Copying Course eLearning Components

Overview

You can copy course content such as assignments, modules, pages, and discussions from previous Canvas courses into existing courses. You only have access to copy content from courses from current or previous courses in which you are an enrolled user.

This option allows you to copy content into existing courses. You may be able to copy content into a new course shell.

Notes:

- Course imports may not include all content. For more details, please see the import content section in the Canvas Basics Guide.
- Importing a course more than once may have unintended consequences. If you import content into a new course, edit the content in the new course, and later import the previous content again, the imported content will override the existing content.

Open Settings

In Course Navigation, click the Settings link.

Import Content into Course
Click the Import Course Content link.

Select Content Type

Import Content

In the Content Type drop-down menu, select the Copy a Canvas Course option.

Search for a Course

Select a course or Course name

Include completed courses
In the **Search for a course** drop-down menu [1], select the course you would like to access. Courses are ordered alphabetically by most recent term. You can also choose to include completed courses by selecting the completed courses checkbox [2].

To search for a course by name, enter the name in the **Course Name** field [3]. Click the name of the course when it appears.

**Note**: If you have access to more than 100 courses, the search page only displays the **Course Name** field.

### Select Migration Content

To import all content from the course, select the **All Content** radio button [1].

If you want to **select specific content**, click the **Select specific content** radio button [2].

**Note**: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

### Adjust Events and Due Dates

If you want to **adjust the due dates** associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

### Import Course

Click the **Import** button.

### View Current Jobs

<table>
<thead>
<tr>
<th>Current Jobs</th>
<th>Course Copy</th>
<th>History 101</th>
<th>Jul 13 at 1:07pm</th>
<th>Pre-processing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course Copy</td>
<td>History 101</td>
<td>Jul 13 at 1:10pm</td>
<td>Waiting for select</td>
<td>Select Content</td>
</tr>
</tbody>
</table>
The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.

This page contains the script for Google Analytics. Please do not delete.