

How to Copy (“Import”) a Course

Use Case

Use the import feature to copy (“import”) course content from one course shell to another in Canvas.

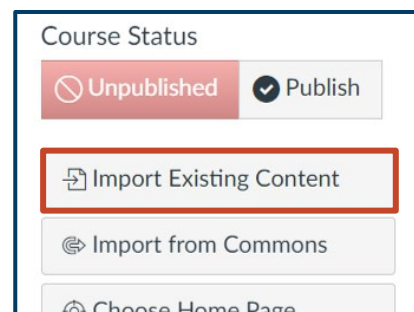
Prerequisites

- You are enrolled as the instructor of the course you wish to copy content from
- You are enrolled as the instructor of the course you are copying content into
- Decide if you want to **all content** or **specific content** copied into the new course (see table for more details)

All Content	Select Specific Content
The All content option copies over the entire course content, including files, folders, pages, and announcements. Use this option if you want to copy course content over to a new course with minimal changes needed afterwards.	The Select specific content option allows you to choose which content you want in the new course. Use this option if you only want to copy specific course content into a course or do not want extra content from previous versions of the course.

Step One: Select Import Existing Content

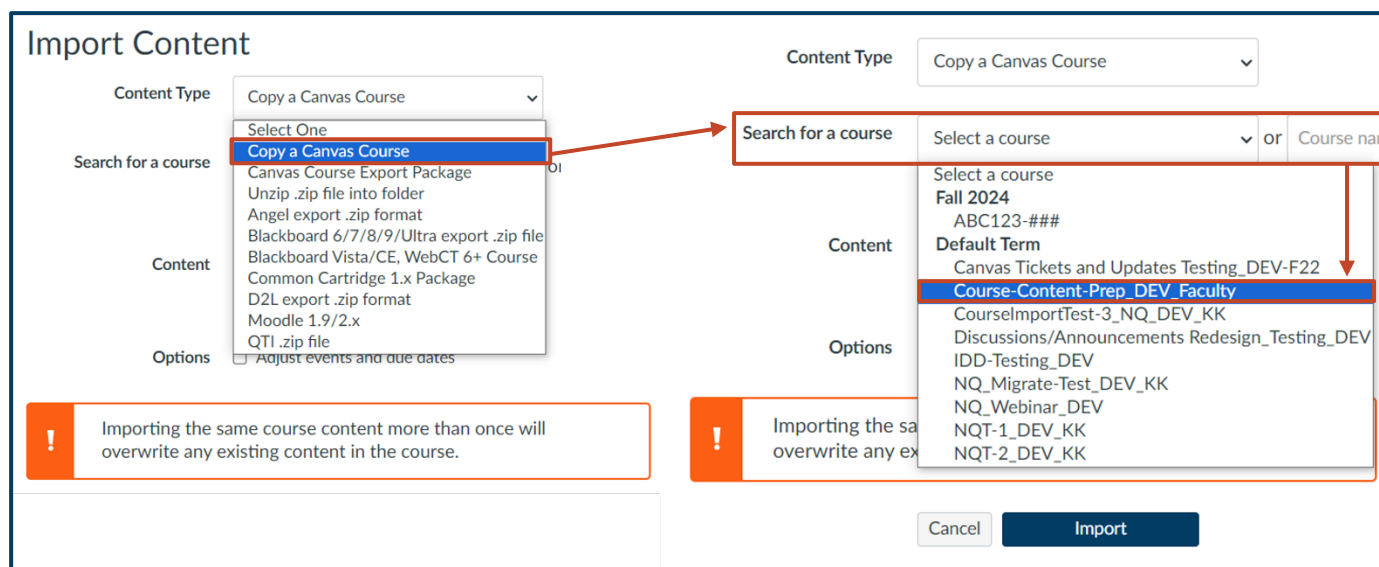
Go to the home page of the course where you want course content to go. Find the course sidebar on the right side of the screen and select **Import Existing Content**. You can also get to **Import Existing Content** by going to **Settings**.



Step Two: Copy a Canvas Course

Select **Copy a Canvas Course** from the **Content Type** drop-down menu. **Search for a course** you want to copy content from by selecting a course or entering the course ID (ex: BIO110-970).

WARNING: Check the term date of your course options to ensure you are copying the correct content from the correct course. This will help you if you have multiple courses with a similar or the same course ID for multiple terms.



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Step Three: All Content Option

1 – Choose **All content** to copy all the chosen course’s content into the course

2 – Choose the optional **Date adjustment**.

Your options are:

- **Shift** all dates to reflect the new term
- **Remove** all dates so no dates are reflected in the new course
- Select neither and Canvas will copy the course content and its dates exactly as they are

3 – Select **Import** and your content will copy into the new course

Step Three: Select Specific Content Option

1 – Choose **Select specific content** to only copy the content you want into the course

2 – Select **Import**. The course copy action appears in the Current Jobs list

3 – Select the **Select Content** button to choose what you want to copy

You will have the option to:

- Select entire sections of content, or
- Expand and select individual items to copy

4 – Choose **Select Content**, and your content will copy into the new course

Best Practices

Keep these best practices in mind when copying course content:

1

Select Content

☒

Course Settings

☒

Syllabus Body

☒

→ Modules (27)

☒

→ Assignments (13)

☒

→ Quizzes (5)

☒

→ Question Banks (7)

☒

→ Discussion Topics (14)

☒

→ Pages (229)

☐

→ Files (103)

1 – Use the **Select specific content** option if you want to clear out old files. Select everything on the list except **Files**. Canvas will make a copy of your course that includes everything, including linked files, and will leave all the unused files behind.

2

Select Content

☐

Course Settings

☐

Syllabus Body

☐

→ Modules (23)

☐

→ Assignments (13)

☒

→ Quizzes (5)

☒

→ Question Banks (7)

☐

→ Discussion Topics (14)

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→ Pages (229)

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→ Files (103)

2 – Question banks will not copy over automatically with quizzes during a Select specific content import. Select **Question Banks** in the Select Content box if you have any question banks tied to the quizzes in the course you are copying from.

3

Current Jobs

Course Copy

·Live-Shell_DEV

Jun 18 at 11:06am

Completed

1 issues

Content import files cannot be downloaded after 500 days.