

HOW TO COPY A COURSE

CANVAS QUICK START



Instructional Design & Development

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 the new shell.

All Content vs. 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 has been taught before and does not have a lot of extra material.

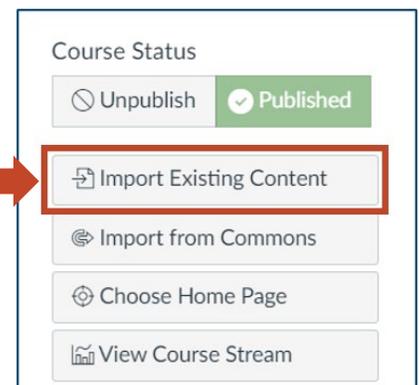
The **Select specific content** option allows you to choose only the content you want in the new shell.

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.

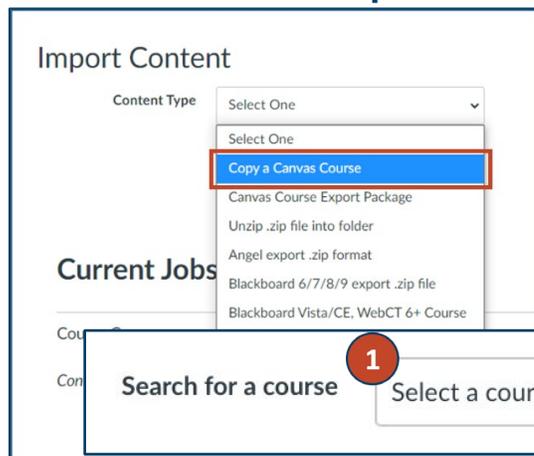
STEP ONE: Import Existing Content

Go to the homepage of the course shell where you want the new content to appear.

Look at the menu on the right side of the screen and select **“Import Existing Content”** (Note: You can also get to the import tools by going to “Settings” and selecting “Import Course Content” from the menu on the left.)



STEP TWO: From Import Content, 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:

- 1 - select your course from the drop-down menu, or
- 2 - enter the course name.

IMPORTANT: Be sure you have selected the correct course/term you want copied.

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.

Select **“All content”** to copy the entire course.

You will then be given the option for **“Date adjustment.”** You have the option to:

1 – **Shift dates** to reflect the new term, and Canvas will adjust all previous due dates, or
2 – **Remove dates** to have no due dates reflected in the new shell. If you skip the date adjustment and go directly to Import, Canvas will copy the course and all due dates exactly as it is.

Finally, click **“Import”** and your content will be copied into the new course shell.

Content All content
 Select specific content

Date adjustment Shift dates
 Remove dates

Beginning date change to Feb 23, 2016 at 12am
Tue Feb 23, 2016

Ending date change to Jun 3, 2016 at 12am
Fri Jun 3, 2016

Cancel **Import**

STEP THREE: Select Specific Content Option

Once you have chosen the course you want to copy, 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.

Content All content
 Select specific content

Choose **“Select specific content”** and then **“Import.”**

The course copy action will now appear in the list of **“Current Jobs.”** You will now need to

click the **“Select Content”** button to choose what you want to import.

You will have the option to:

1 - select entire sections of content, or
2 - expand and select individual items to copy.

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

Current Jobs

Course Copy History 101 Jul 13 at 1:10pm Waiting for select **Select Content**

1 → Quizzes (5)

→ Question Banks (6)

↓ Discussion Topics (6)

Major Biomes
 Projects Overview Discussion
 Welcome to class!
 Current Events
 Identify the Fallacy
 General Class Question and Answer

→ Wiki Pages (12)

Cancel **Select Content**

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