Importing Canvas Courses as Resources

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

Accessing Canvas Courses

Users with the proper permissions can import Canvas courses via the Resource Creation Tool in the Resource Library. This option can be accessed by selecting **My Organization Resources** from the "Resource Library" menu in the side navigation.

Only users provided with Organization Content Curator or Organization Content Curator Admin Rights can access the Resource Creation Tool (i.e. My Resources).

From the My Organization Resources page, click the blue **Add a Resource** button and select **Import From...**
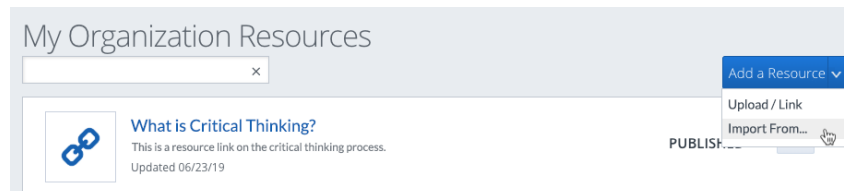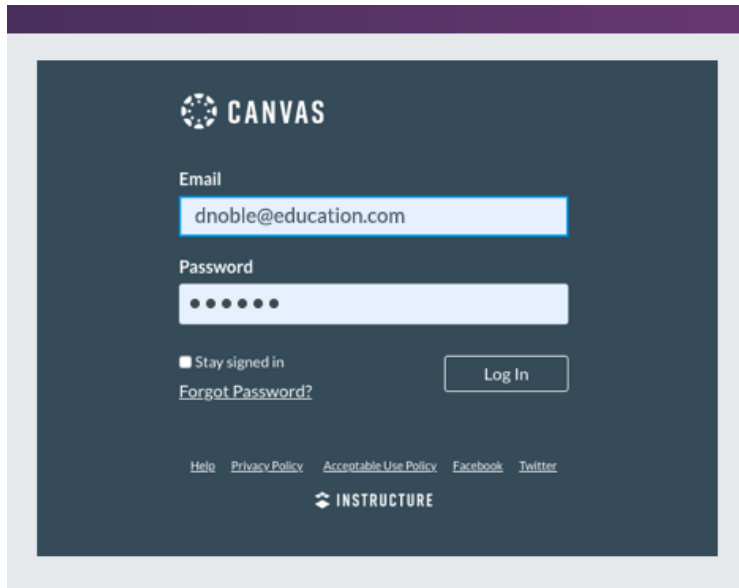

This selection will display the "Import From" modal where you will select the **Import** option.
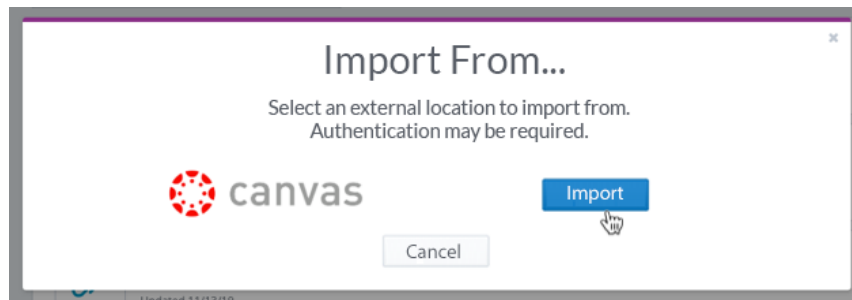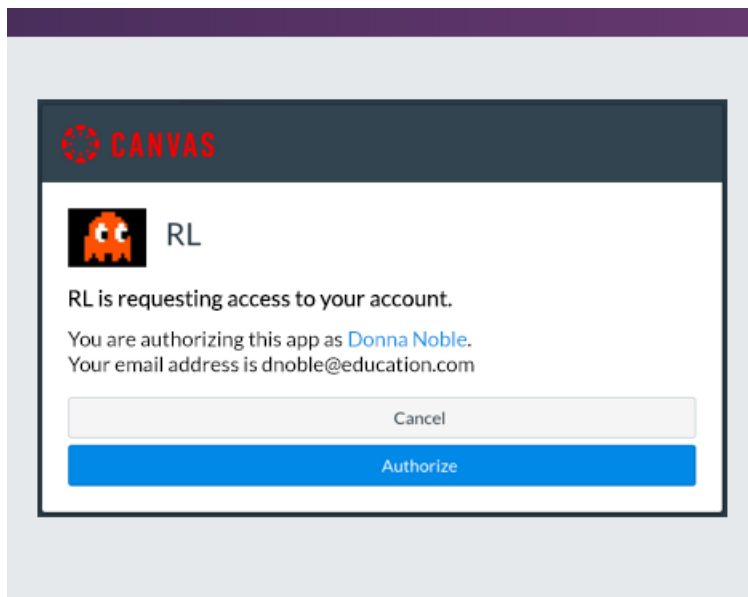

First-time users of the Canvas Integration will receive a prompt to log in. If this applies, enter your Canvas credentials (e.g. email/password) and click **Log In**.

Once signed in, select the **Authorize** button to access your Canvas account.


Once the account is authorized, you will see a list of Canvas courses that are available to import.

Account access allows a user to skip this step in the future and directly open the import tool. However, please note that it is possible to de-authorize an account in Canvas, if needed. This action would require the user to create a new Canvas login and to initiate authorization once more.

Importing from Canvas

Click **Select** below the course(s) you want to import and select the **Import** button (in the top right corner of the page) once you are ready. (*Note that the system will provide an import queue below the import option, based on the courses you select. You can remove a course from this queue by selecting the **delete icon**, as needed.)
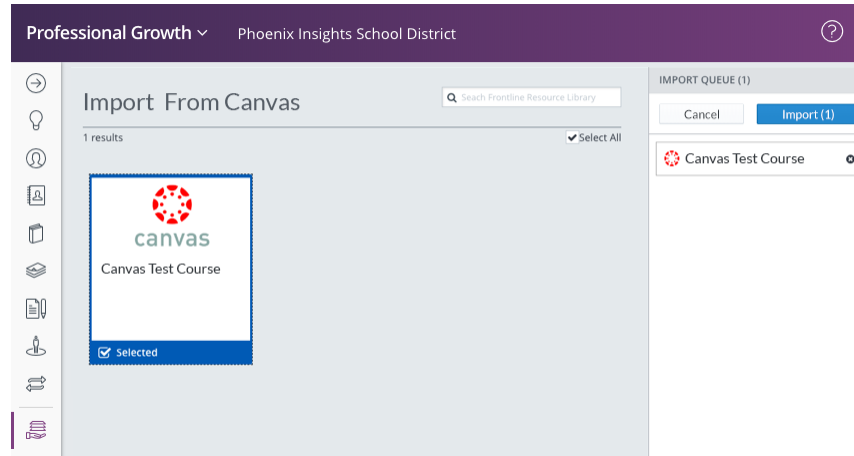
This "Import" option will open the "Edit as Resource" page. The system will auto-populate most of the course information based on what exists on Canvas, and you can add/change what course details are displayed in the Resource Library, as needed.
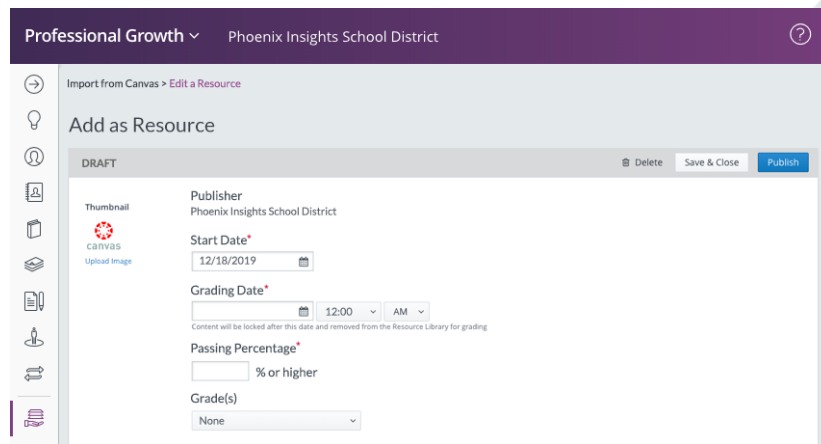
Grading Date

The "Grading Date" represents the date and time when the Frontline server will reach out to the Canvas server and pull the usage and completion data for the users enrolled in the course.

We recommend you set the Grading Data to be *at least* one additional day *beyond* the last day of the course. This provides the course instructor/grader adequate time to finish grading any submitted work before the Frontline server reaches out for usage and completion statuses.

Grading Percentage

A specific grade must be met in order to receive course credit, and with this in mind, the Grading Percentage represents what "amount" of the completed work has met the *required* passing grade, specifically in Professional Learning Management (PLM).

Once all required fields are completed, click **Publish** to make this course available immediately or click **Save & Close** to come back later and finish your work.

Additional Notes

The Grading Date is the *only* time Frontline servers will automatically connect to Canvas.

Once the Grading Date has passed, you still have one of two ways to update the grades in the system:
- Edit and re-publish the course with a later grading date.
- Click the manual "**Resync Grading**" option on the "My Organization Resources" list page (as shown below).