

Copying Content from Another Canvas Course

3/16/21

You can copy content from your sandbox course, or a course from the previous year, into your current year course.

Go to the home page of the course *into which* you want materials copied.

1. Click the “Import Existing Content” button on the right side of the screen.

The screenshot shows the Canvas course home page for 'Aeries Rostered Course'. On the left is a sidebar with navigation links: Home, Announcements, Assignments, Discussions, Grades, People, and Pages. The main content area has a header with 'KF 5' and a 'Student View' button. Below the header, there's a section for 'Aeries Rostered Course' with an 'Edit' button and a menu icon. To the right, under 'Course Status', are 'Unpublish' and 'Published' buttons. Below these are five buttons: 'Import Existing Content', 'Import from Commons', 'Choose Home Page', and 'View Course Stream'. A red arrow with the number '1' points to the 'Import Existing Content' button.

2. Click the drop-down menu for “Content Type”.

3. Choose “Copy a Canvas Course”.

The screenshot shows the 'Import Content' dialog box in Canvas. The 'Content Type' dropdown menu is open, showing a list of options. A red arrow with the number '2' points to the dropdown arrow, and another red arrow with the number '3' points to the 'Copy a Canvas Course' option in the list. The list includes: Select One, Copy a Canvas Course, Canvas Course Export Package, Unzip .zip file into folder, Angel export .zip format, Blackboard 6/7/8/9 export .zip file, Blackboard Vista/CE, WebCT 6+ Course, Common Cartridge 1.x Package, D2L export .zip format, Moodle 1.9/2.x, and QTI .zip file. Below the list, there's a 'Current Jobs' section with a 'Course Copy' job listed, showing a status of 'Waiting for Selection' and a timestamp of 'Nov 12, 2020 at 10:58am'. A 'Select Content' button is visible at the bottom right.

Import Content

Content Type

Search for a course

KF Sandbox

☒ Include completed courses

Content

☐ All content

☐ Select specific content

Options

☐ Adjust events and due dates

4. Select the class *from which* you want to copy. (There may be a drop-down menu, or you can start typing to search if you have too many classes to list in a menu.)

5. Decide whether you want to copy all the content, or only selected content. (If you choose “Select specific content”, you will make your choices later, not now.)

6. Click “Import”. If you are importing all content, the import will start immediately and you can skip steps 7 and 8 below. If you need to select materials, keep reading.

7. Click “Select Content”.

Current Jobs

Course Copy

KF Sandbox 4

Nov 12, 2020 at
10:58am

Waiting for Selection

8. Choose the materials you want to copy, then click “Select Content”.

Select Content

☐ Course Settings

☐ Syllabus Body

→ ☐ Modules (2)

↓ ☒ Assignments (3)

↓ ☐ Assignments

☐ First Assignment

☐ Second Assignment

☐ Third Assignment

→ ☐ External Tools (1)

→ ☐ Rubrics (2)

→ ☐ Learning Outcomes (69)