

In order to get Canvas up and running with classes loaded, you will need to do a SIS Import. The first time that you do this will require more work to get everything set up, but then only daily or weekly maintenance is required to add new students or remove students who have moved.



- Log in to your Canvas instance.
- Click the **Admin** link in the left navigation.

- Click on **SIS Import** in the left menu.



- On the **SIS Import** page, click ***please see this documentation*** in order to see details about what needs to be included in the .ZIP files.

SIS Import

Select the zip file that you want imported.

For a description of how to generate these zip files, [please see this documentation](#).



- All files must be in .csv format.
- Once you have all the .csv files ready to go, you will need to put them into 1 zip file.

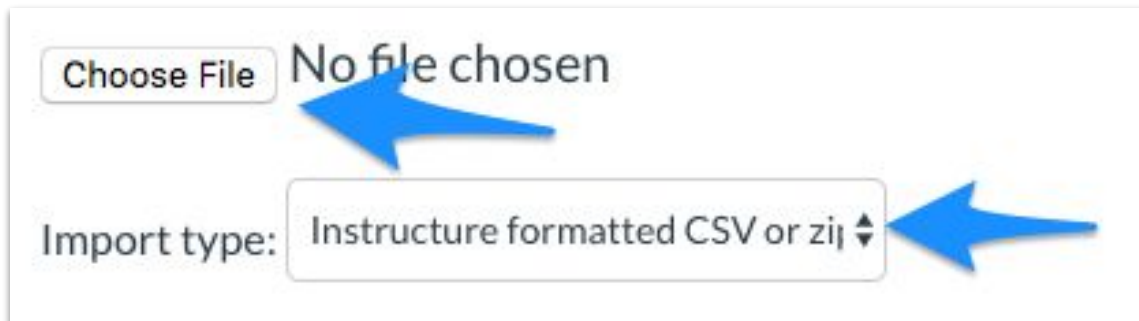
Files to include in the initial upload:

- Users.csv
- Accounts.csv (only if it has never been done before)
- Terms.csv
- courses.csv
- Sections.csv
- Enrollments.csv

Subsequent uploads will only need the ***users.csv*** and ***enrollments.csv*** files.

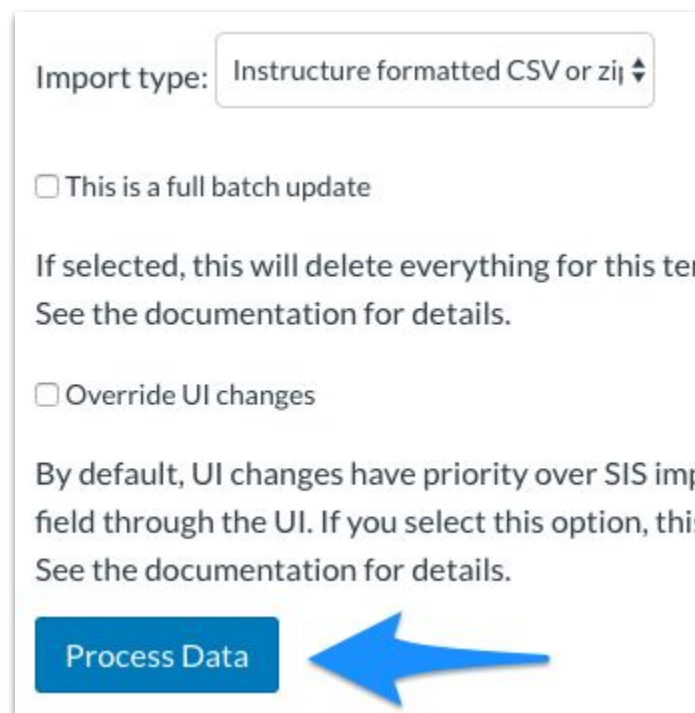
For information on how to format each of these csv files, please see the [Canvas Documentation](#).

- Once you have all of the .csv files ready to upload in a .zip file, return to the **SIS Import** page in Canvas.



The screenshot shows a user interface for file selection. At the top left is a button labeled "Choose File". To its right, the text "No file chosen" is displayed. Below this, there is a dropdown menu labeled "Import type:" with the selected option being "Instructure formatted CSV or zip". Two blue arrows point to the "Choose File" button and the dropdown menu respectively.

- Use the **Choose File** button to attach your .zip file.
- Make sure to leave the Import type set to **Instructure formatted CSV** as shown above.
- Click the **Process Data** button to start your import.



The screenshot shows the lower portion of the import form. At the top is the "Import type:" dropdown menu, which is set to "Instructure formatted CSV or zip". Below this are two checkboxes: "This is a full batch update" and "Override UI changes", both of which are unchecked. There is explanatory text for each checkbox. At the bottom of the form is a blue button labeled "Process Data". A blue arrow points to the "Process Data" button.

Troubleshooting

- Make sure that all column headers in your csv file match the [Canvas Documentation](#) page exactly.
- Make sure you put all the .csv files into 1 folder and save the folder as a .zip file for upload.
- If you get an error for UTF-8, try uploading your files to Google first, then downloading each file as a .csv file. (Do NOT open the files in Excel after downloading from Google) Finally, save the files to a .zip file and upload into Canvas.