

Knowledgebase > Teaching Learning and Research > Canvas > Designing and Building Your Course > Import Content from Another Canvas Course

Import Content from Another Canvas Course

Stephanie Obodda - 2023-08-07 - Comments (0) - Designing and Building Your Course

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
- · Discussions.

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 If an assignment is unpublished in a course, the assignment will also be unpublished in the content import.

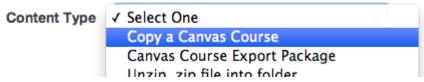
Make Course Updates and Revisions After Import

Once the content has been copied to the new course, there are a number updates/revisions that need to be made. Refer back to this list after you import your content.

- Revise course syllabus
- Update due dates and availability dates on assignments, discussions and guizzes
 - <u>Difference between assignment due dates and availability dates</u>
 - Bulk update due date and availability dates
 - <u>'Show quiz answers' dates</u> (if applicable)
- Revise course announcements
- Any dates listed on pages, modules, titles or anywhere else in the course.
- Review <u>Canvas Files</u> to make sure all files including images you are using are in the Canvas site and delete any files you are not using.

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
- 7. Choose what you want to copy.

Note: We recommend copying all content and then clean up material you don't need rather than copying multiple times from the same course.

- 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
- 3. Canvas gives you the option to manually shift events and due dates or have the system shift the dates. We recommend manually updating the dates after you import the content.
- 4. 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.

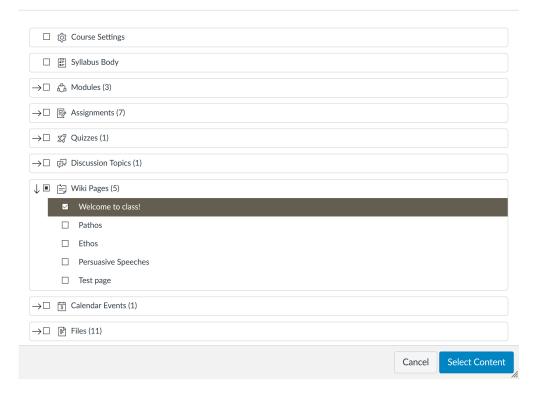
The "Running" status bar displays the time remaining on your Import.

- 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.



- When you click **Select Content**, a window will appear with a list of Canvas tools
- 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
- Click Select Content after you have made your selections

Select Content x



• When your import is complete, you will see the Completed status.