



## OPEN Course Repository

All OPEN courses are now available as learning objects in the Canvas Commons:  
<https://lor.instructure.com/search>. This includes the following courses, as of May 2022.

<b>8-Module Teacher Training Courses (GOCs)</b>	<ul style="list-style-type: none"> <li>• Content-based Instruction</li> <li>• Creating and Implementing Online Courses</li> <li>• Developing and Teaching Academic Writing Courses</li> <li>• English as a Medium of Instruction</li> <li>• Fostering Student Motivation and Engagement</li> <li>• Integrating Critical Thinking Skills into the Exploration of Culture in an EFL Setting</li> <li>• Professional Development for Teacher Trainers</li> <li>• Teaching English to Young Learners</li> <li>• Teaching Grammar Communicatively</li> <li>• TESOL Methodology</li> <li>• Using Educational Technology in the English Language Classroom</li> </ul>
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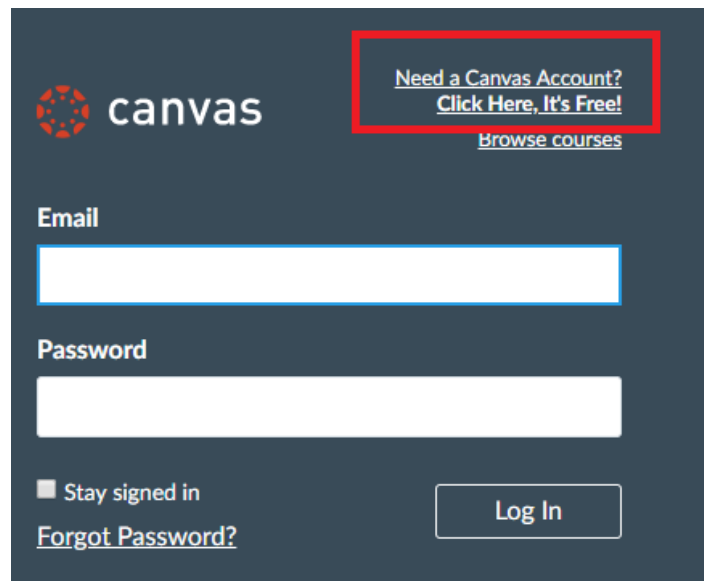
<b>Regional ESP Courses (ROCs)</b>	<ul style="list-style-type: none"> <li>• English Communication for Health Professionals MOOC, Course A</li> <li>• English Communication for Health Professionals MOOC, Course B</li> <li>• English for Aviation</li> <li>• English for Disaster Management</li> <li>• English for Modern Media Studies</li> <li>• English for Peacekeepers</li> <li>• English for Public Policy</li> <li>• English for Tourism Professionals</li> <li>• Establishing Academic Writing Centers at International Higher Education Institutions MOOC</li> <li>• Keys to Diplomatic Writing</li> </ul>
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<b>5-Module MOOCs</b>	<b><i>Teacher Training MOOCs:</i></b> <ul style="list-style-type: none"> <li>• Assessment of English Language Learners</li> <li>• Content-based Instruction</li> <li>• English for Media Literacy for Educators</li> <li>• Integrating Critical Thinking Skills into the Exploration of Culture in an EFL Setting</li> <li>• Professional Development for Teacher Trainers</li> <li>• Teaching English to Young Learners</li> <li>• Teaching Grammar Communicatively</li> <li>• TESOL Methodology</li> <li>• Using Educational Technology in the English Language Classroom</li> </ul>	<b><i>English Learner MOOCs</i></b> <ul style="list-style-type: none"> <li>• English for Business and Entrepreneurship</li> <li>• English for Career Development</li> <li>• English for Journalism</li> <li>• English for Media Literacy</li> <li>• English for Science, Technology, Engineering and Mathematics (STEM)</li> <li>• English for Tourism Professionals</li> </ul>
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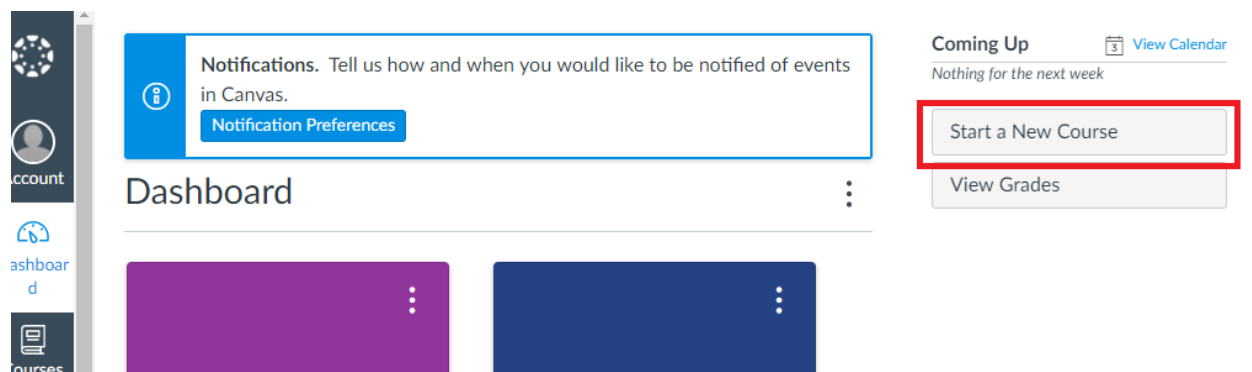
# OPEN Course Import Instructions

The instructions below explain how to import an OPEN course from the Canvas Commons into your own Free for Teacher Canvas account. All OPEN courses are openly licensed, so you may download, copy, or modify the content to make it applicable to your context.

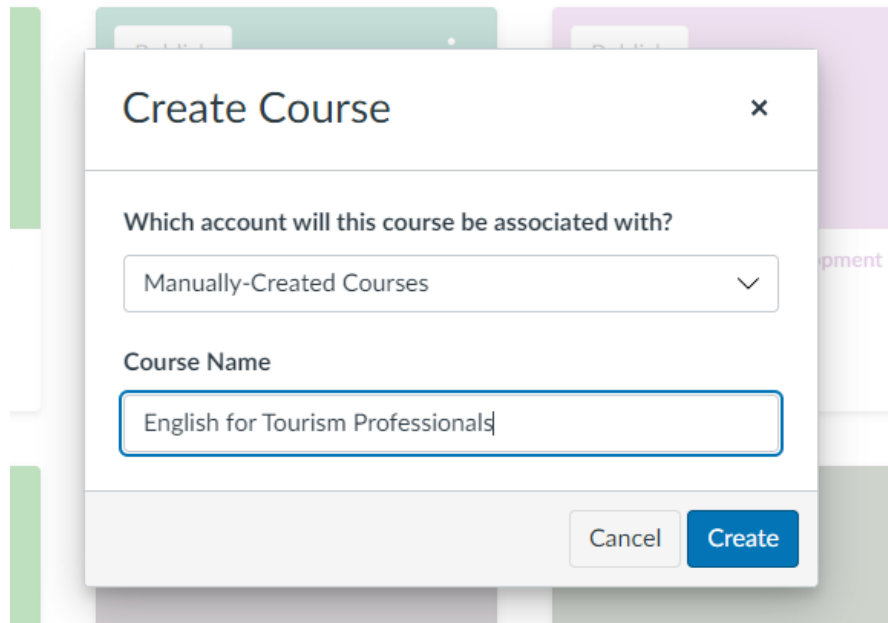
1. Go to <https://canvas.instructure.com>. If you do not already have a Free for Teacher Canvas account, click **“Need a Canvas Account? Click Here, It’s Free!”** Otherwise, use your existing username and password to log in.



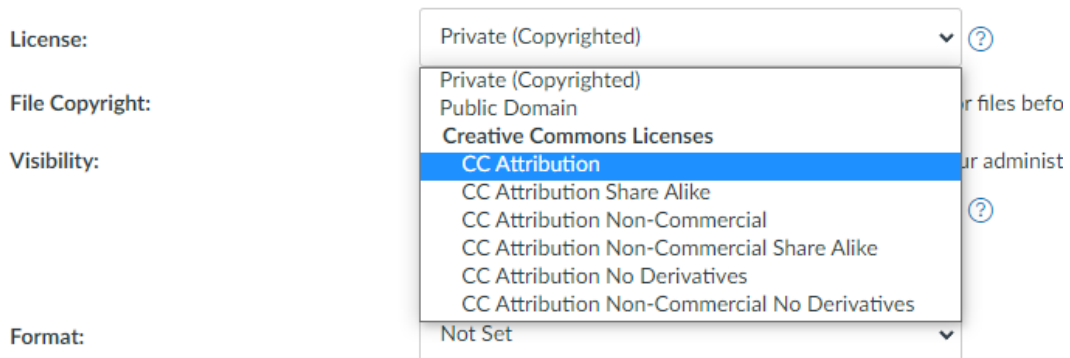
2. Once you have logged into your account, click **“Start a New Course”** in the upper right of your dashboard.



3. Give your course a name and click **“Create.”**



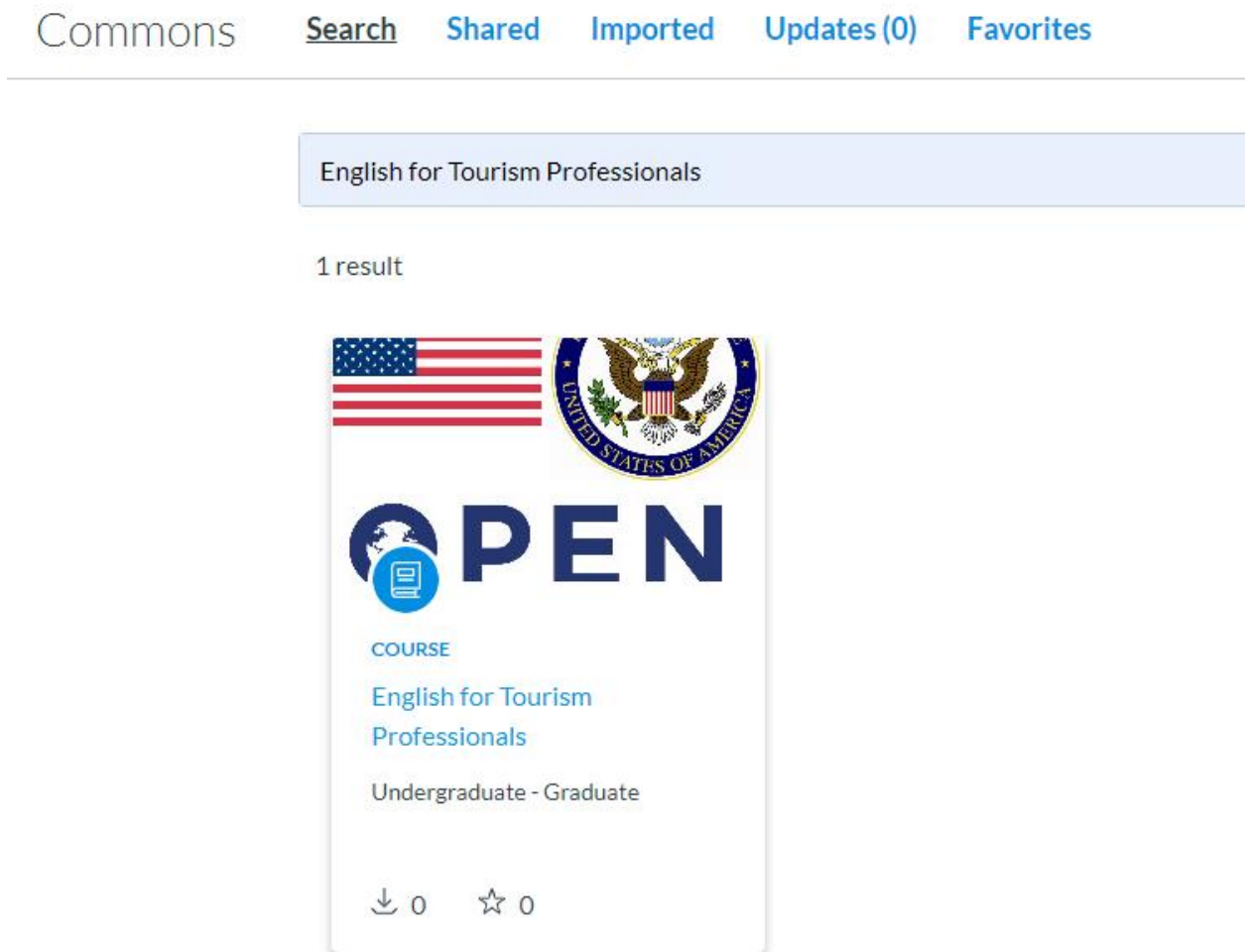
4. Once your course is created, you will see the **Course Settings** page. Update the **License** from **“Private (Copyrighted)”** to the appropriate open license. The license for most OPEN courses will be **CC Attribution (CC BY 4.0)**. However, several MOOCs are licensed **CC Attribution Share Alike (CC BY-SA)**: English for Media Literacy, English for Journalism, English for Business and Entrepreneurship, English for STEM, and English for Career Development.



- To import the course cartridge, click “Home” on the left and then “Import from Commons” on the right.



- This will lead you to the Canvas Commons, where you can search for the course you want by title or keyword. To find all OPEN courses, search “Online Professional English Network.”



7. Click on the course and then click **“Import/Download”** on the next page.

The screenshot shows the Canvas Commons interface for the course "English for Tourism Professionals". The top navigation bar includes "Commons", "Search", "Shared", "Imported", "Updates (0)", and "Favorites". A "Back to Search" button is visible on the left. The course title "English for Tourism Professionals" is displayed, along with a "Preview" tab and "Details" and "Version notes" options. On the right, there are flags for the United States and the Open Education Resource (OER) logo. A red box highlights the "Import/Download" button. Below this button, the file size "38.69 MB - IMS Common Cartridge File (.imsc)" is shown, along with "Add to Favorites" and "Copy Resource Link" buttons. The main content area shows the course title "English for Tourism Professionals - Orientation Module" and a list of modules: "About the Orientation Module", "Lesson 1a: How to Access Canvas", and "Lesson 1b: How to Navigate Canvas". A sidebar on the left lists course components: "Modules (8)", "Assignments (5)", "Pages (102)", "Discussions (13)", and "Quizzes (25)".

8. A pop-up window will show all the existing courses in your Canvas account. Check the box next to the course you created in Step 3 and click **“Import into Course.”**

The screenshot shows a pop-up window titled "Import/Download". The window has a close button (X) in the top left corner. Below the title, there is a section "Import into Canvas" with a search input field labeled "Search for a course". Underneath, there is a list of courses with checkboxes: "All", "Content-based Instruction", "English for Journalism", "English for Tourism Professionals" (which is checked and highlighted with a red box), "Test Cartridge Import", "Test Commons Import", "Test Commons Import - CBI", and "Your Guided Course Template". At the bottom of the list, there is a blue button labeled "Import into Course" with a document icon, which is also highlighted with a red box. Below this button is a "Download" button with a download icon.

9. You will see a message that the import has started and may take a while. The time it takes to import the course will depend on your bandwidth.

Commons [Search](#) [Shared](#) [Imported](#) [Updates \(0\)](#) [Favorites](#)

[← Back to Search](#)

☆ 0 Favorites

You have successfully started the import! It may take a little while to see changes in your course.

10. To view the course, click “**Courses**” on the left and choose the title you assigned to your course in Step 3.

The screenshot shows the Canvas user interface. On the left is a dark sidebar with navigation icons and labels: Account, Dashboard, Courses, Calendar, and Inbox. The main content area is titled 'Courses' and contains a list of course titles under the heading 'Unpublished Courses'. The titles are: Content-based Instruction, English for Journalism, English for Tourism Professionals (highlighted with a red box), Test Cartridge Import, Test Commons Import, Test Commons Import - CBI, and Your Guided Course Template. Below this list is a section for 'All Courses'.

11. This will bring you to the course. If you still see a blank course, the import has not completed. To check the progress of an import, click “Settings” and then “Import Course Content.”

ETP-01 > Settings

Home Course Details Sections Navigation Apps Feature Options

Course Details Course is Unpublished

Image: Choose Image

Name: English for Tourism Prof

Course Code: ETP-01

Blueprint Course: No

Time Zone: Mountain Time (US & Canada)

Subaccount: Manually-Created Courses

Term: Default Term

Starts: [ ]

Ends: [ ]

Changing course dates may override term availability settings and placement in the Courses page and Dashboard. Please confirm term dates before modifying course dates.

Share to Commons

Student View

Course Statistics

Course Calendar

Conclude this Course

Delete this Course

Copy this Course

Import Course Content

Export Course Content

Reset Course Content

Validate Links in Content

Current Users

Students: None

Teachers: 1

TAs: None

12. A blue progress bar means that the course is still importing. When the import is complete, the word “Completed” will appear in orange to the right of the current job.

ETP-01

Home Import Content

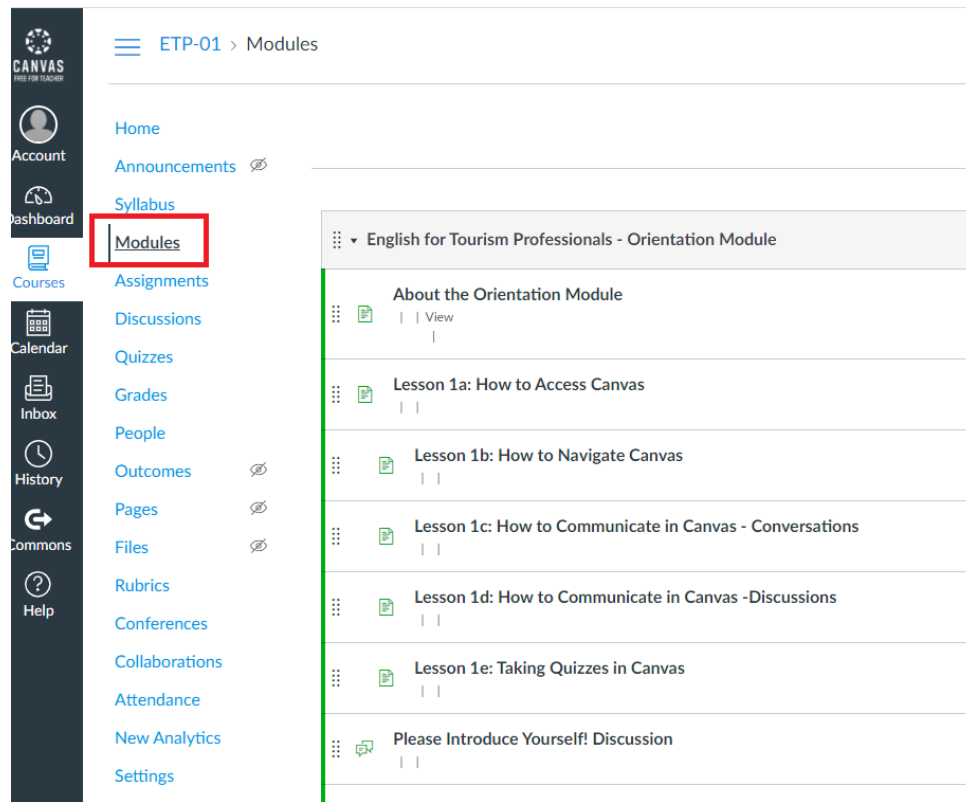
Content Type Select One

Current Jobs

Canvas Common Cartridge	...9594a3d3ec7688e5.imsc	Jan 7 at 12:40pm	Running	<div style="width: 100%; height: 10px; background-color: #0070c0;"></div>
Canvas Common Cartridge	...9594a3d3ec7688e5.imsc	Jan 7 at 12:38pm	Completed	1 issues

Content import files cannot be downloaded after 500 days.

13. When the import is complete, click on “**Modules**” to see all the course modules. From here, you may make changes to any aspect of the course: settings, pages, modules, assignments, etc.



If you experience any issues with this process, please contact [open@fhi360.org](mailto:open@fhi360.org).