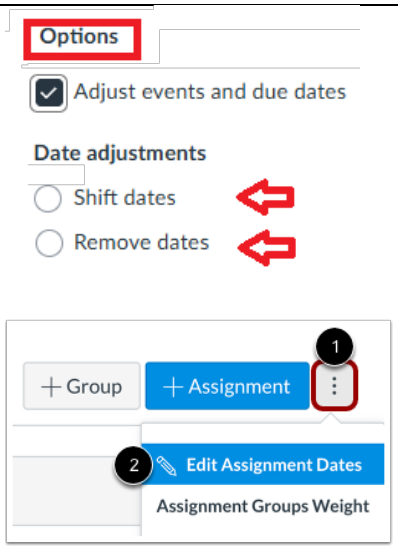
https://community.instructure.com/en/kb/articles/660727-how-do-i-copy-content-from-another-canvas-course-using-the-course-import-tool

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.

IMPORTANT:

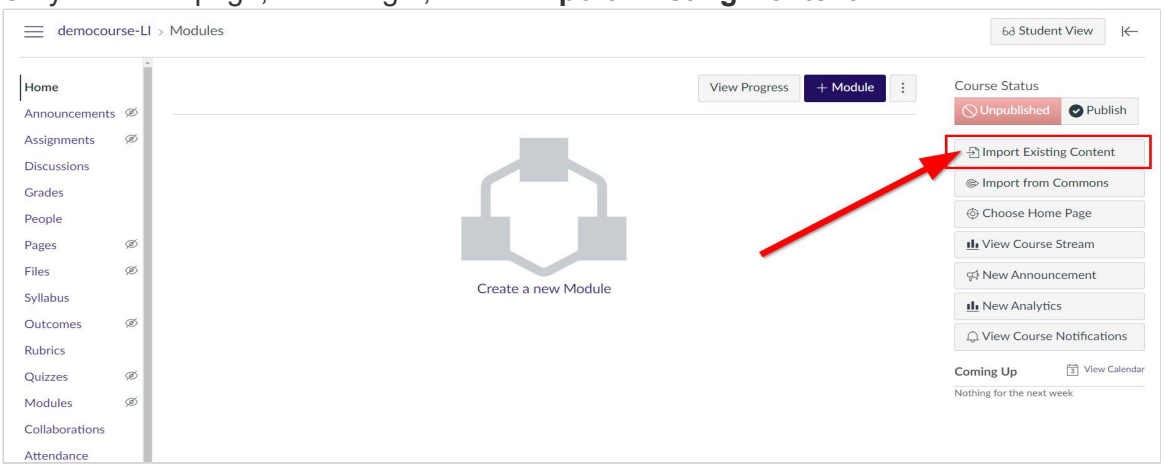
Under Options – check the box to “adjust events and due dates” to avoid old due dates populating the copied course. Shift Dates option – is based on course details such as term start and end dates. Copied dates are distributed across course date and keep them due on the same day of the week as the course copy. You can review the dates under Assignment Menu Index (Individually or Bulk), the Syllabus Menu Link (Course Summary), or the Calendar. Remove Dates options – all dates are removed. You can update under the Assignment Menu Index (Individually or Bulk), Modules, or the Calendar.	

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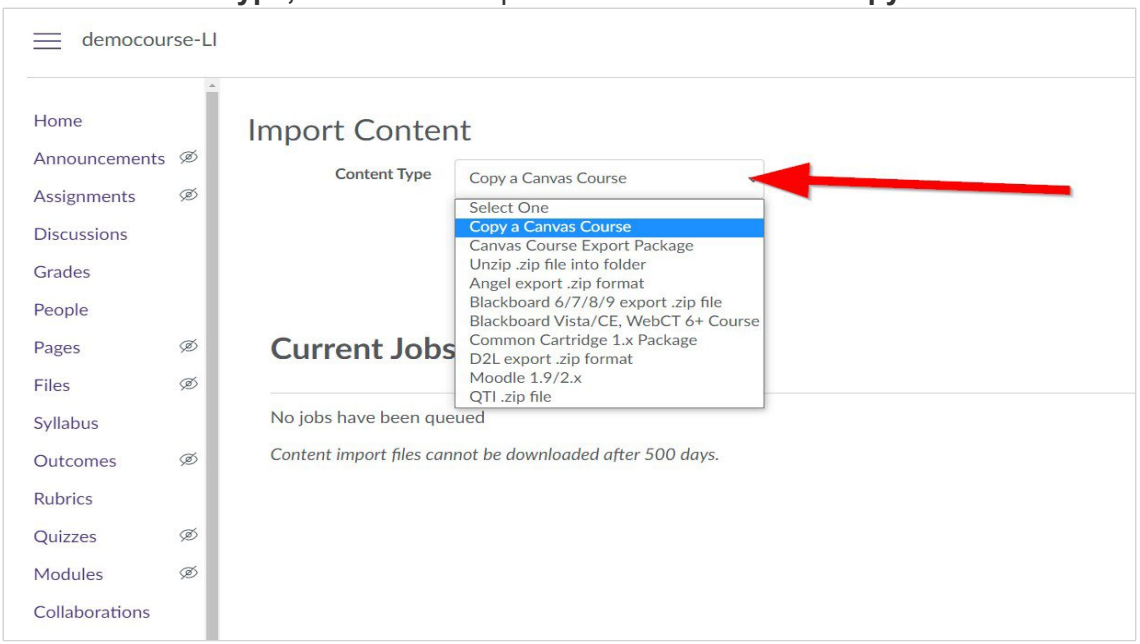
Copying the entire course

Note: The following content types will be imported: Course Settings, Syllabus Body, Modules, Assignments, Quizzes, Question Banks, Discussion Topics, Pages, Announcements, Rubrics, Files, and Calendar Events. Feature Options aren't imported and must be enabled manually in the new course's Settings.

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**.



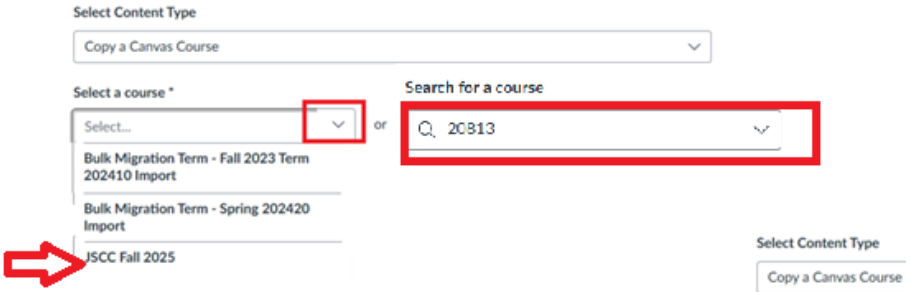
3. Next to **Content Type,** click on the drop-down menu and select **Copy a Canvas Course**.



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 and old Calendar listings. If you have been copying same course multiple times you may want to use Import Copy Specific Content (select items to import/option for shift dates or remove dates. **(Go to Page 5 of this Handout.)**

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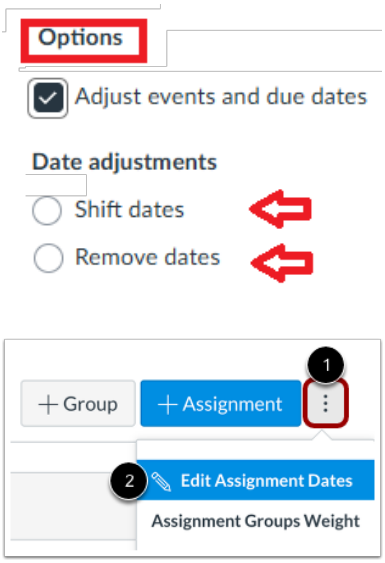
5. **Select a Course** from the pull down menu or search using **previous** CRN.
IMPORTANT: Make sure when selecting a course from the pull down menu to select the correct term and CRN. Bulk Migration Terms will have the wrong Template (i.e. Red).
Select term labelled JSCC Fall 2025 for example to use as a previous course with the JSCC Template (purple).



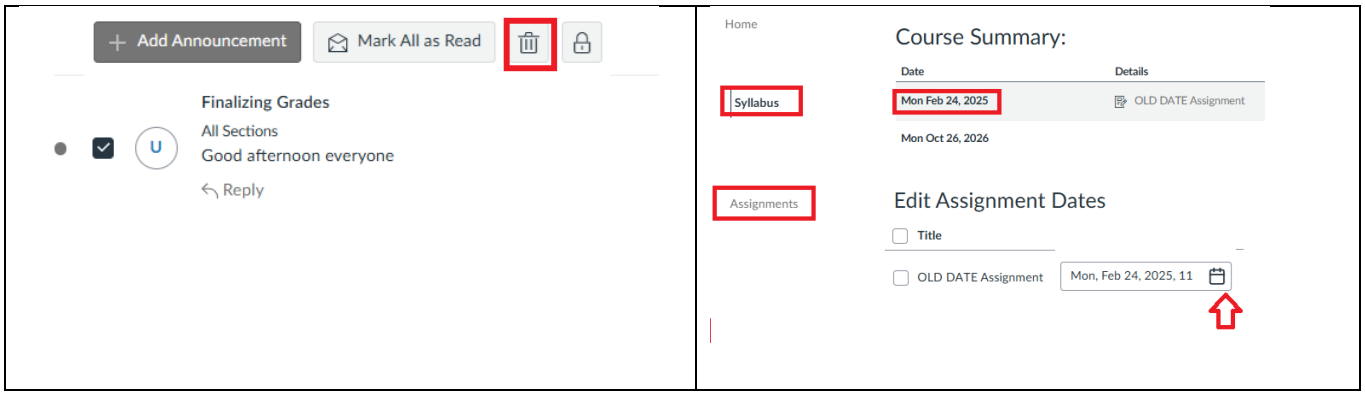
Under Options – check the box to "adjust events and due dates" to avoid old due dates populating the copied course.

Shift Dates option – is based on course details such as term start and end dates. Copied dates are distributed across course date and keep them due on the same day of the week as the course copy. You can review the dates under Assignment Menu Index (Individually or Bulk), the Syllabus Menu Link (Course Summary), or the Calendar.

Remove Dates options – all dates are removed. You can update under the Assignment Menu Index (Individually or Bulk), Modules, or the Calendar.

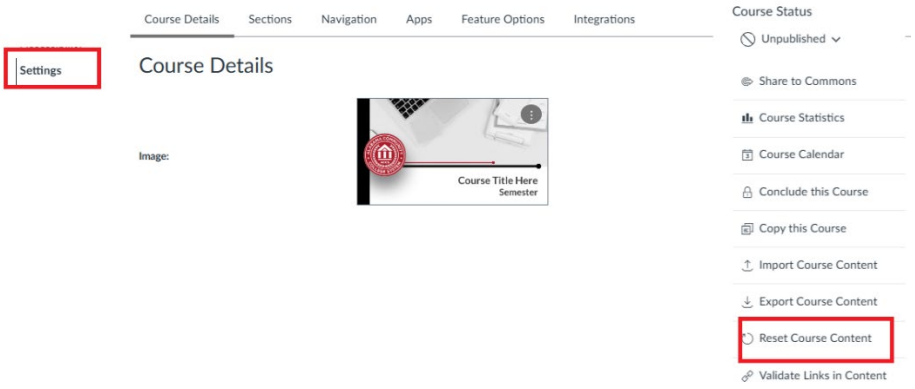


6. Select **Import**. After clicking Import, the import process will start. DO NOT LEAVE the page while course content is processing. Make sure to **refresh** your Canvas instance to see update. **Note**: Check to make sure content has copied over correctly. Make sure to delete any old Announcements, Calendar listings, and update any old dates.



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



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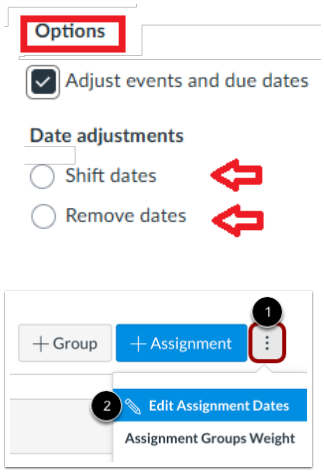
Copying specific content

1. Complete **steps 1-5** from above in the Copying entire course instructions.
2. Make sure to select Date Adjustments Under Options.

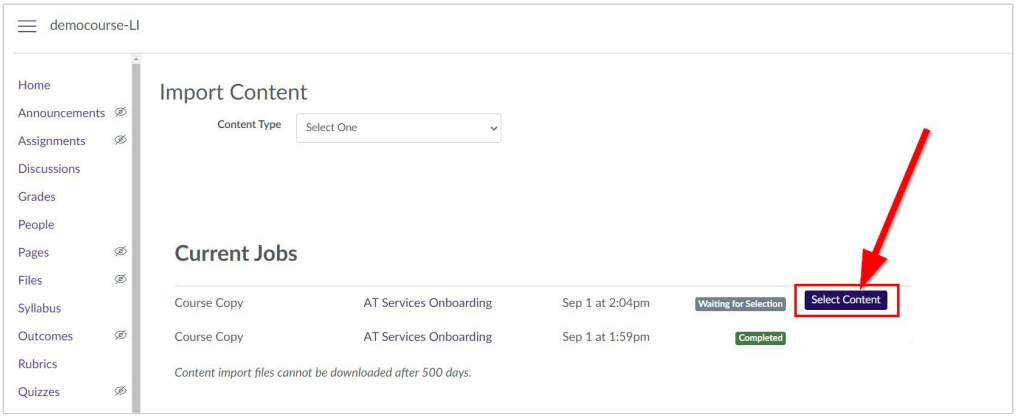
Under Options – check the box to “adjust events and due dates” to avoid old due dates populating the copied course.

Shift Dates option – is based on course details such as term start and end dates. Copied dates are distributed across course date and keep them due on the same day of the week as the course copy. You can review the dates under Assignment Menu Index (Individually or Bulk), the Syllabus Menu Link (Course Summary), or the Calendar.

Remove Dates options – all dates are removed. You can update under the Assignment Menu Index (Individually or Bulk), Modules, or the Calendar.



3. Next to Content, select the button **Select specific content**.
4. Select **Import**.
5. Under Current Jobs, select the button **Select Content**.



6. 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. **Note:** You may want select all items then de-select items such as old Announcements, Calendar events, etc.



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7. 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.

