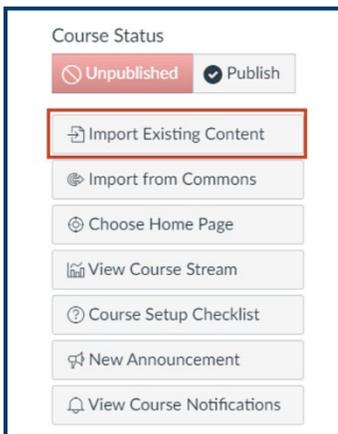


Before You Begin

Copying a course is a simple process but before you begin, be sure to consider the following:

- You must be enrolled as the instructor of the course you wish to copy.
- You must be enrolled as the instructor of the course into which you are copying.
- Decide if you want **All content** or **Select specific content** copied into new shell. (see table for details)

All Content	Specific Content
The All content option will copy the course exactly as it is, including all files, folders, pages, announcements, etc. This option is ideal for copying a course that does not require many changes or adjustments.	The Select specific content option allows you to choose only the content you want in the new shell. This option is ideal for an instructor who only wants specific material copied into a shell or who does not want extraneous content from previous versions of the course.



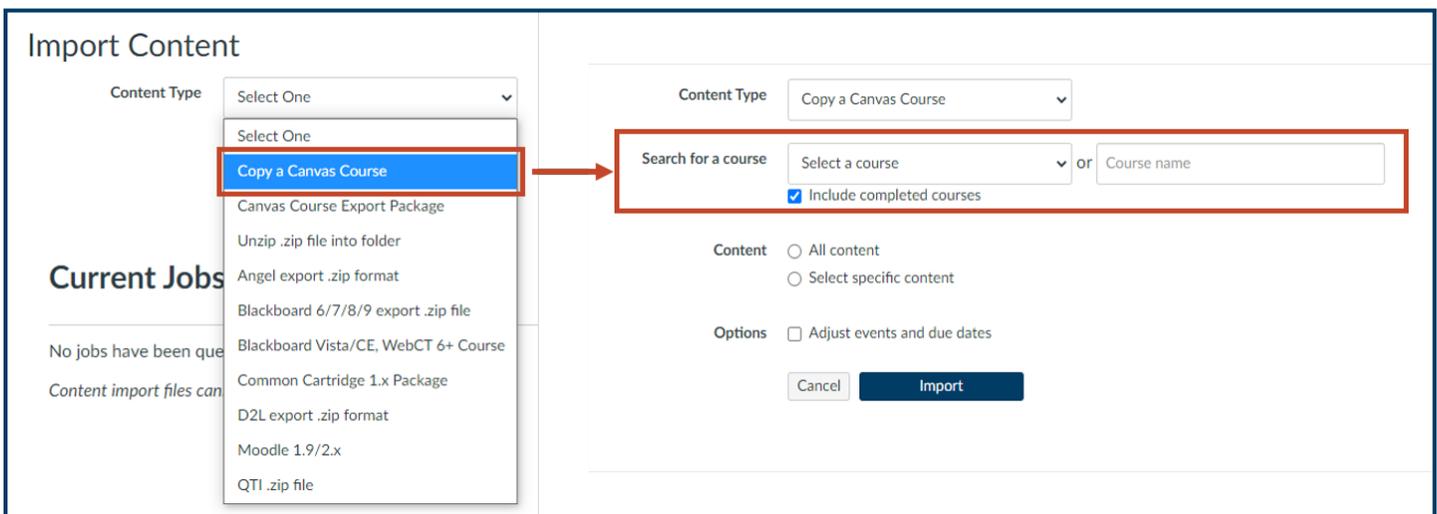
Step One: Import Existing Content

Go to the homepage of the course shell where you want new content to appear. Look at the menu on the right side of the screen and select **Import Existing Content**.

You can also get to the import tool by going to Settings and selecting Import Course Content from the menu on the left.

Step Two: Copy a Canvas Course

From the **Content Type** drop-down menu, select **Copy a Canvas Course**. You will be prompted to **Search for a course**, where you can select your course from the drop-down menu or by entering the course name.



Best Practice: If you have a course with a lot of old files and you want to clear them out, you can use the *Select specific content* as described, and then select everything on the list *except files*. Canvas will make a copy of your course that includes everything, including linked files, and then leave all the unused files behind.

HOW TO COPY A COURSE

Step Three: All Content Option

Once you have chosen the course you want to copy, then you will be prompted to select the content you wish to copy.

1 – Select **All content** to copy the entire course.

2 – You will then be given the option for **Date adjustment**. You have the option to:

- Shift dates to reflect the new term, and Canvas will adjust all previous due dates.
- Remove dates to have no due dates reflected in the new shell.
- Select neither and go directly to Import; Canvas will copy the course and all due dates exactly as it is.

3 – Finally, select **Import** and your content will be copied into the new course shell.

Import Content

Content Type: Copy a Canvas Course

Search for a course: Making Modules Work For You_RKS_I or Making Modules Work For You_RKS_Fall2

Include completed courses

1 Content: All content, Select specific content

2 Options: Adjust events and due dates

Date adjustment: Shift dates, Remove dates

Beginning date: [calendar icon] change to: Dec 2, 2020 at 12:09pm [calendar icon]

Ending date: [calendar icon] change to: [calendar icon]

Wed Dec 2, 2020 12:09pm

+ Substitution

3 Cancel Import

Step Three: Select Specific Content Option

Once you have chosen the course from which you want to copy content, you will be prompted to select the content you wish to copy. The **Select specific content** option allows you to choose only the content you want in your new shell.

Choose **Select specific content** and then **Import**. The course copy action will appear in the list of **Current Jobs**. You will now need to click the **Select Content** button to choose what you want to import.

Import Content

Content Type: Copy a Canvas Course

Search for a course: Select a course

Include completed courses

Content: All content, Select specific content

Options: Adjust events and due dates

Cancel Import

Current Jobs

Course Copy: Making Modules Work... Mar 22 at 10:24am

Waiting for Selection Select Content

Content import files cannot be downloaded after 500 days.

You will have the option to:

1. Select entire sections of content, or
2. Expand and select individual items to copy.

Finally, choose **Select Content**, and your content will be copied into the new course shell.

Select Content

Course Settings

Syllabus Body

→ Modules (21)

→ Assignments (12)

→ Quizzes (2)

→ Discussion Topics (7)

→ Pages (102)

→ Announcements (1)

→ Files (15)

Select Content

Course Settings

Syllabus Body

Modules (21)

Sample Module

Making Modules Work For You

[TEMPLATE] TOOLBOX for INSTRUCTORS: duplicate these templates to add course content

Course Management Guides (do not publish)

Start Here

Week 1: [Title]

Week 2: [Title]

Week 3: [Title]

Week 4: [Title]

Week 5: [Title]

Week 6: [Title]

Week 7: [Title]

Week 8: [Title]

Cancel Select Content