



canvas
BY INSTRUCTURE

Import/Copy Course Content Clean Up Course After Import

Canvas instructors can reuse their class material by entering their new, blank course and importing / copying course content from another Canvas course.

Prerequisites:

You must be a Teacher or Assistant Teacher in each course in order to import content.

Import Content Only Once from a Given Course

Please only copy content once from one course to another. Concerns arise when you copy content from one course to another multiple times. It's better to copy all content into a new course and clean up items you do not need, than to go back and copy multiple times from the same course.

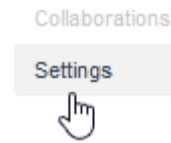
In peak times, especially with larger courses, it can take a few hours for the import process to complete. Please be patient.

If you encounter a concern, please contact your college Canvas Coordinator or email central CSU Help.

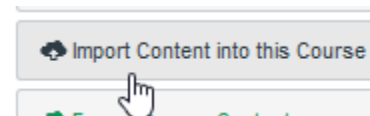
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Import Content from previous/different Canvas course

- 1) **Login** in to Canvas and **go to your new, blank course.**
- 2) At the bottom left of your **course menu** *click* **Settings.**

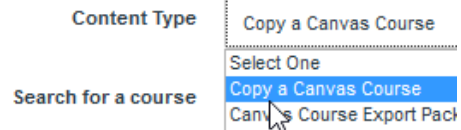


- 3) At the top right *click* **Import Content into this Course.**

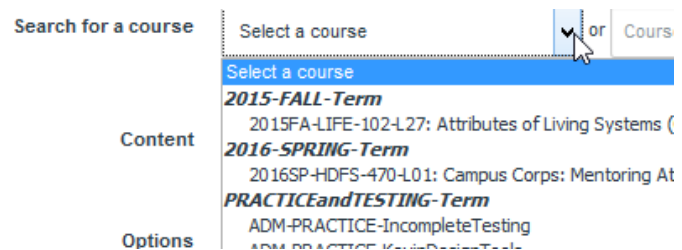


- 4) Under the **Content Type** drop down menu *select* **Copy a Canvas Course.**

Import Content



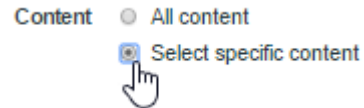
- 5) *Select* the **course** which **contains the content you would like to copy.**



6) Content: All or Selected Content

“All Content” is the most common option. Import all content and cleanup / remove items after the import.

Select specific content allows you to pick and choose what content you would like to import/copy. E.g. you just want to copy Modules, or Quizzes and Quiz Banks.



Note: Do not copy from the same course more than once.

e.g. A is your new course. You have previous courses B and C.
Only copy once from B to A. And/Or C to A.

If you copy multiple times from the same course, we start to see unstable behavior and multiple copies of assignments, modules, etc.

Better to copy all content and then clean up material you don't need then to copy multiple times from the same course.

7) *Date Adjustment*

If you used due dates, available from/until dates the course which contains content, you can use the adjust dates option to estimate the updates to those dates for the new semester.

Or you can remove all dates and then set that dates on course items after the copy is complete.

Note: You will still want to double check the dates on those items after the course copy to ensure they are completely accurate.

Options Adjust events and due dates

Date adjustment Shift dates
 Remove dates

Beginning date change to
Tue Jan 24, 2017 11:59pm Mon Aug 21, 2017 11:59pm

Ending date change to
Wed May 31, 2017 Tue Jan 23, 2018

8) *Day Substitution*

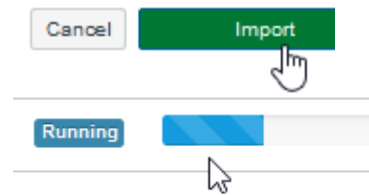
If last semester you taught the class on Monday, Wednesday and Friday and this semester you will teach the course on Tuesday and Thursday, you can adjust due dates to reflect this change.

Again, after the copy, you'll want to double check dates on course items to ensure accuracy.

Move from to

Import – All Content

9) Click the **Import** button to begin the process.



Import Selected Content

10) After choosing **Select Content** in step 6, click **Import**.



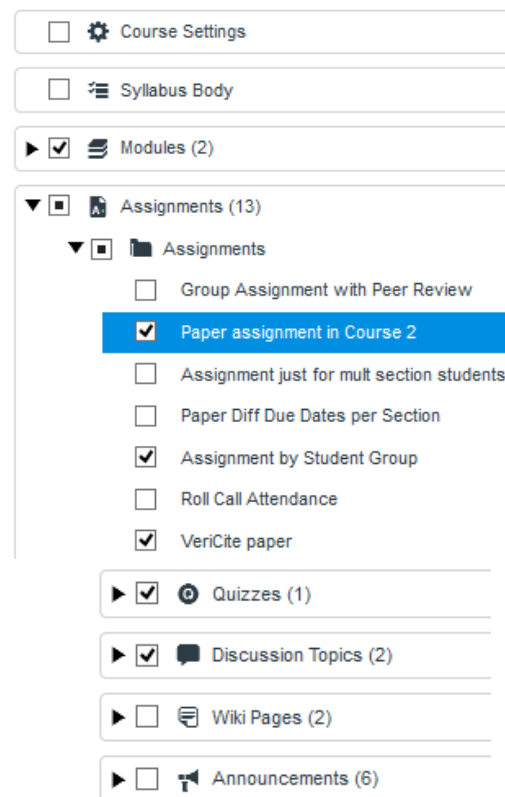
11) Click **Select Content**.



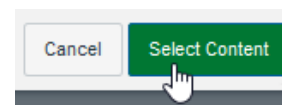
You will see a list of content items that are in the course.

12) Check the **items** you would like to **import**.

Note: you can expand an item and select certain assignments, quizzes, question banks, modules, etc.



13) After making your selections, at the bottom click **Select Content**.



The import process will begin. You will see a progress bar and then a Completed message.



Completed or Completed with Issues

When the import process is finished, you will see either a green ‘Completed’ or an orange ‘Completed with issues’ message.



If there were issues during the import, click on the issues link to identify and correct the concern in your course.

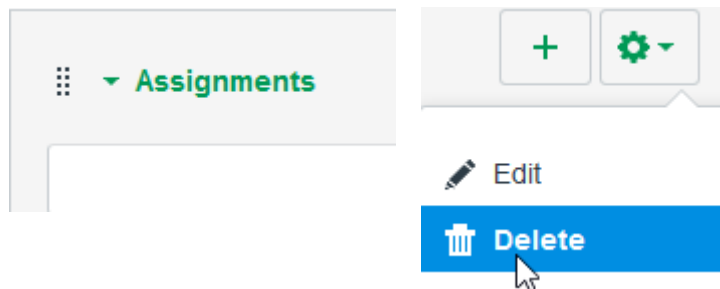
Once the import process completes, go into your course and verify that the content was successfully copied.

After Import, Adjust/Update, Cleanup Items In Your Course

Due Dates, Links to Publishers, Course Survey, Echo 360 and more

- [Update / revise course Syllabus](#)
- [Due Dates, Available From / Until Dates](#) on assignments, discussions, quizzes.
- [Clean up duplicate Assignment Groups](#)

When content is imported from one course to another, you may see duplicate Assignment Groups which do not contain any assignments. You can delete these empty Assignment Groups.



- [Update / revise course announcements.](#)
- [Recreate Student Groups](#)
- [Update Student Course Survey link for new semester](#)
- [Attendance Tool](#) setup for new semester
- [Echo 360 lecture recordings](#) – link to new semester videos or previous videos
- [Reestablish Links between the new course and external tools](#) such as: McGraw Hill, Pearson, ALEKS, etc.

Canvas Help / Support

Canvas Help Web Site

<http://info.canvas.colostate.edu>

Canvas Guides

<https://community.canvaslms.com/community/answers/guides>

College Canvas Coordinators

<http://info.canvas.colostate.edu/coordinators.aspx>

Central Canvas Support

canvashelp@colostate.edu