

Copy Weblibliography in eCollege Add Document to Canvas

During the migration process from eCollege to Canvas the Weblibliography is not converted. To save the Weblibliography as a Word document, complete the steps below.

- Log into **eCollege** and access the course from which the Weblibliography is to be copied.
- Click the **Weblibliography** link in the **Tools Menu**.
- Select the **Weblibliography** items that are to be copied.
- Do one of the following to copy the entries.
 - ☆ Use the key combination **Ctrl+C**.
 - ☆ Right-click and select **Copy**.
- Open a new Word document.
- Do one of the following to paste the Weblibliography items into the Word document.
 - ☆ Use the key combination **Ctrl+V**.
 - ☆ Right-click and select one of the **Paste** options.
 - ☆ Click the **Paste** button in the **Clipboard Group** in the **Home Tab**.
- Save the document with an appropriate name.
- Open the Canvas course where the Weblibliography is to be uploaded.
- Upload the Weblibliography document to the Files area or another appropriate area of the course.