

Copying Course Materials between Canvas Courses

When you create a new Canvas course site, you may wish to reuse materials from previous Canvas courses. This document provides a step-by-step description of how to copy materials from one Canvas course site into another Canvas course site.

1. Navigate to your new course site on Canvas and select **Settings** in the Course Navigation menu.

Syllabus

Assignments

Discussions

Grades

Settings

2. In the right-hand menu in **Settings**, click **Import Course Content**.

 Copy this Course

 **Import Course Content**

 Export Course Content

3. Under **Import Content**, select **Copy a Canvas Course** in the Content Type drop-down menu.

Content Type

4. Find the course you wish to copy by selecting it from the **Select a course** drop-down list or by typing its name into the adjacent search box.

Search for a course or
 Include completed courses

5. Under **Content**, choose **Select Specific Content**.

Content All content
 Select specific content

- **Importing in stages:** We strongly recommend importing in stages, e.g. first specific modules, then Discussions, then additional files as needed. This way you won't end up importing extraneous or out-of-date material.
- **Adjusting due dates:** If you will be reusing assignments, you can update their due dates by selecting the **Adjust events and due dates** checkbox next to **Options**. Once you enable this option, you will need to enter the beginning and ending dates for both the old and new quarters. This option works best when the old and new quarters are of equal length; if you are copying material from a 10-week

course into a 3-week summer course or vice versa, it will generally be easier to adjust the assignment due dates manually.

Options Adjust events and due dates

Date adjustment Shift dates
 Remove dates

Beginning date  change to 
Thu Nov 30, 2017 11:12am

Ending date  change to 

6. Click the maroon **Import** button.

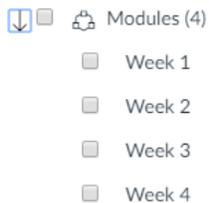


7. Under **Current Jobs**, click **Select Content** and then choose from the pop-up menu those elements you want to have in your new course site. When you are ready to copy your materials, click the **Select Content** button at the bottom right of the pop-up menu.

Current Jobs



- If you click the horizontal arrow next to a menu item in the pop-up menu, it will change to a vertical arrow and a submenu will appear. This allows you to select individual modules, assignments, files, etc. to copy into your new course.



- If you select a module to copy, all items included in that module (assignments, files, content pages, etc.) will be copied over automatically, and do not need to be selected separately.
- When the import concludes, Canvas may list "Issues" that arose during the import. These issues are often related to missing links. You can either address the issues immediately by clicking on the issue link Canvas provides, or you can wait until you are reviewing and organizing your course site.

Further Resources

For detailed instructions on how to copy material from a previous Canvas course site to your new Canvas course site, see "**How do I select specific content as part of a course import?**" at community.canvaslms.com/docs/DOC-13101.