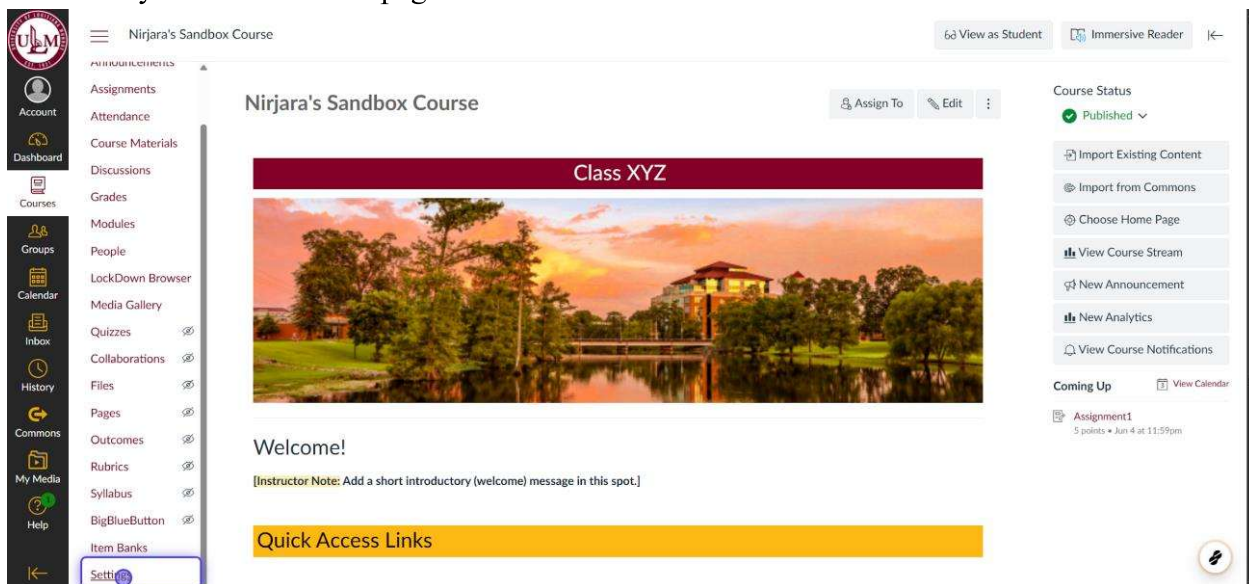
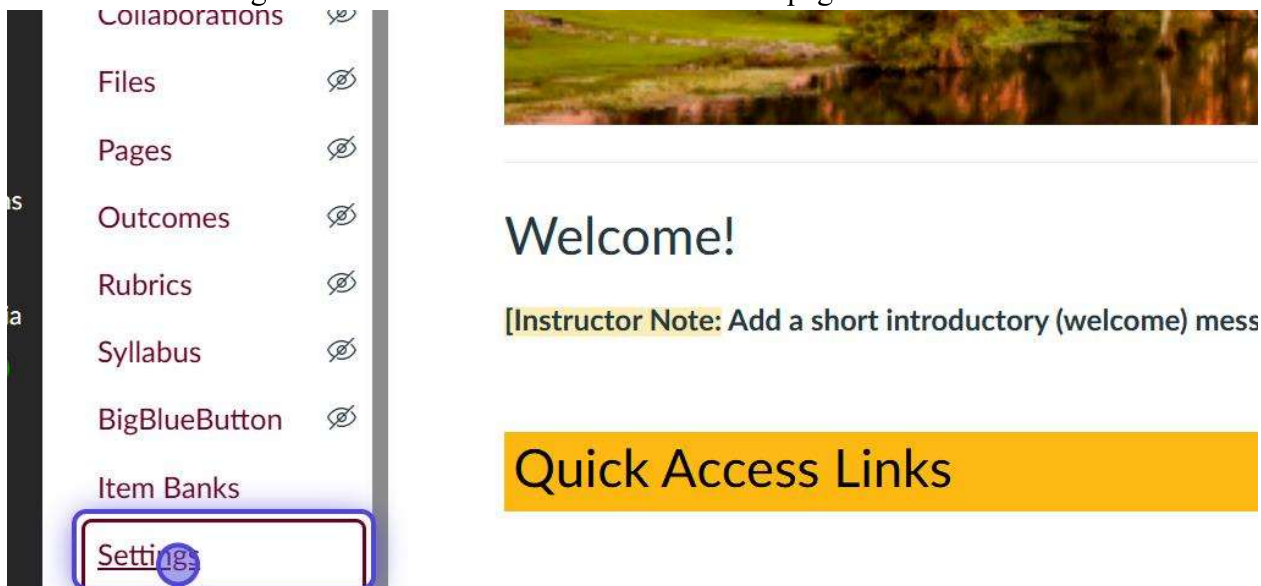


How to Copy a Canvas Course

1. Go to your course Home page



2. Click on Settings from the bottom left side of the Home page



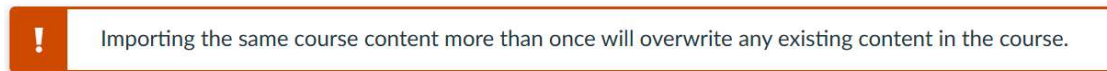
How to Copy a Canvas Course

3. Click on Import Course Content on the right-hand side of the screen



4. Click on Select Content Type

Use the Import Content tool to migrate course materials from other sources into this course.



Select Content Type

Content imports

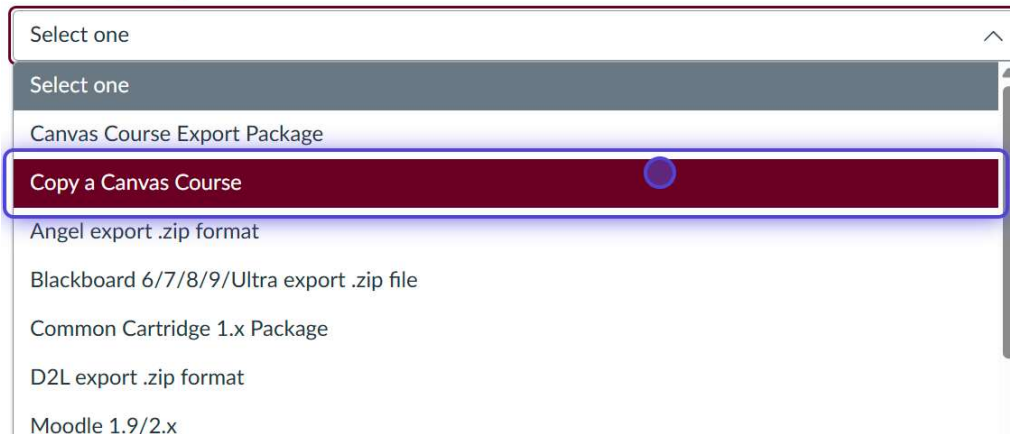
Content import files cannot be downloaded after 500 days.

Content Type	Source Link	Date Imported
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How to Copy a Canvas Course

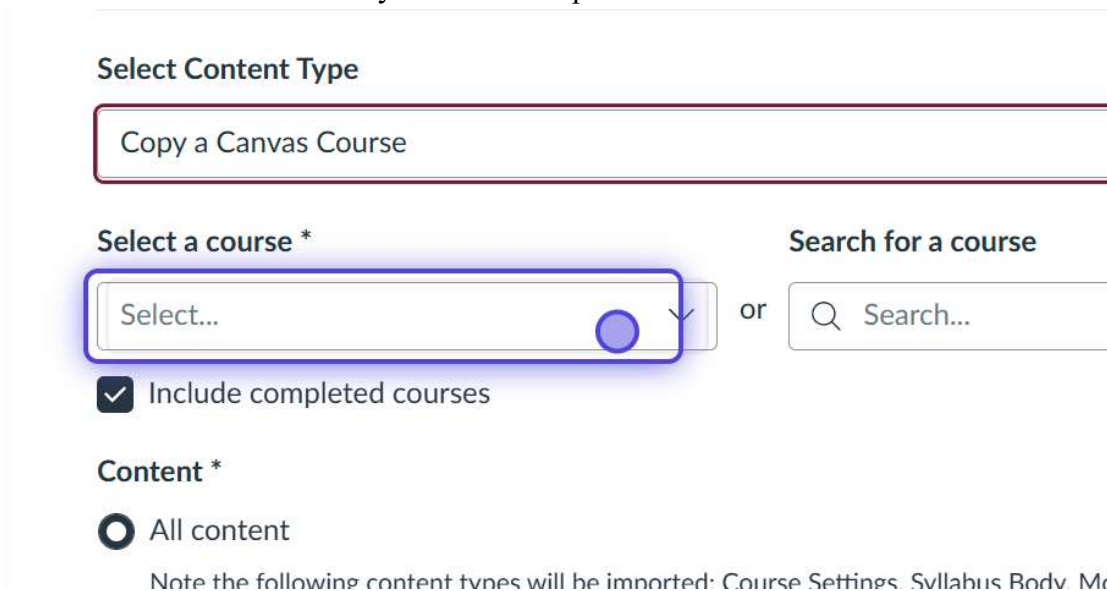
5. Select Copy a Canvas Course

Select Content Type



A screenshot of a dropdown menu titled "Select Content Type". The menu is open, showing a list of options. The option "Copy a Canvas Course" is highlighted with a red border and a red circle. Other options include "Select one", "Canvas Course Export Package", "Angel export .zip format", "Blackboard 6/7/8/9/Ultra export .zip file", "Common Cartridge 1.x Package", "D2L export .zip format", and "Moodle 1.9/2.x".

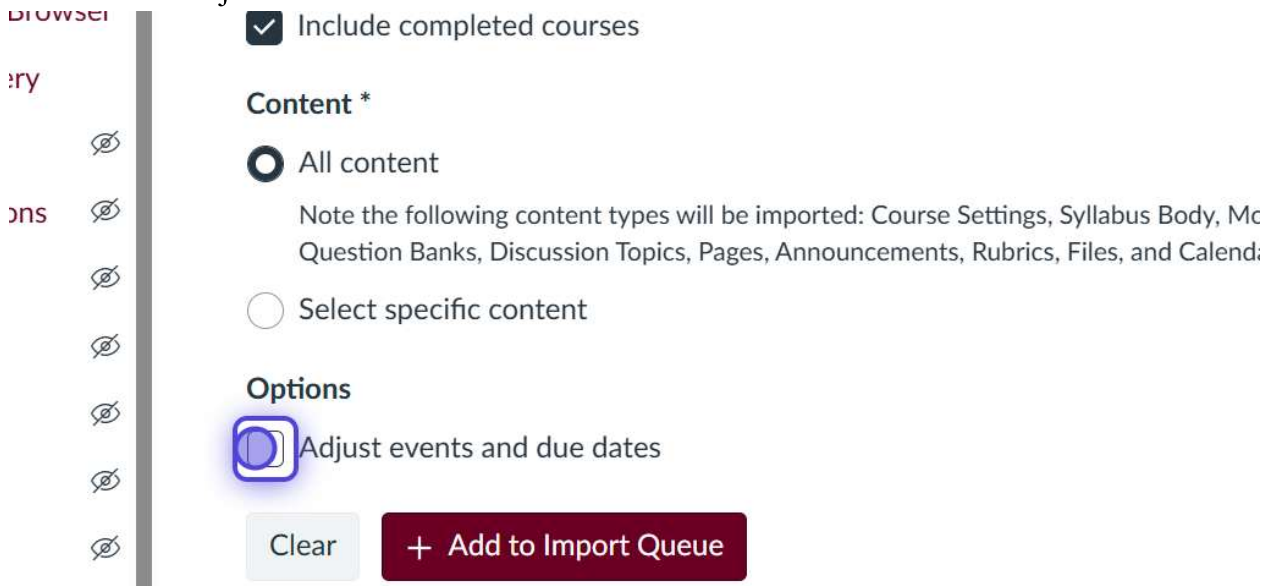
6. Select or search a course you want to import



A screenshot of the course selection interface. It shows a "Select Content Type" dropdown menu with "Copy a Canvas Course" selected. Below this, there are two options for selecting a course: "Select a course *" and "Search for a course". The "Select a course *" option is highlighted with a red border and a red circle. It includes a dropdown menu with "Select..." and a red circle. The "Search for a course" option includes a search box with a magnifying glass icon and the text "Search...". Below these options, there is a checked checkbox for "Include completed courses". Under the "Content *" section, the "All content" radio button is selected. At the bottom, there is a note: "Note the following content types will be imported: Course Settings, Syllabus Body, Mr".

How to Copy a Canvas Course

7. Choose whether you want to import all content or just specific ones, and you can also choose to adjust events and due dates



Browser

Include completed courses

Content *

All content

Note the following content types will be imported: Course Settings, Syllabus Body, Mc Question Banks, Discussion Topics, Pages, Announcements, Rubrics, Files, and Calend

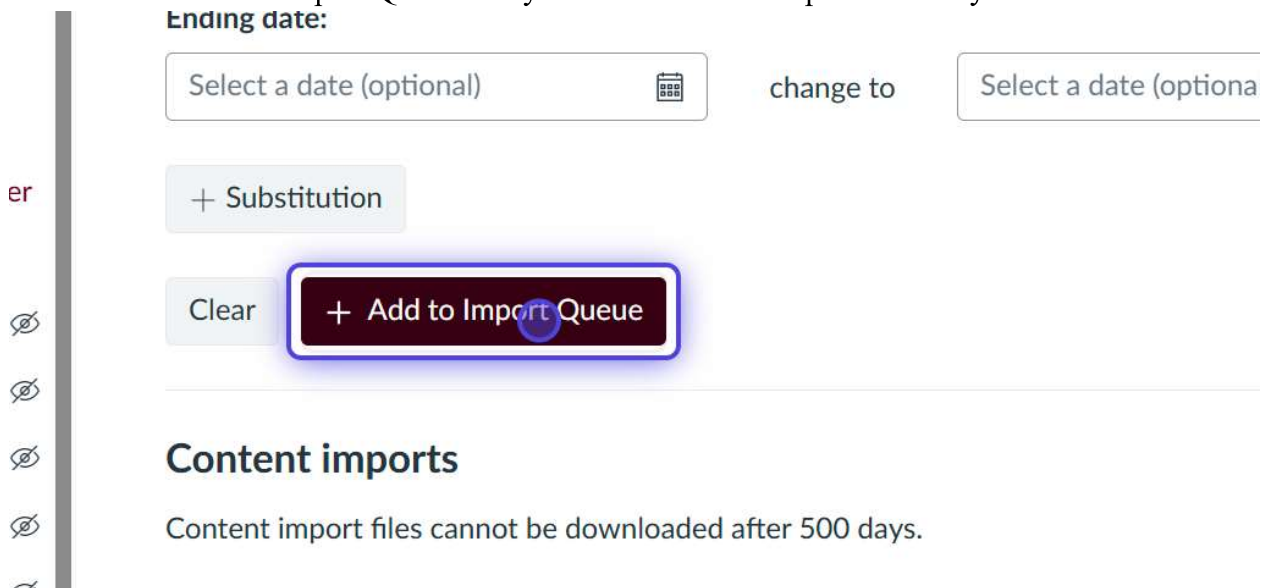
Select specific content

Options


Adjust events and due dates

Clear + Add to Import Queue

8. Click on Add to Import Queue and your course will be imported shortly



Ending date:

Select a date (optional)  change to Select a date (optiona

+ Substitution

Clear + Add to Import Queue

Content imports

Content import files cannot be downloaded after 500 days.