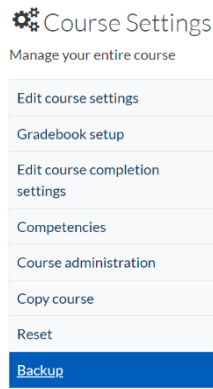# Manually Importing a Moodle Course File into Canvas

1. Log in to Moodle and open the course you would like to import into Canvas.

2. In the menu bar at the top of your course page, select the Course Management button (gear icon Course Management button looks like 3 gears). The Course Management panel will open.

3. On the Course Management panel, under Course Settings, select Backup.

4. Scroll to the bottom of the page. Select Jump to final step. Your backup will start.

5. When the backup is complete, you will see a confirmation message: "The backup file was successfully created." Click Continue.

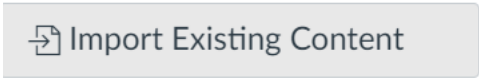**6.** In the Course backup area, find your file. It will end with .mbz as the file type. Click Download.

Course backup area ●

Filename	Time	Size	Download
backup-moodle2-course-77800-gradebook_setup-20230726-1456.mbz	Wednesday, 26 July 2023, 2:57 PM	2MB	Download

7. Keep track of where on your computer your .mbz file is downloaded.
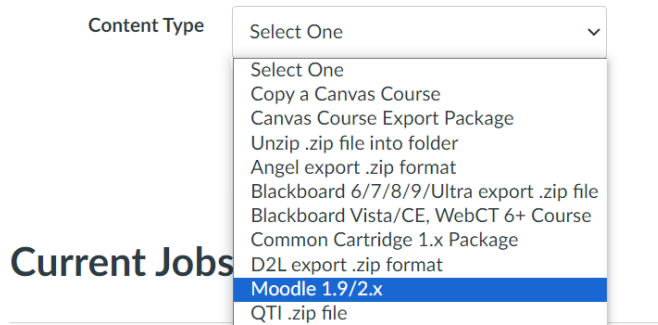
8. Log in to Canvas and open the course you would like to import into.

9. Click the Import Existing Content button on the right side of your Canvas course homepage.

⤓ Import Existing Content

10. From the Content Type drop down, choose Moodle 1.9/2.x

Import Content

Content Type   Select One ⌄

Select One
Copy a Canvas Course
Canvas Course Export Package
Unzip .zip file into folder
Angel export .zip format
Blackboard 6/7/8/9/Ultra export .zip file
Blackboard Vista/CE, WebCT 6+ Course
Common Cartridge 1.x Package
D2L export .zip format
Moodle 1.9/2.x
QTI .zip file

Current Jobs

11. Next to Source, click Choose File. Use the file picker to select your downloaded Moodle backup .mbz file.

12. Next to Content, choose All content.

Import Content

Content Type   Moodle 1.9/2.x ⌄

Source   Choose File   backup-mood...26-1456.mbz

Default Question bank   Select question bank ⌄

Content   ● All content
       ○ Select specific content

Options   ☐ Adjust events and due dates

13. Click Import.

Import

14. Under Current Jobs, Moodle Importer will queue, run, and complete. This may take some time.

15. Once the import job is complete, use the course navigation menu to click on Home.

Home

16. Your content is now imported into Canvas and ready to be edited.