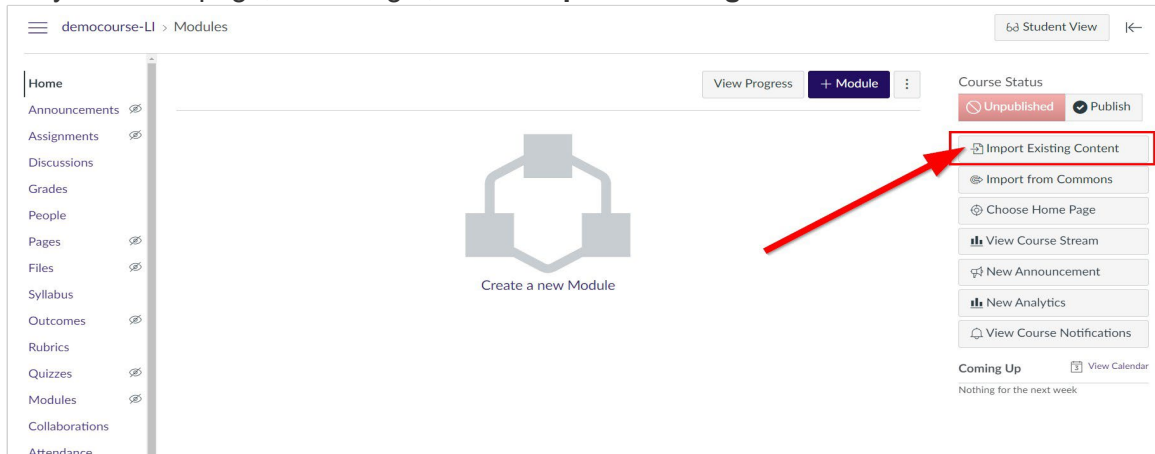


Copying one Canvas course into another Canvas course

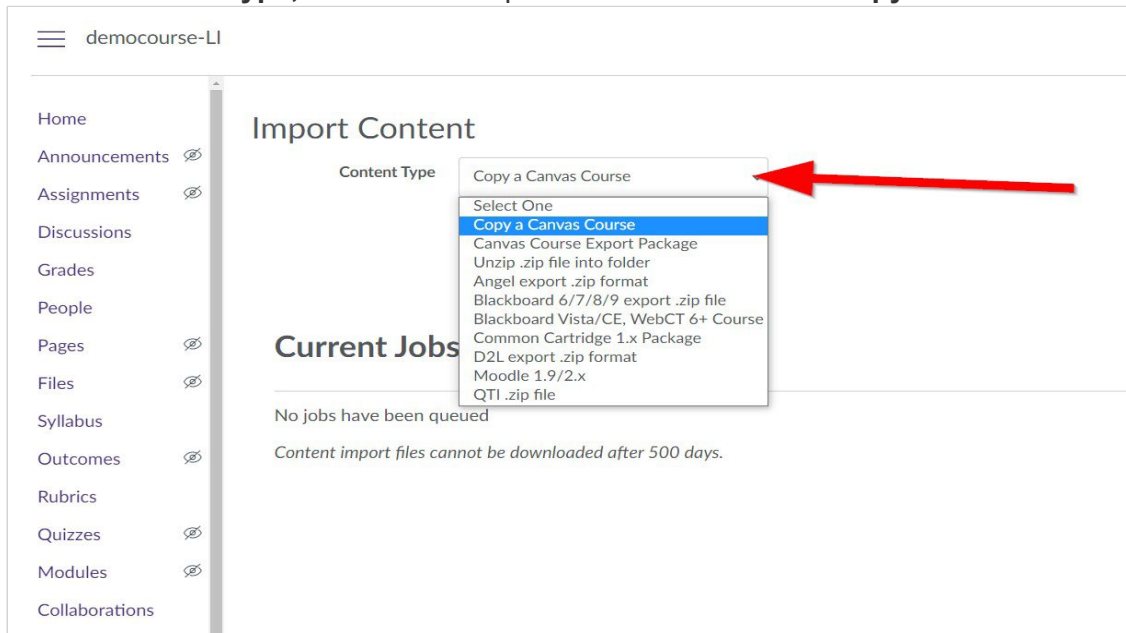
In Canvas, you have the option to copy your course content from one Canvas course into another Canvas course. You must be the teacher in both courses in order to carry content over.

Copying the entire course

1. Start the process in the empty Canvas course (the one you want to import into).
2. On your home page, on the right, select **Import Existing Content**.



3. Next to **Content Type**, click on the drop-down menu and select **Copy a Canvas Course**.



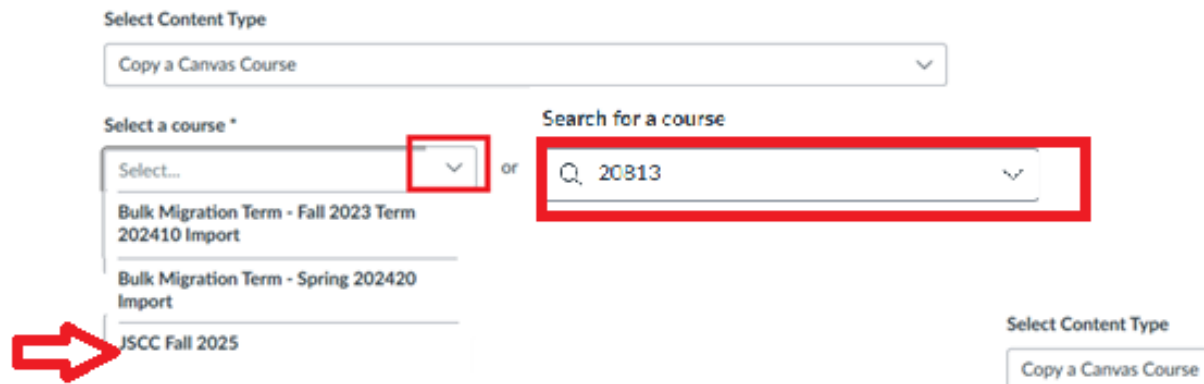
4. **Select Content Type** (i.e Copy a Canvas Course – from a previous term/CRN).

Note: You can select to copy entire course but make **sure to delete any old Announcements after import.**

5. **Select a Course** from the pull down menu or search using **previous** CRN.

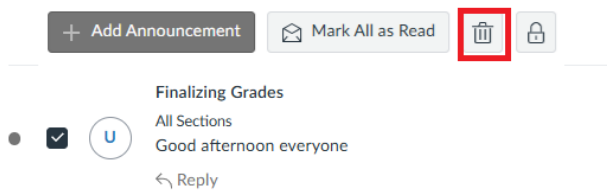
IMPORTANT: Make sure when selecting a course from the pull down menu to select the correct term and CRN. Bulk Migration Terms will have the wrong Template (i.e. Red).

Select term labelled JSCC Fall 2025 for example to use as a previous course with the JSCC Template (purple).

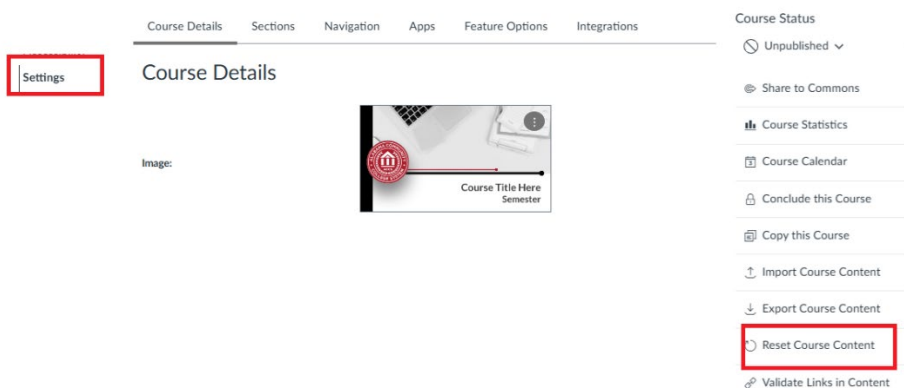


6. Select **Import**. After clicking Import, the import process will start. DO NOT LEAVE the page while course content is processing. Make sure to **refresh** your Canvas instance to see update.

Note: Check to make sure content has copied over correctly. Make sure to delete any old Announcements.

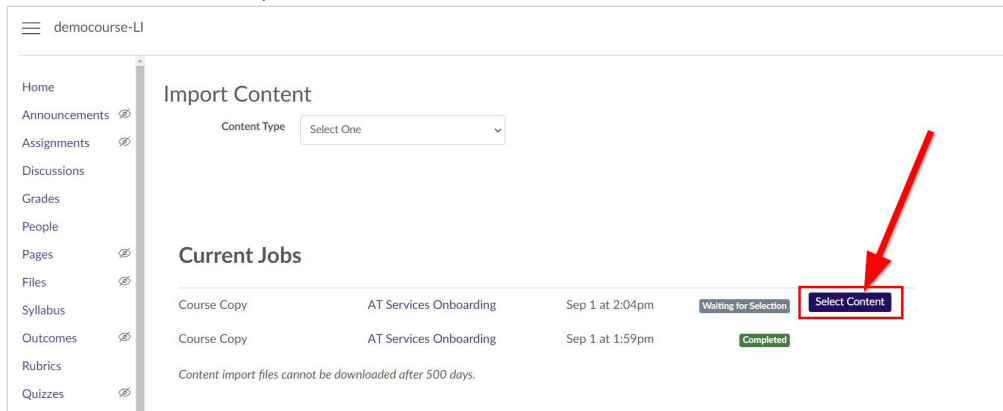


IMPORTANT: If you copied wrong course or it shows the “red” template make sure to reset course content and start over.

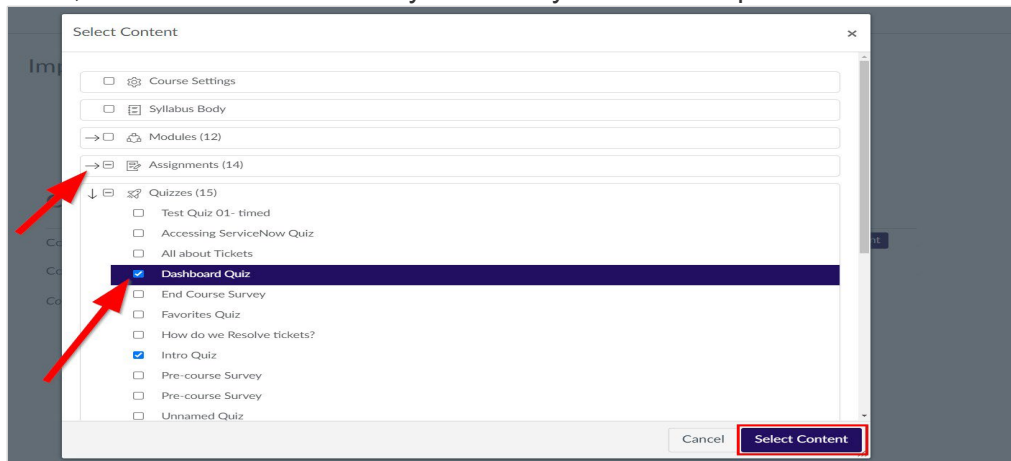


Copying specific content

1. Complete **steps 1-4** from above in the Copying entire course instructions.
2. Next to Content, select the button **Select specific content**.
3. Select **Import**.
4. Under Current Jobs, select the button **Select Content**.



5. In the pop-up, you can expand sections by clicking on the small arrow to the left of its name. Then, check the box next to any item that you wish to import.



6. After selecting the specific content you want to bring over, click **Select Content**.

The import process will start. Once it is completed, you can find your content in its corresponding area. For example, if you imported a Quiz, it will be located in the Quizzes section of your Canvas course. Make sure to **refresh** your Canvas instance to see updates.

IMPORTANT: If you copied wrong course or it shows the “red” template make sure to reset course content and start over.