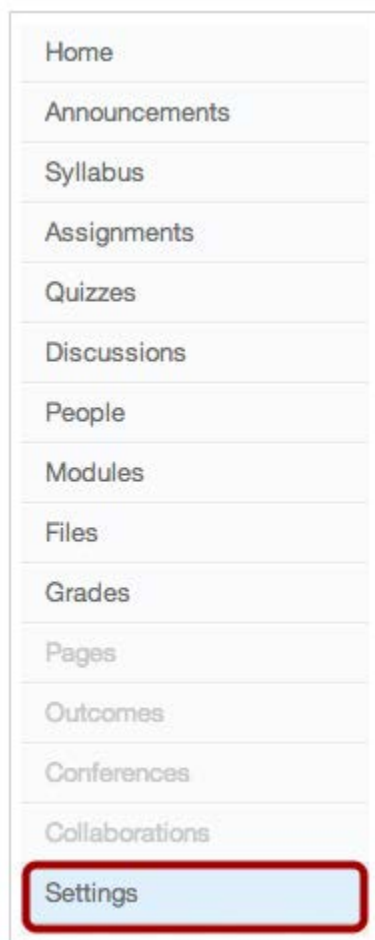


Copy a Canvas Course

This document shows how to copy content into your Canvas course from another Canvas course. You may import content from another Canvas course when you want to use previously related content including course settings, syllabus, assignments, modules, files, pages, and discussions.

Click on Settings

Firstly, click on Settings on the left side of the course navigation.



Import Course Content

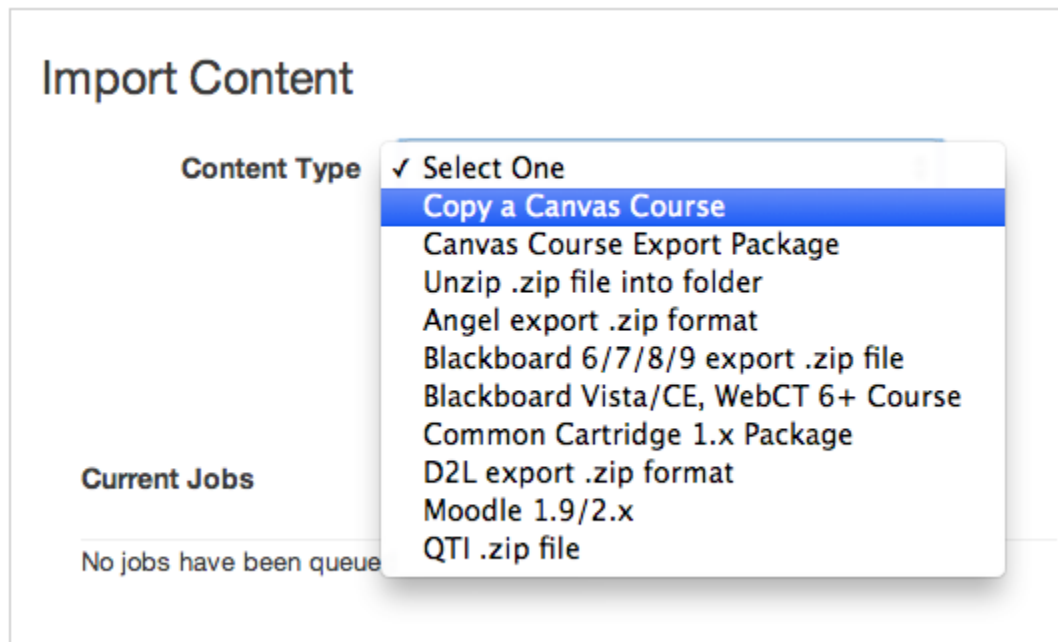
Now, click on 'Import Content into this Course' button located on the right hand side.



Note: Draft State settings are retained in course imports. If an assignment is unpublished in a course, the assignment will also be unpublished in the content import.

Select Content Type

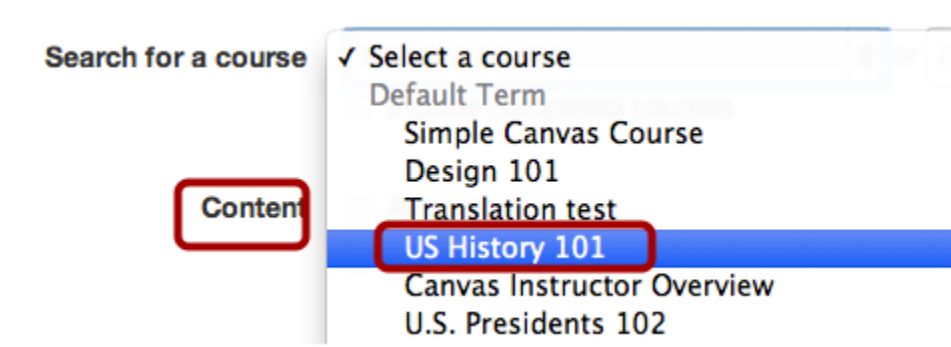
Select 'Copy a Canvas Course' from the 'Content Type' dropdown menu.



Search for a Course

You may search for a course either from the dropdown list or search by course name.

(Drop-down list)



(Search by Course Name)

Search for a course or **1**
 Include completed courses **2**

Select Migration Content

If you want to import all of the content from the course, click the All content radio button (1). If you want to select specific content, such as only assignments or quizzes, click the Select specific content radio button (2).

Import Content

Content Type

Search for a course or
 Include completed courses

Content All content **1**
 Select specific content **2**

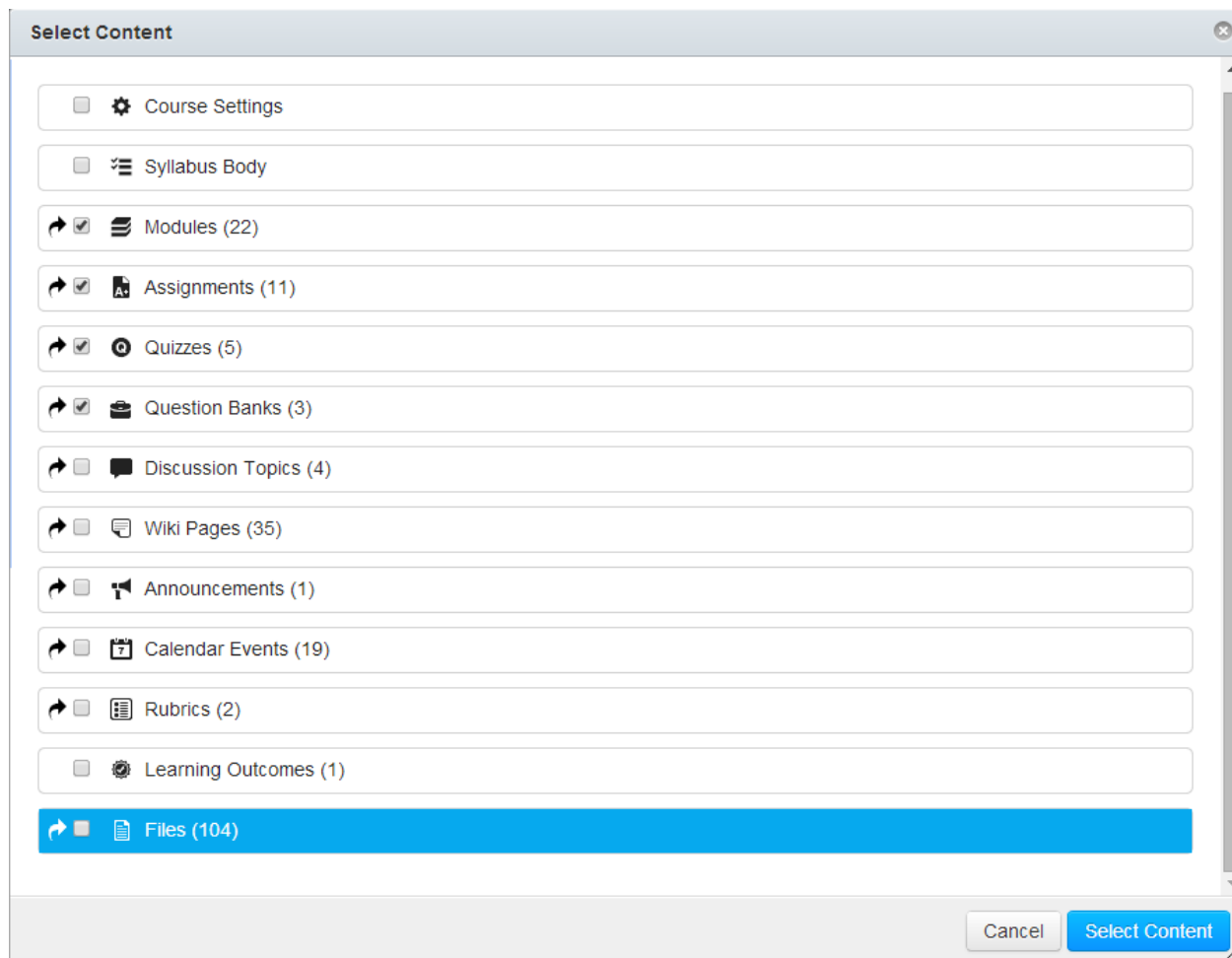
Adjust Events and Due-Dates

If you want to adjust the due dates associated with the course events and assignments, click the Adjust events and due dates checkbox.

Options Adjust events and due dates

Select Specific Content

Click on ‘Select Content’ in Current Jobs to import only a few items from a content group, expand the drop-down arrow and click the specific items to be imported. Canvas will place a dash in the group checkbox, indicating that only a few items are selected within the group.



Import Course

Click on the ‘Import’ button after making these changes to initiate copying of course content. You should now see a progress bar (labelled as ‘Running’) which shows the status of the course import copy in progress.