

Copying Some Course Content

1. In your Canvas Dashboard, scroll down to the Unpublished Courses section and locate the course into which you want to copy content.
2. If you do not see the desired course, click the **Courses** link in the Global Navigation menu, scroll down in the flyout menu that appears, and click the **All Courses** link. The “All Courses” page appears, listing all courses in Canvas to which you are assigned. You can find your desired course in this list.
3. Click the course to open it.
4. Click the **Import Existing Content** button in the upper right of the Dashboard. The “Import Content” screen opens.
5. Click the arrow on the **Content Type** field and select the **Copy a Canvas Course** option. Several other fields appear.
6. Click within the **Search for a course** field and begin typing the name of the course from which you want to copy. A list of courses matching the criteria entered appears. Select the course from which you want to copy in the list. The name of the course appears in the **Search for a course** field.
7. Click the **Select specific content** radio button. When you select this radio button, you will select the content you want to copy after you click the **Submit** button.
8. Click the **Adjust events and due dates** checkbox if you want Canvas to automatically adjust the event and due dates in the content you are copying to the new class. If you do not check this box, move to step 10.
9. Decide whether you want to shift the existing dates in the existing content or remove them completely:
 - a. Click the **Shift dates** radio button to update the dates shown in the migrated course (entered in the **Beginning** and **Ending** date fields) to the dates indicated in the associated change to fields.
 - b. If you want to change the weekday on which something is due, click the **Substitution** button and enter the old and new weekdays in the **Move from...to** fields. If you need to move more than one weekday, click the **Substitution** button as needed.
 - c. Click the **Remove dates** radio button to remove all dates from the course materials (due dates, event dates, etc.).

10. Click **Import** to start the copying process. The Course Copy job appears in the Current Jobs section of the screen. Click the **Select Content** button to the right of the job and select the content you want to copy into the new course (click the arrow next to a heading to expand the section and view/select the individual components). Click the **Select Content** button. The Import process begins.
11. You will receive a notification once the copy process is complete.
12. Review the course to ensure that all content is copied over properly.