

Tab 1



# Importing Select Content to a Canvas Course

1. In the empty course shell in which you want to import content, click **'Import Existing Content'** on the course Home Page.

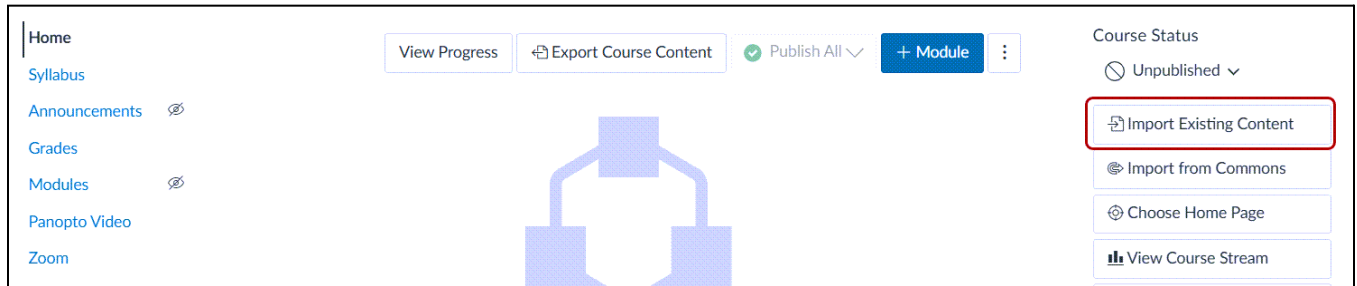


Figure 1: Canvas Home Page - Select the Import Existing Content link

2. Within the Import Content page, select the **'Copy a Canvas Course'** option from the Content Type drop-down menu.

In the Search for a course drop-down menu, select the course you would like to access. Courses are ordered alphabetically by most recent term. You can also choose to include completed courses by selecting the Include completed course.

To search for a course by name, enter the name in the Course Name field. Select the name of the course when it appears.

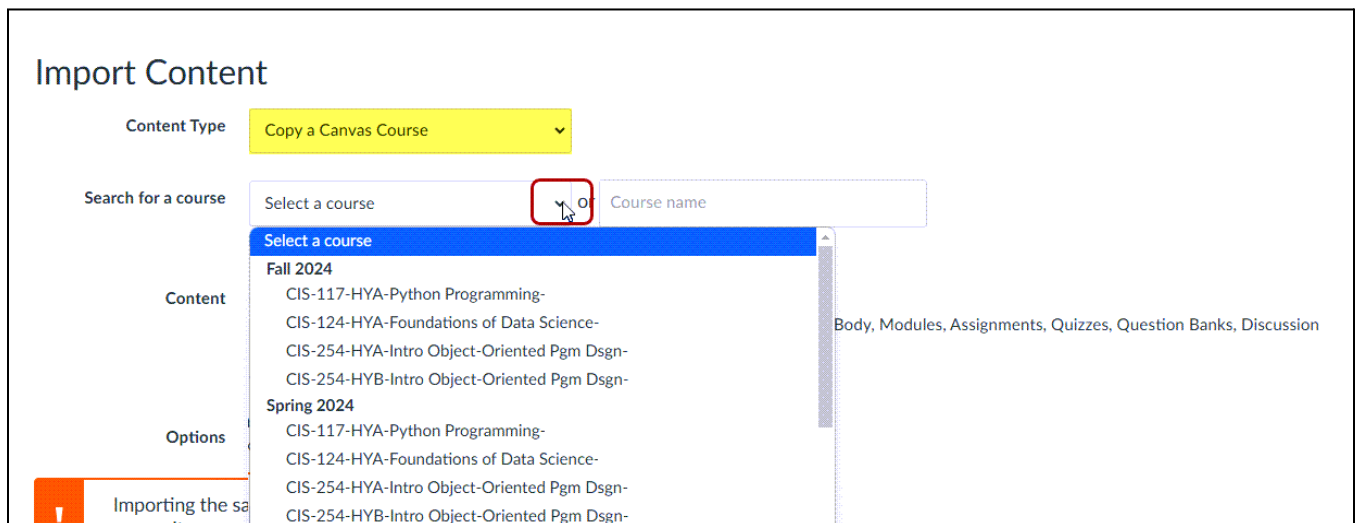


Figure 2: Searching for a course to import



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- To import select items, click the **Select specific content radio button [a]**. **Note:** If you select the specific content option, you are required to select the content you want to import after you review the remaining page options.

To adjust the due dates associated with the course events and assignments, select the **Adjust events and due dates checkbox [b]**. To shift dates in the course, select the **Shift dates radio button [c]**.

Note: Canvas will take the new start and end dates for the course and distribute all assignments with due dates as evenly as possible across the course dates and keep them due on the same day of the week as the original course. If the imported course and the new course vary in course length, assignments will be assigned proportionally.

Select the **Import button [d]**.

Figure 3: Importing content between Canvas shells



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4. In the Current Jobs section, select the **Select Content** button.

The screenshot shows the 'Import Content' interface. At the top, there is a 'Content Type' dropdown menu set to 'Select One'. Below this is the 'Current Jobs' section, which contains a table of import jobs. The first job is for 'SMCCCD: Quality Online...' and is in a 'Waiting for Selection' state. A red arrow points to a blue 'Select Content' button next to this job, which is also enclosed in a red rectangular box. Below the table, a note states: 'Content import files cannot be downloaded after 500 days.'

Figure 4: The current job will show as *Waiting for Select*, which means you must select the content you want to import.



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- When selecting items for import, content can be individual items or a content group. Content groups show the number of items within the group. To import all content for a content type or group, **click the checkbox next to the content name [a]**. If the content type is a group, Canvas automatically selects all items within the group.

To import only a few items from a content group, select the **group's expand icon [b]** and select the **specific items to be imported [c]**.

Select the **Select Content button [d]** to start the import process.

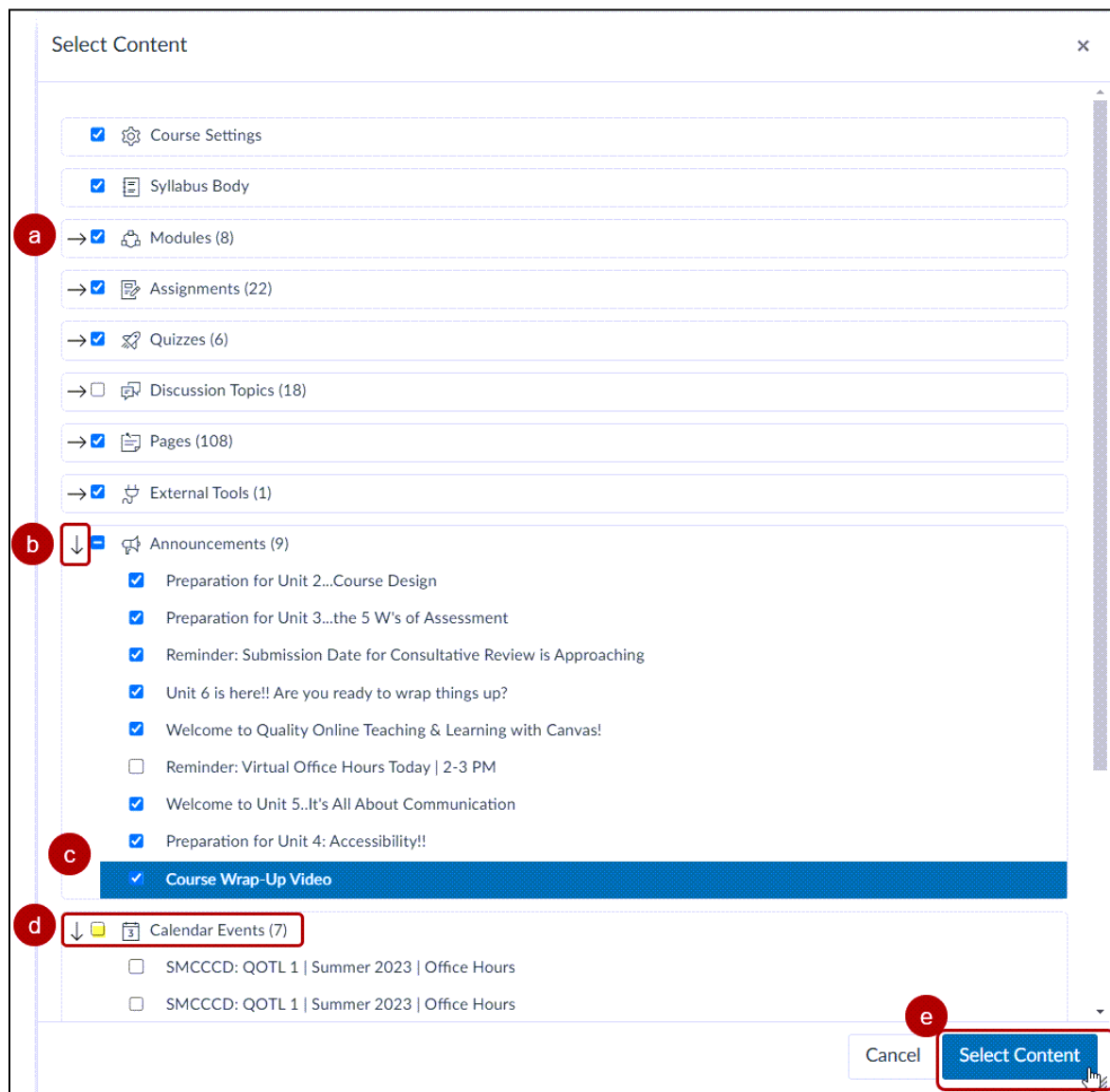


Figure 5: The current job will show as Waiting for Select, which means you must select the content you want to import.



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6. The Current Jobs section displays the status of your import. Running reports display a progress bar indicating the time remaining to complete the import. When the import process is finished, the status will show as Complete.

### Current Jobs

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Course Copy	SMCCCD: Quality Online...	Nov 1 at 9:55am	Running	
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*Content import files cannot be downloaded after 500 days.*

Figure 6: The Current Jobs menu displays the job status of any imports in process.