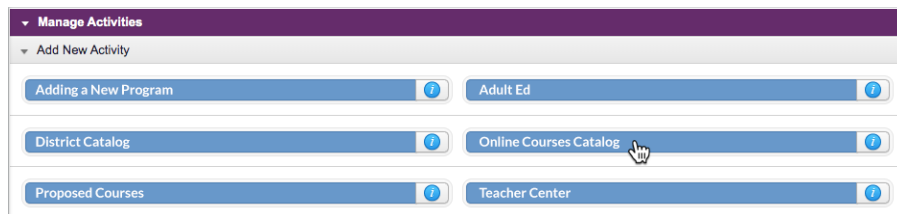


# Adding Imported Canvas Courses as PLM Activities

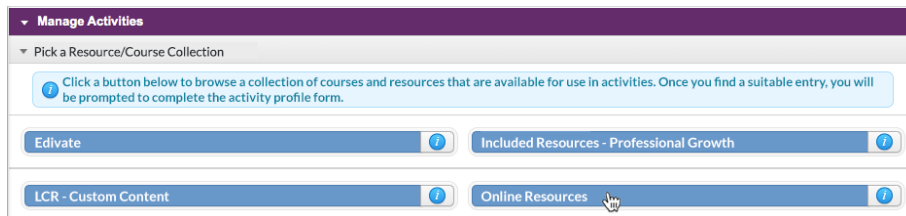
This feature is available through the Resource Library and is applicable to users who have the Insights Platform and Canvas Integration.

Users with the proper permissions can add imported Canvas courses to their organization's activity catalog. This process can be started by selecting **Add/Edit Activities** from the "Activities" menu in the side navigation.

From the Add/Edit Activities page, select **Online Learning Program/Catalog** beneath the "Add a New Activity" section. (\*The name of the catalog you select may vary, per your organization.)



This selection will provide a list of resource/course collections. Locate and select the **Online Resources** option from this list.

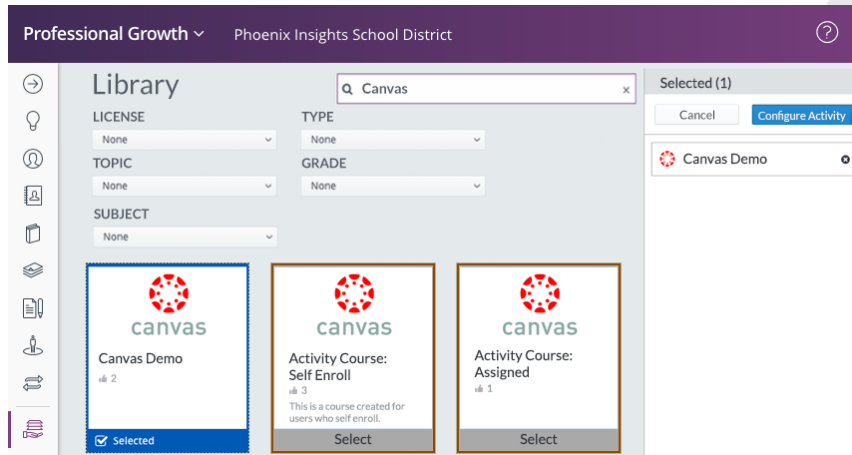


The Resource Selector will appear where you can locate the course in question.

Use the "Type" filter or "Keyword Search" to find specific Canvas courses.

Once the course is located, click the **Select** bar at the bottom of the resource card and then click the blue **Configure Activity** button in the top right corner of the page. (\*Note that the system will provide an activity queue below the Configure Activity option, based on the courses you select. You can remove a course from this queue by selecting the **delete icon**, as needed.)





Once the "Configure Activity" option is selected, the Activity Profile form will populate, and you can fill out the appropriate fields.

Complete the necessary fields and click **Save** once you are finished.

**Online Courses Activity Profile**

**Annotations**

Annotations are brief snippets/phrases that can be added to the activity details and are visible to registrants. These are not reportable elements, so do not use this feature to store trackable information.

**Activity Information**

Online Activity Title: Canvas Demo

Select Program/Catalog: Online Courses Catalog Online

Online Activity Description: Canvas course to demo.

Activity Format: Online Course

Online Hours: 0

Characters left 2026

The Canvas course will become added as an activity and is made ready for use!

