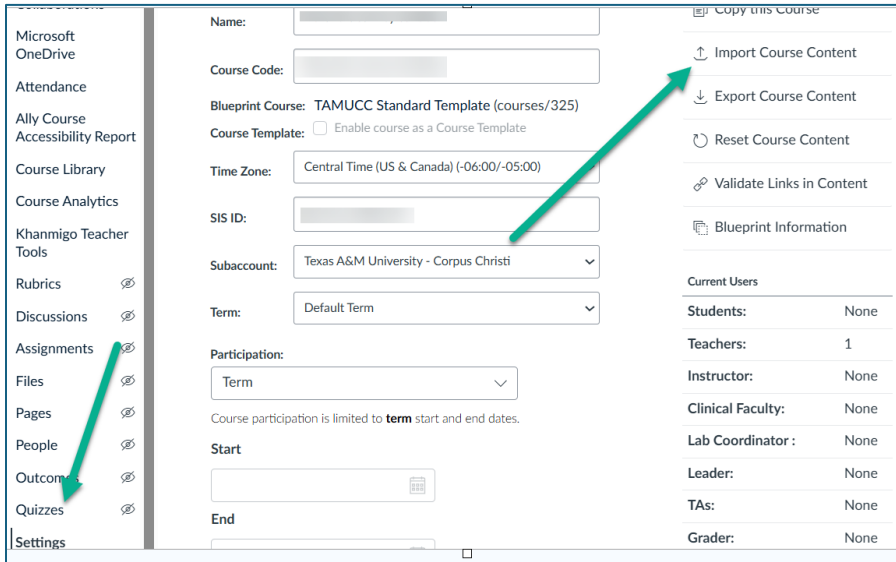


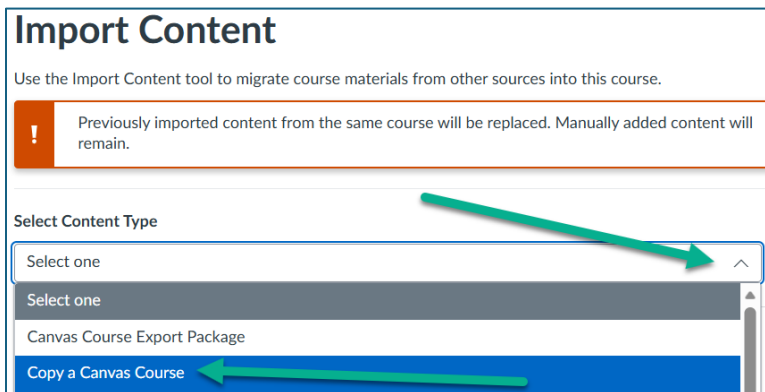
# Canvas Course Copy Tutorial

Use the process below to copy your previously taught course(s) and avoid copying unused files to.

1. In Canvas, go to the course where you would like to import/copy content.
2. In Course Navigation, click the *Settings* link.
3. Click the *Import Course Content* link.



4. In the Select Content Type drop-down menu, select the Copy a Canvas Course option.



5. In the Select a course drop-down menu, select the course you would like to access. Courses are ordered alphabetically by most recent term. To search for a course by name, enter the name or SIS ID in the Search for a course field. Click the course name when it appears. Click the Select specific content radio button.
6. Click "Select specific content" button.
7. Verify that Convert content to New Quizzes option is selected.

- DO THIS STEP** to avoid bringing previous due dates into your grade book: Click *the Adjust Events and Due Dates* checkbox and select the option to Shift dates or remove dates altogether.
- Click the blue button to *Add to Import Queue*.

Select Content Type

Copy a Canvas Course

Search for a course

Include completed courses

Content \*

All content

The following content types will be imported: Course Settings, Syllabus Body, Modules, Assignments, Quizzes, Question Banks, Discussion Topics, Pages, Announcements, Rubrics, Files, and Calendar Events.

Feature Options aren't imported and must be enabled manually in the new course's Settings.

Select specific content

Options

Convert content to New Quizzes ?

Adjust events and due dates

Date adjustments

Shift dates

Remove dates

Clear + Add to Import Queue

- On the Import Content page, click *Select Content*.

Content Type	Source Link	Date Imported	Status	Progress	Action
Course Copy		Jan 28 at 11:40am	Waiting for selection		Select content

- On the **Select Content for Import** frame, select **Modules ONLY!** As long as your content is linked in the modules (e.g., quizzes, discussions, assignments), it will be brought over with the modules.

Select Content for Import

Course Settings

Syllabus Body

Modules (5)

Assignments (24)

Quizzes (11)

Question Banks (8)

Discussion Topics (1)

Pages (28)

External Tools (3)

Files (4)

Cancel Select Content

12. If you would like to copy content not linked in the modules, expand the drop-down arrows and add your selections. Click the blue Select Content button and wait for the content to copy. Once ready, you will see the Completed Message in the Course Imports on the same page.
13. Verify that the course content was copied correctly.

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