

# CEPD Canvas Assignments

## Import turn-key module for your own course(s)

**Step 1** – Email [danielle.rodriquez@csun.edu](mailto:danielle.rodriquez@csun.edu) for the Canvas Course Export Package file.

Please note: Assignments default with deadlines and worth 0 points. Please edit to fit your needs. If you want to make it extra credit, change the points but do not check the box “Do not count this assignment towards the final grade.”

*If you would like CEPD to measure students’ progress and provide reporting on students’ completion of the assignment(s), please also provide your class roster containing students’ names and email addresses at least 1 week before assigned.*

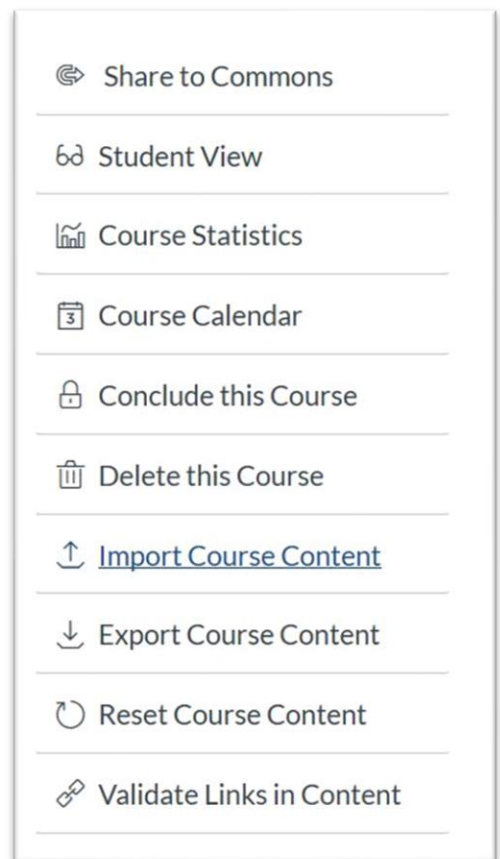
CEPD would be happy to present about the module and assignment in your class. Please let us know if that is something you want.



**Step 2** – After receiving the Canvas Course Export Package, save to your computer, and login you Canvas Dashboard.

**Step 3** – Select the Course you would like to add the assignment. Click “Settings”.

**Step 4** – Click “Import Course Content”.



**Step 5** – Select “Canvas Course Export Package” as the Content type. Select the file emailed to you by Danielle Rodriguez. Select specific content. Click “Import”.

**Import Content**

Content Type: Canvas Course Export Package

Source: [Empty] Browse...

Content:  All content  Select specific content

Options:  Adjust events and due dates

Cancel Import

**Step 6** – It will populate under Current Jobs. Once complete and no longer queued, click “Select Content”.

**Current Jobs**

Canvas Common Cartridge	...s-export+%28%29.imsc	Aug 12 at 3:16pm	Waiting for Selection	Select Content
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**Select Content**

- Course Settings
- Modules (1)
- ↓  Assignments (4)
  - ↓  Assignments
    - Handshake Assignment
    - VMock Elevator Pitch Assignment
    - VMock LinkedIn Assignment
    - VMock Resume Assignment
  - Imported Assignments
- ↓  Files (4)
  - Handshake Assignment Steps.pdf
  - VMock Elevator Pitch Assignment Steps.pdf
  - VMock LinkedIn Aspire Assignment Steps.pdf
  - VMock Resume Assignment Steps.pdf

Cancel Select Content

**Step 7** – Select the assignment(s) and corresponding file(s) you would like to add to your course.