1. Download the course .imscc file [here](https://reach.ucf.edu/shaw/topkit/topkit-sample-course-export.imscc) (this link or set of instructions would be replaced with the actual method for users to download the .imscc file specific to them).

2. Access your Canvas course and in the Course Navigation, click the **Settings** link.



3. Click the **Import Content into this Course** button.



4. In the **Content Type** drop-down menu, choose the **Canvas Course Export Package** option.



5. Click the **Choose File** button.



6. Locate and select the .imscc file that was previously downloaded, then click the **Open** button.



7. To import all content from the course, select the **All Content** radio button. If you want to select specific content, slick the **Select specific content** radio button.



Note: If you select the specific content option, you are required to select the content you want to import; otherwise, all content will be imported directly into your course.

8. Click the **Import** button.

