



BROWN CIS IT Service Center

Portal > Knowledgebase > Teaching Learning and Research > Canvas > Import Content from Another Canvas Course

Import Content from Another Canvas Course

Stephanie Obodda - 2018-02-26 - 0 Comments - in Canvas

Why use the Course Import?

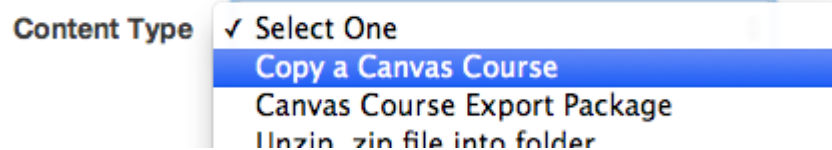
Canvas enables you to Import content from one Canvas course to another when you want to use or repurpose previously created content, including Course settings, Syllabus, Assignments, Modules, Files, Pages, and Discussions.

When Importing, you can also adjust the dates of Events and Assignments to match the course you Importing into.

Note: Draft State settings are retained in course imports. If an assignment is unpublished in a course, the assignment will also be unpublished in the content import.

Import Process

1. Select the course you would like to import the content into (i.e. a new course site)
2. Click **Settings** on the Course Navigation menu
3. Click **Import Course Content** on the right side of the page
4. In the **Content Type** menu, select **Copy a Canvas Course**.



5. Locate the course you want to copy content from by typing the name of the course
6. Click to select the desired course when it appears
7. Choose what you want to copy
 1. Select **All content** if you want to import everything from the previous course
 2. Choose **Select specific content** if you only want select elements from a previous course
8. Select **Adjust events and due dates** to adjust the dates associated with

course events and assignments (*recommended for courses using Calendar Events and Assignments*). You can choose to **Remove dates**, if you'd like to set them up manually later, or you can have the system **Shift** the dates to match the current semester. If you choose to **Shift dates**:

1. In the **Beginning date** box, select or enter the original start date of the course you are importing.
2. Enter the new date on which you want the course to begin in the **change to** date box in the same row. We recommend the first official day of class.
3. Repeat steps 1 and 2 with the **Ending date** boxes to adjust the course's ending date.

Options Adjust events and due dates

Date adjustment Shift dates
 Remove dates

Beginning date Sep 6, 2017 change to Jan 24, 2018 9:0 am
Wed Sep 6, 2017 Wed Jan 24, 2018 9:00am

Ending date Dec 21, 2017 change to May 18, 2018
Thu Dec 21, 2017 Fri May 18, 2018

+ Substitution

Cancel Import

9. Define day substitutions to change class schedules (eg. move all assignments on Mondays to Tuesdays). To create a date substitution, click **+ Substitution**. Use the **Move from** menus to select the days of the week and add as many substitutions as needed.
10. Click **Import**.

Import Progress - View Current Jobs

After you have clicked **Import**, the **Current Jobs** menu displays courses that are being imported. Statuses include pre-processing, queued, running, completed, and failed.

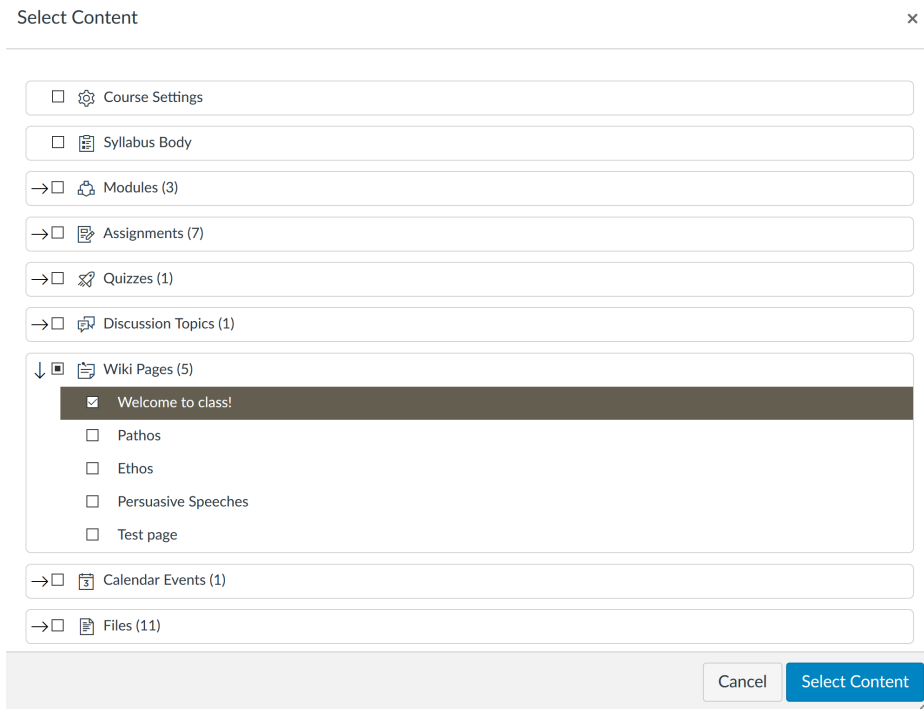
The **Running** status bar displays the time remaining on your Import.

- If you selected "All Content" you should see this status, followed by Completed, soon after.
- If you chose the "Select specific content" option, Canvas will ask you to select the content you want to Import. Click **Select Content** to the right of "Waiting for Selection" in the Current Jobs section.

Waiting for Selection

Select Content

1. When you click **Select Content**, a window will appear with a list of Canvas tools
2. Select the box next to the tool to import all the elements of that tool or click the arrow to expose the individual elements of that tool for selection
3. Click **Select Content** after you have made your selections



When your **Import** is complete, you will see the **Completed** status.

Tags
Digital Learning & Design (DLD)