

# Options for transferring to Canvas:

## Import the Math Course Template:

**Best for:** Standard courses that use the Carmen gradebook, upload files, and post announcements and instructors who want to have a usable course set up as quickly as possible.

**How to:** Go to Carmen.osu.edu. Once your course is available, click the gear next to your course to reveal a button that lets you create your course. Create your course and then open it. Once in your course, look at the buttons on the right side (or below on a small screen) and choose “Import from Commons”. ***You should do this first before doing any work in your course so your work does not get overwritten.*** In the search box, type “osu math dept”. Click on the “OSU Math Dept Course Template”. In the box on the right side (or below), check the courses you want to import the template into and click “Import into Course”. Use the “Courses” button in the black side menu to return to your course. Once the import is complete, you can change it however you would like. See the document “Things to know about Carmen Canvas (for math instructors)” for help. Don’t forget to publish your course by clicking “publish” in the top right to enable student access.

## Export from old Carmen D2L and import into Canvas:

**Best for:** Courses with a lot of Content in an old Carmen course that the instructor does not have elsewhere. Imports do not come over exactly the same. You will need to do some “cleaning up”, so be sure to check everything carefully after importing.

**How to:** Open your old Carmen course. Click “Edit Course” in the top grey bar. Click “Import/Export/Copy Components” under “Site Resources”. Choose “Export Components” and make sure “Include course files..” is checked. Walk through the wizard, exporting only what you will need in Canvas. (Note: There is a file quota in canvas, so don’t move over files you don’t need.) Export the zip file and save it to your computer. Go to Carmen.osu.edu. Once your course is available, click the gear next to your course to reveal a button that lets you create your course. Create your course and then open it. Once in your course, look at the buttons on the left side and choose “Settings”. Now, look at the buttons on the right side (or below on a small screen) and choose “Import Content Into This Course”. For Content Type, choose “D2L Export .zip format”. Import your old course. *When the import completely, check everything over in your course.* Go to “Settings” and click “Navigation” at the top. Hide all the side menu items you are not planning to use in your course and then be sure to hit “Save” at the bottom of the screen. See “Things to know about Carmen Canvas (for math instructors)” for additional help.

## Create a course from scratch:

**Best for:** Instructors who want to carefully control how their Carmen course looks and functions and who have some time to learn about Canvas. Without an initial time investment, this can be very frustrating for both the instructors and students.

**How to:** See the document “Things to know about Carmen Canvas (for math instructors)” as well as these resources from the OSU Office of Distance Education and eLearning:

- [Canvas Conversion Chart](#)
- [Adapting Your D2L Course to Canvas](#)
- [Attend ODEE Canvas workshops or office hours](#)