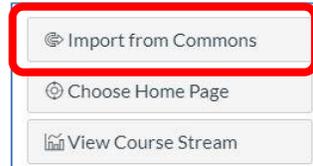


The Canvas Commons is a learning object repository that enables educators to find, import, and share resources. A digital library full of educational content, Commons allows Canvas users to share learning resources with other users as well as import learning resources into a Canvas course.

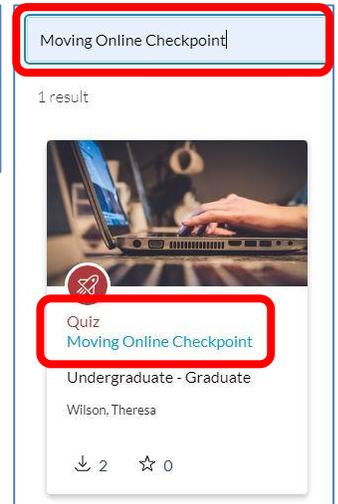
### To import the Moving Online Checkpoint survey from the Commons:

1. Access the Canvas Course you wish to import the survey into.



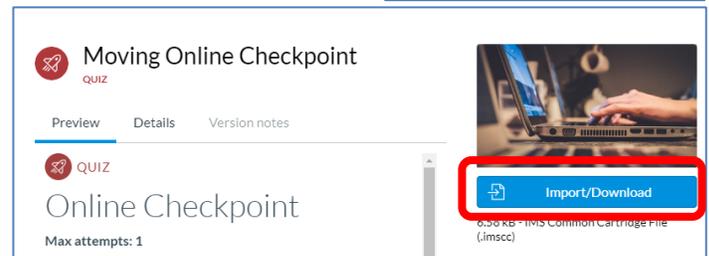
2. While on the course Home page, select **Import from Commons** from the menu found in the upper right corner of the page.

3. Enter the title "Moving Online Checkpoint" in the **Search** bar at the top of the Commons page. The image at right shows what the resulting search results will look like. Don't be alarmed that item is categorized as a Quiz. In Canvas, a survey is an ungraded anonymous quiz.

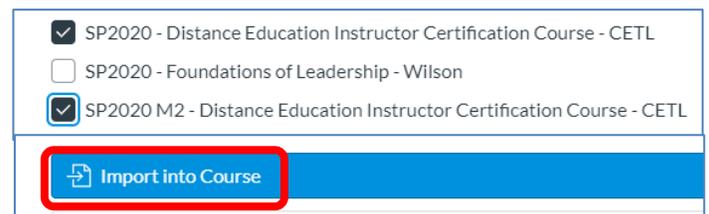


4. Click the title link found beneath the image.

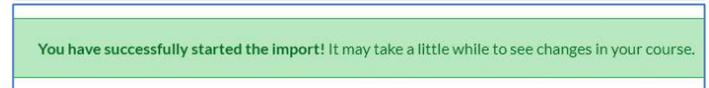
5. You will see a preview of the survey in the main section of the page for your review. To Import the quiz, click the **Import/Download** button found on the right side of the page.



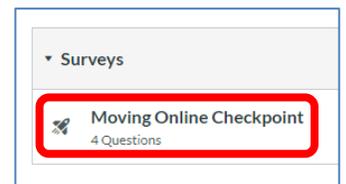
6. You will see a list of your Canvas courses. Locate the desired course and **select its checkbox**. You may select more than one course to import to at the same time. Click the **Import into Course** button.



7. You will see a **confirmation** that the import has started. The survey is short, so it should not take much time to import.



8. Return to the course and access the **Quizzes** area to confirm that the Moving Online Checkpoint survey has imported. Select the survey link to access the content. Click the Edit button found at the top of the page to change the survey settings or to modify questions. Save.



9. Provide students with access via Quizzes, Modules, or Announcements. Send a course Announcement to alert students to the survey's availability. Consult the CETL for assistance as needed.