

How to Import Fulton Library Resources from Canvas Commons

The UVU Fulton Library has created instructional resources you can import directly into your Canvas courses using Canvas Commons, including a basic library research tutorial and lessons tailored to research assignments in ENGH 1005, ENGL 1010, and ENGL 2010. Follow these instructions to locate and import these resources into your courses.

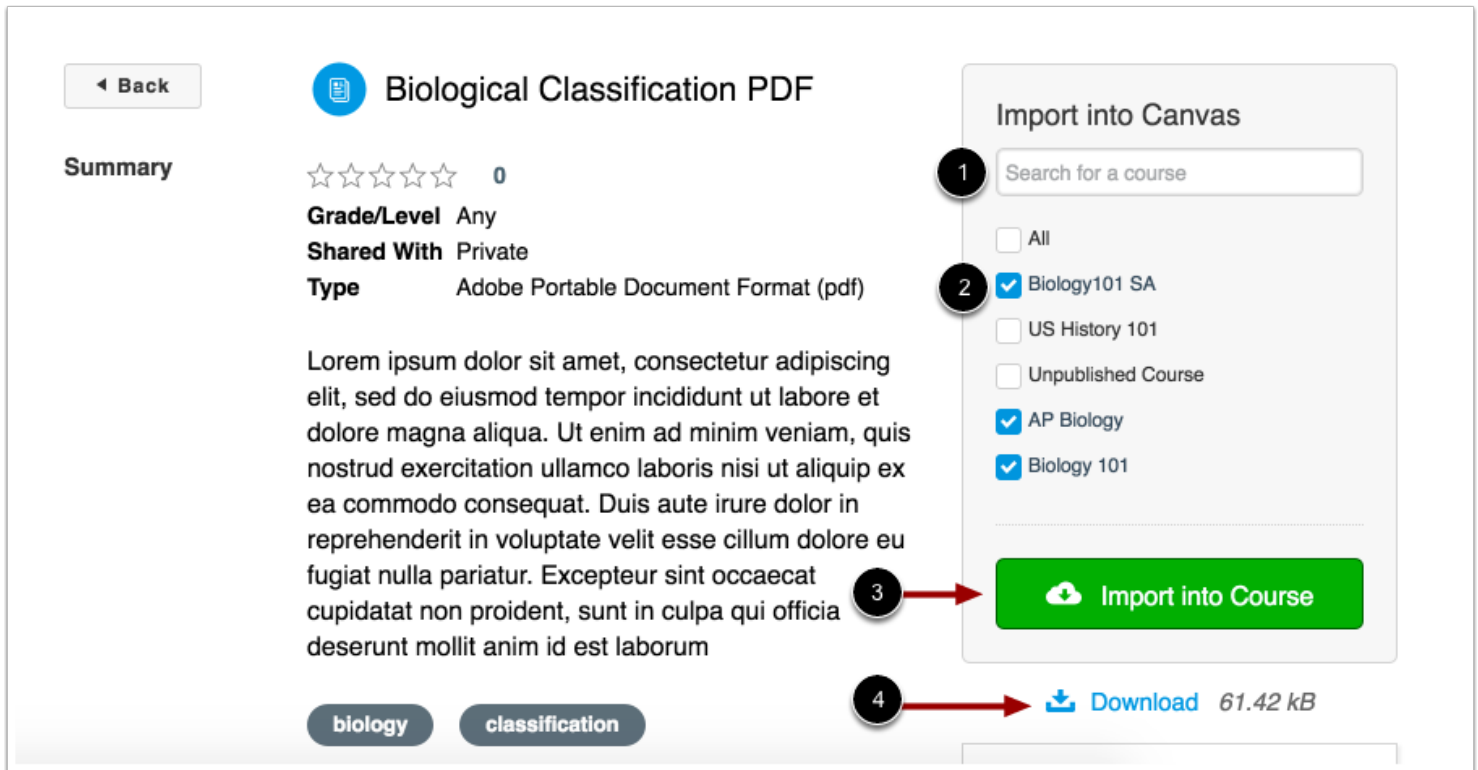
1. Log in to your [UVU Canvas account](#).




2. Click the Commons icon in the menu on the left side of your account.
3. Use the search box to search for *library*.
4. By default, you will see resources created at our library mixed with resources from other institutions. Click the Filter icon, scroll down, and under the *Share With* section click *Utah Valley University*. Click outside the filtering menu, and you will now only see resources created by employees at Utah Valley University that use the keyword you searched by.
5. Click the title of any resource you'd like to review and possibly import.
6. Follow the directions in the next pages to import these resources into your course. *These [Canvas Commons directions](#) were written by Canvas.*

Questions? Contact Karen Sturtevant at karens@uvu.edu or 801.863.7214. Don't see what you're looking for in Canvas? Contact your [subject librarian](#) or Karen to discuss creating new materials for your course, or check out our [online research guides](#).

Import Resource



◀ Back  **Biological Classification PDF**

Summary ☆☆☆☆☆ 0

Grade/Level Any
Shared With Private
Type Adobe Portable Document Format (pdf)

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biology classification

Import into Canvas

1 Search for a course

All

2 Biology101 SA

US History 101

Unpublished Course

AP Biology

Biology 101

3 [Import into Course](#)

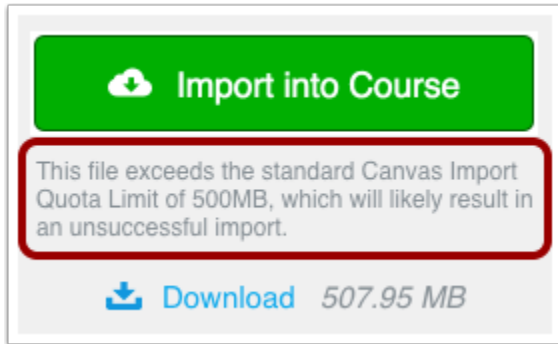
4 [Download](#) 61.42 kB

Search for the course(s) to which you would like to import the resource [1], or select the course(s) from the list [2]. Then, click the **Import into Course** button [3]. To download the file to your computer, click the **Download** link [4].

Notes:

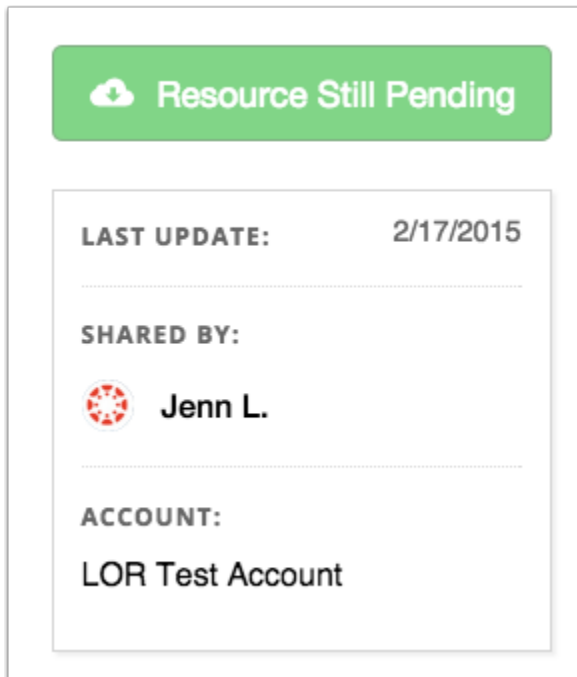
- Canvas users enrolled in a course as an Instructor, TA, Designer, or a custom role based on one of the previously listed roles will see the Import into Course list, provided that the course they are enrolled in is current.
- If a course is set to override term dates and the *Users can only participate in the course between these dates* checkbox is selected, the course will appear in the course list if the course end date is not in the past.
- If a course uses term dates, the course will appear in the course list if the term start date is not in the future and the end date is not in the past.

Import Warning Message



If you are importing a file that exceeds 500MB, Commons will generate a warning message notifying you that the import may not be successful.

Resource Pending Message



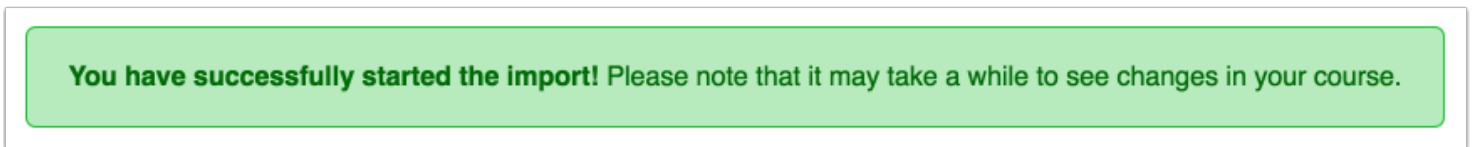
If you try to import a resource that is still pending, the Import into Course button will be inactive, and Commons will display a message notifying you the resource is still processing.

Resource Unavailable Message



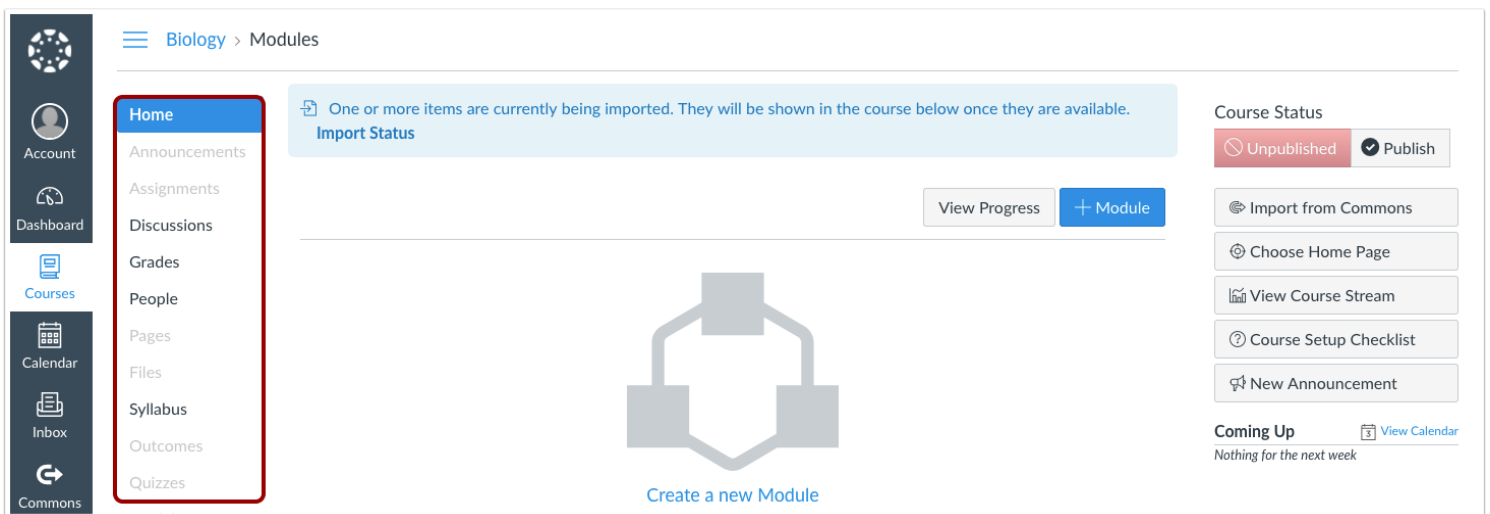
If an error occurred when the resource was initially shared, the Import into Course button will be inactive, and Commons will display a message notifying you that the resource is unavailable for import.

View Import Notification




View the import status notification at the top of your screen. Please note that it may take a while to see changes in your course.

View Imported Resource



To view imported resources other than a course, navigate to the feature area (e.g., Modules, Assignments, Quizzes, Discussions, Pages, or Files) in Course Navigation.

Import Status Notification

 One or more items are currently being imported. They will be shown in the course below once they are available.

[Import Status](#)

If the resource is still being imported, you will see a status notification when you open your course. Click the **Import Status** link.

View Import Status

Current Jobs			
Canvas Common Cartridge	bio-101-export.imsc	Jan 8 at 11:13am	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">2</div> <div style="background-color: #0070c0; color: white; padding: 2px 5px; font-weight: bold; margin-right: 5px;">Running</div> <div style="width: 60px; height: 10px; background: linear-gradient(to right, #0070c0, #ccc); border: 1px solid #ccc; margin-left: 5px;"></div> </div>
Canvas Common Cartridge	bio-101-export.imsc	Jan 8 at 11:13am	<div style="display: flex; align-items: center;"> <div style="background-color: #f79646; color: white; padding: 2px 5px; font-weight: bold; margin-right: 5px;">Completed</div> <div style="border: 2px solid red; border-radius: 10px; padding: 2px 5px; color: red; font-weight: bold; margin-right: 5px;">10 issues</div> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-left: 5px;">3</div> </div>
Canvas Common Cartridge	bio-101-export.imsc	Jan 8 at 11:19am	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">1</div> <div style="background-color: #808080; color: white; padding: 2px 5px; font-weight: bold; margin-left: 5px;">Queued</div> </div>
Canvas Common Cartridge	bio-101-export.imsc	Jan 8 at 11:38am	<div style="background-color: #4f7942; color: white; padding: 2px 5px; font-weight: bold; margin-left: 5px;">Completed</div>

The Current Jobs menu displays the imported resource as a Canvas Common Cartridge .imsc file. You can view the date and time the resource was imported. The import status menu will show the import status by color:

- **Gray [1]:** Displays a queued status
- **Blue [2]:** Displays a running status and progress bar with time remaining
- **Green/Orange [3]:** Displays a completed status (orange indicates an issue associated with the import; click the issues link to view the list)

To correct any issue(s) that may have occurred with the import, you can use either the issues link next to the import or you can use the Course Navigation menu to move around the course and correct the errors.