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.

<mark>STEP 1: Begin by ordering a new account, if you have not already done so.</mark>

- 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.

<mark>Step 2A: To copy an entire course into your new account:</mark>

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.)
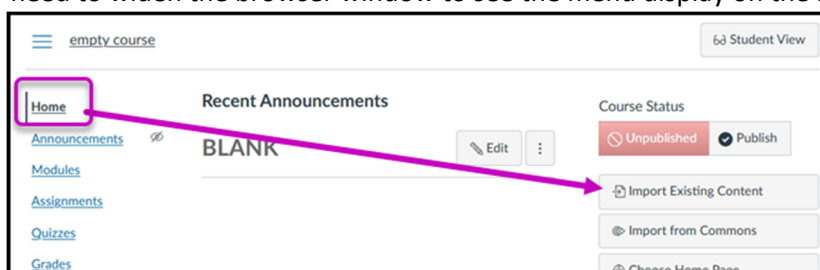
3. Set **Content Type = Copy a Canvas Course**

4. Search and select the course from which to get material.
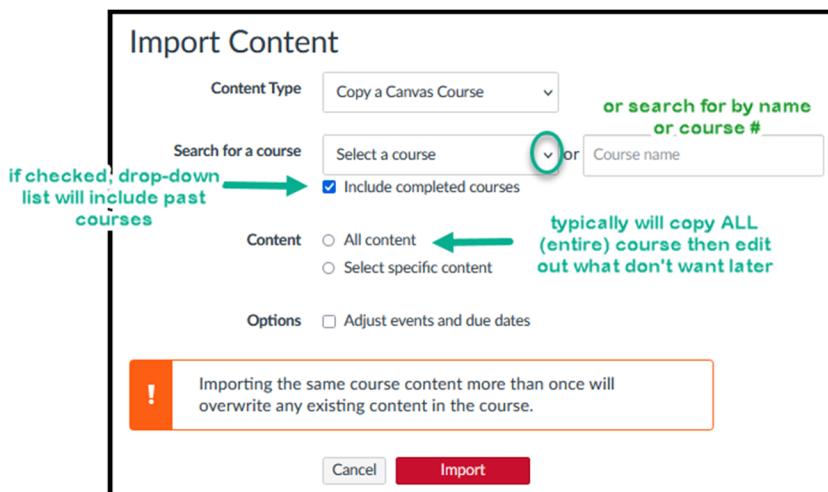
5. Specify whether to add "**All content**".

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.

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.

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.

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.

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.

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.

1. Select **Settings** on the Course Menu.

2. On the far-right column, select "**Validate Links in Content**", then click "**Start Link Validation**".

3. 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.