The next section contains instructions for importing a previously saved ".json" file. It includes a "Select a ".json" file from a previous data export" label and a "FILE READ SUCCESSFULLY! CLICK HERE TO CONFIRM IMPORT." message. A "Choose File" button is shown with the file path "sample cours... 13-9).json".

5. The course should now be imported, and you may continue to build your course.

NOTE: In general, you should always **save.json files for future use**. This file can be re-imported into CourseBuilder for two purposes:

- a. To complete certain edits which cannot be done through Canvas.
However, in general, edits to a completed course should be made within Canvas whenever possible.
- b. To create a new iteration of a previous course. Upload the .json to make minor tweaks and updates without rebuilding the course from scratch.

Canvas export:

1. Before exporting your course files to import into Canvas, double-check all of the information you have input to make sure there are no omissions, typos, or duplicates.
2. Once you are confident that the course is **complete and free of errors**, click the “Export Course Package” button.

The screenshot shows two side-by-side panels. The left panel is titled "IMPORT/EXPORT COURSEBUILDER" and contains instructions for saving data from Coursebuilder. The right panel is titled "EXPORT CANVAS" and contains instructions for generating an export file for Canvas. A red arrow points to the "Export Canvas Package" button on the right panel.

3. Your download should begin immediately.
4. In a few moments, you should have downloaded your files. Note that there are two different files here: one is a .json and the other is a .imscc.

The screenshot shows a file download interface with two files listed: "sample course....json" and "sample cours....imscc". Both files have a download icon next to them. The background is blue at the top and white at the bottom, with a copyright notice in the center.

5. **Share the .imscc file with your assigned Canvas administrator.** The admin will take care of importing your course into Canvas.
6. **Save the .json for future use.** This file can be re-imported into CourseBuilder to:
 - a. Complete certain edits which cannot be done through Canvas.
However, in general, edits to a completed course should be made in Canvas whenever possible.
 - b. To create a new iteration of a previous course.
 - i. This will allow you to make minor tweaks and updates without rebuilding the course from scratch.