

## CANVAS: How to copy (import) content from another course

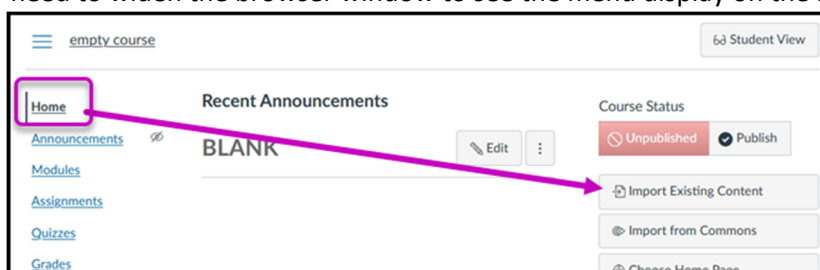
**Every new Canvas course account is blank.** You can copy an existing course into it, either in part or in whole, if you have a “Teacher” or “Co-Teacher” role in both the original and the new account.

**STEP 1: Begin by ordering a new account, if you have not already done so.**

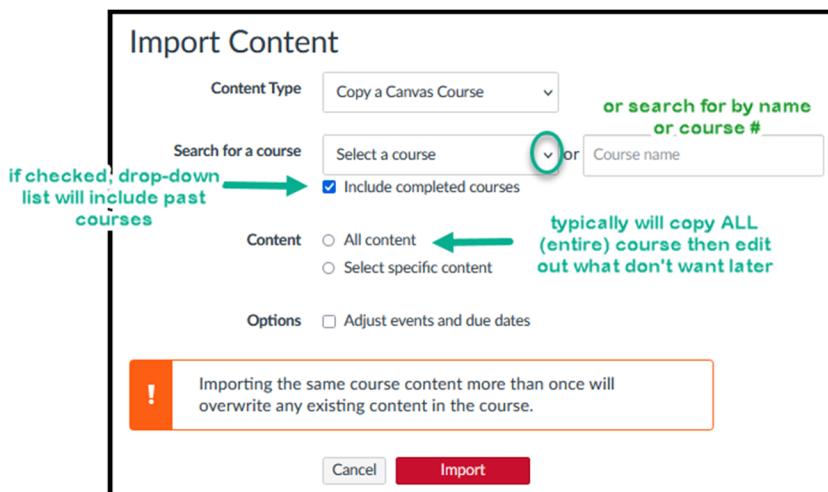
- Go to Help > Global Course Administration > Authorize (if prompted) > Request a New Course Shell.
- Order the new account **WITHOUT** the ISU template if you plan to copy in content from another course.

**Step 2A: To copy an entire course into your new account:**

1. Enter the account into which you want bring material (i.e. the “new” or blank account).
2. Begin on the course HOME page. Click the “Import Course Content” link in the right-hand menu. (You may need to widen the browser window to see the menu display on the right.)



3. Set **Content Type = Copy a Canvas Course**
4. Search and select the course from which to get material.



5. Specify whether to add “**All content**”.
6. Optional Adjust dates setting: Use this option to advance or remove all the Assignment start/end/due. This will not change dates in text descriptions or attached instructions and may cause errors because automatically adjusted dates may be close, but not exact – and thus easily missed when reviewing later.
7. Click the red **Import** button.

8. When the import process is complete, an orange or green box labeled “Complete” will appear. Orange indicates that problems were encountered: click the link to get details.

The screenshot shows the 'Import Content' interface. At the top, there's a 'Content Type' dropdown menu set to 'Select One'. Below this is a section titled 'Current Jobs'. It contains a table with the following information:

Course Copy	Course Name	Time	Status	Issues
	AMD 372 Global...	Mar 29 at 12:30pm	Completed	<a href="#">5 issues</a>

**Step 2B: To copy just a portion of a course into your account:**

Follow the same first four steps as would for copying an entire course:

1. Begin in the account into which you want bring material (i.e. the “new” or blank account).
2. On the HOME page, click the “Import Course Content” link in the right-hand menu.
3. Set **Content Type = Copy a Canvas Course**
4. Search and select the course from which to get material.

The screenshot shows the 'Import Content' form with the following fields and options:

- Content Type:** A dropdown menu set to 'Copy a Canvas Course'.
- Search for a course:** A dropdown menu set to 'HSPM 333 All section'.
- Include completed courses:** A checkbox that is unchecked.
- Content:** Two radio buttons: 'All content' (unchecked) and 'Select specific content' (checked). A green arrow points to the 'Select specific content' option.
- Options:** A checkbox 'Adjust events and due dates' that is unchecked.
- Buttons:** 'Cancel' and 'Import' (red). A green arrow points to the 'Import' button.

5. Pick the “Select specific content” option
6. Click the red Import button
7. The import requested is listed in the Current Jobs list. Click the red “Select Content” button.

The screenshot shows the 'Current Jobs' interface. It contains a table with the following information:

Course Copy	Course Name	Time	Status	Action
	HspM 455/555	May 3 at 2:09pm	Waiting for Selection	<a href="#">Select Content</a>

8. Select one or more entire content/activity storage containers, or expand a list and chose specific items within it. After checking off items to copy, click the red “Select Content” button.

### Select Content

☒ Course Settings

☐ Syllabus Body

☒ Assignments (51)

☐ Quizzes (16)

☐ Question Banks (1)

☐ Pages (19) Can pick one or more entire categories of content / activities

☐ Announcements (14)

☐ Files (204)

Cancel
Select Content

### Select Content

☒ Course Settings

☐ Syllabus Body

☒ Assignments (51)
 

☐ Activity
 

☐ Assignment 1
 ☒ Assignment 2
 ☒ Assignment 3
 ☐ Assignment 4
 ☐ Assignment 5
 ☐ Assignment 6
 ☐ Assignment 7
 ☐ Assignment 8
 ☐ Assignment 9
 ☐ Assignment 10

9. When the import process is complete, a yellow or green box labeled “Complete” appears.
- Yellow indicates that there were some problems. To see the list of errors, click the provided link.

Current Jobs			
Course Copy	HSPM 333 All section	Oct 27 at 8:36am	Completed

### Step 3: Check Copied Content

After the import, verify that there are no missing images, dead links, or links that point back to the original course.

- Select **Settings** on the Course Menu.
- On the far-right column, select “**Validate Links in Content**”, then click “**Start Link Validation**”.
- Depending on the size of your course, it may take several minutes for a report to be generated.
  - Review the report and look for broken links, unpublished content, and links that go to other Canvas courses.
  - Some of the reported issues will simply be things that Canvas cannot verify, such as whether links to external sites are working.
  - Clean up any problematic issues, then rerun (restart) the Validation report to check a second time for issues.