

WebAccess Backups & Canvas Imports

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Backup

- 1** Login to WebAccess. Go into the course you need to backup.
- 2** Under 'Course Administration', click on 'Backup'.
- 3** Next, click 'Jump to final step'. Last, click 'Continue'.
- 4** Download & Rename the backup file (keep the .mbz file type) and save it to your computer.

Import

- 5** Login to Canvas. Go into your sandbox.
- 6** Click on 'Settings', & 'Import Content'.
- 7** Choose 'Moodle 1.9/2.x' as the Content Type.
- 8** Select your backup file, Choose 'All Content', and click Import.

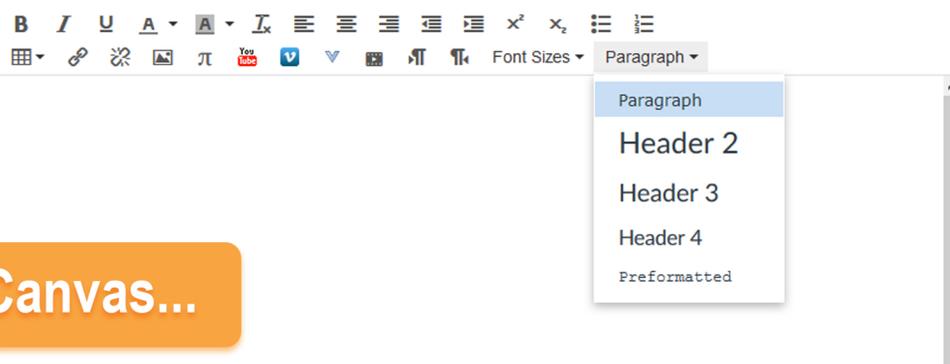
WARNING

Some Items may not transfer from your backup into Canvas. Test your Canvas import before WebAccess goes away.

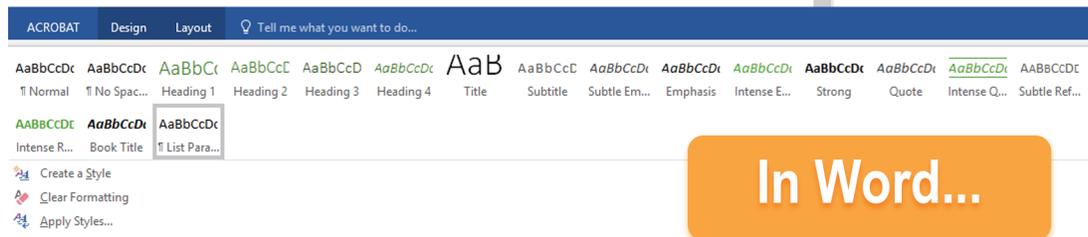
Accessibility Habit: Heading Styles

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Heading Styles create semantic structure in your documents that helps students, especially those who use screen readers to orient themselves in the text and identify the hierarchy of different sections of text.



In Canvas...



In Word...

- ➔ Level 1 Heading is usually the page title, so you may see it (like in Canvas).
- ➔ Make headings descriptive and use the structure of headings consistently.