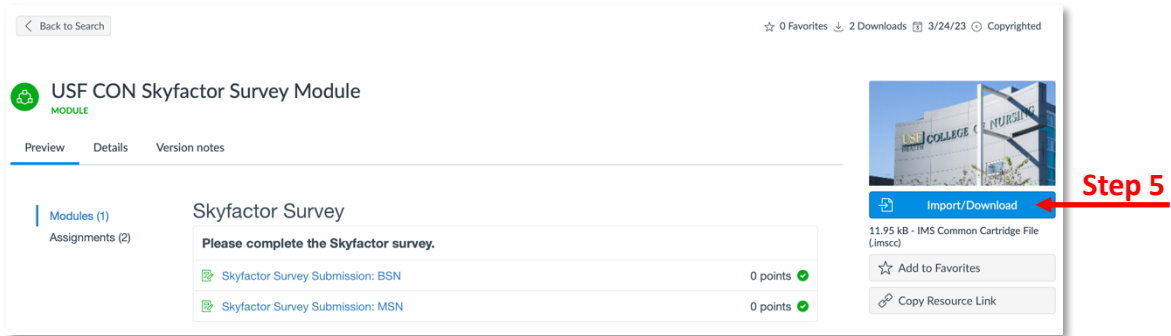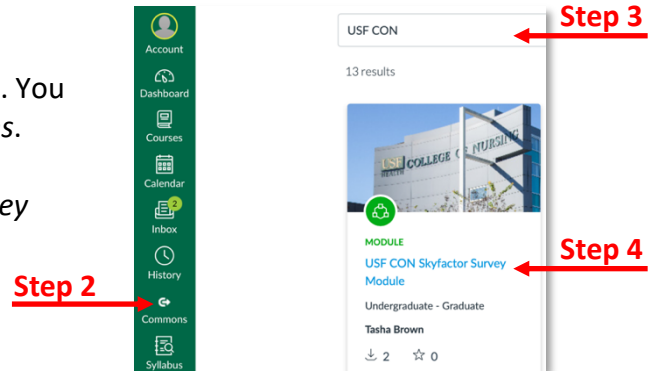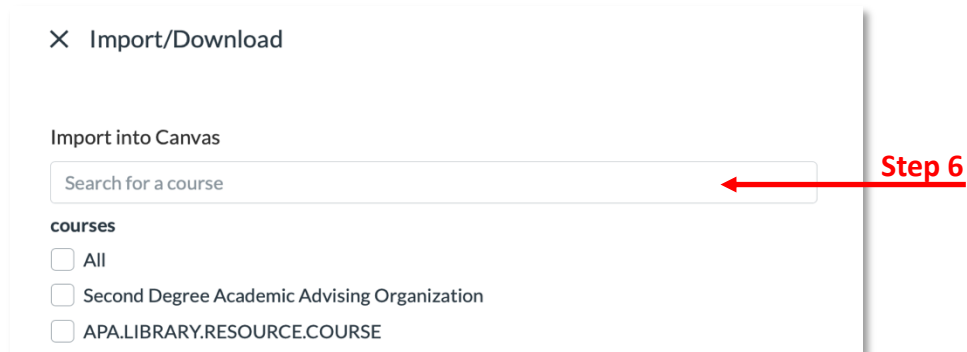# Importing USF CON Skyfactor Survey Module

1. Access Canvas.
2. Click **Commons** (in the green menu on the left). You may have to click **Authorize** to access *Commons*.
3. In the search box, type *USF CON*.
4. Click the module titled *USF CON Skyfactor Survey Module*.
5. Click **Import/Download**.

6. Search for the course you want to import the module into by scrolling and checking it or typing the name in the search box.

7. Scroll down to the bottom and click **Import into Course**.
8. Go to the course you imported the module into and verify it was added to the course.
   a. You may have to move the module to the bottom (or desired place) on the *Modules* page.
   b. The module has assignments for both BSN and MSN. Delete the assignment that doesn't apply to your program.