Canvas Course Copy

There are multiple ways to copy Content from one course to another. At the start of a semester you may migrate the entire course or large pieces at one time.

Course Copy—All Content*

*Use this ONLY for development courses. Do NOT use this option to copy between semesters.

1) Go to Settings in the Course menu

2) On the Settings Menu, Click on Import Course Content

3) On the Import Screen, Drop down the Content Type selection, choose Copy a Canvas Course

*Note you can import a Canvas Export Package from here as well, that is used for pulling in a colleague’s course you don’t otherwise have access to.

4) In Search for a Course—Type in the designation of the course you want—pick it off the list if applicable (ex: HIS.122.02)

5) Choose ALL Content to bring everything over.

   *Note: You can set to Adjust Dates—more on this later.

6) Click Import to Start the Copy.

7) A progress bar will show you when this is done—you do NOT need to remain on this page to watch it. Depending on system load, it may take some time.
If you check the **Adjust Events & Due Dates** box, you will be presented with more choices (See image).

You can tell it when the origin class began and ended, and when the new one does. Canvas will arrange the new dates according to the new schedule and ratios. You can also nudge days if needed.

You may also remove all existing dates and redo these as you plan your course.

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**Course Copy—Specific Content***

*Best copy option between semesters*

1) Go to **Settings** in the Course menu, follow the previous procedure to step 5

5) Click **Select Specific Content**

6) Click **Import**

7) In The **Current Jobs** line, click **Select Content**.

8) You will be presented with a list of elements in our class
   
   a. Check the box to pull everything under that choice (Choosing to pull a Module will also pull over ALL content IN that module, no additional choices required).
   
   b. Choices will be highlighted
   
   c. Arrows allow expansion of the current list to show individual matches

9) Click **Select Content** when done

10) The Copy will now start. A progress bar will show you when this is done—you do NOT need to remain on this page to watch it. Depending on system load, it may take some time