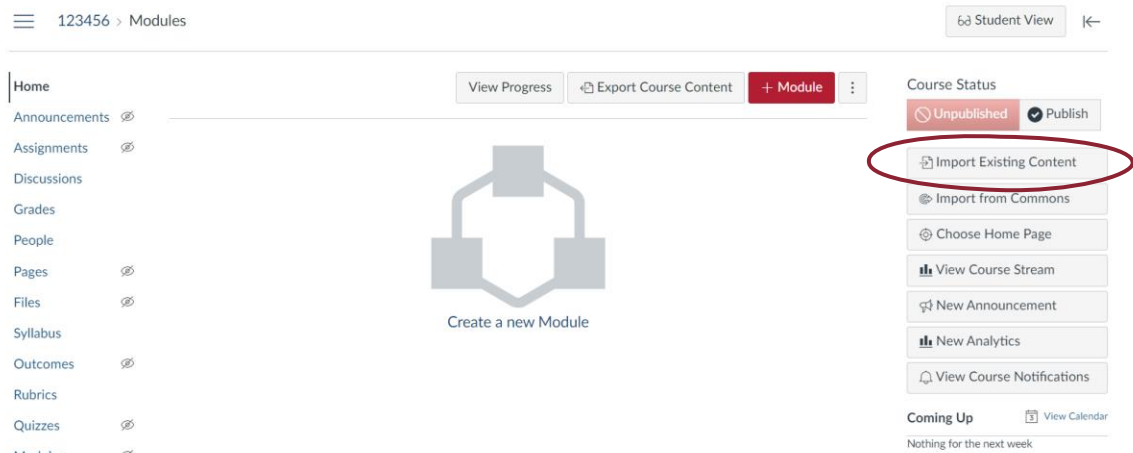




HOW TO COPY PREVIOUS COURSES

- **STEP 1:** Click on the **'Import Existing Content'** button in the sidebar on the left-hand side of the screen.



- **STEP 2:** In the **'Content Type'** dropdown menu, select the **'Copy a Canvas Course'** option.

Import Content

The screenshot shows the 'Import Content' form. The 'Content Type' dropdown menu is open, displaying a list of options. The option 'Copy a Canvas Course' is highlighted in dark grey. Other options include 'Canvas Course Export Package', 'Unzip .zip file into folder', 'Angel export .zip format', 'Blackboard 6/7/8/9/Ultra export .zip file', 'Blackboard Vista/CE, WebCT 6+ Course', 'Common Cartridge 1.x Package', 'D2L export .zip format', 'Moodle 1.9/2.x', and 'QTI .zip file'. The 'Content Type' label and the dropdown arrow are circled in red.

- STEP 3:** Type and select the name of the course you wish to copy in the **'Search for a course'** window. You will also want to make sure the **'Include completed course'** box is ticked.

Import Content

The screenshot shows the 'Import Content' form. The 'Content Type' dropdown is set to 'Copy a Canvas Course'. The 'Search for a course' field contains 'Course name' and is circled in red. The 'Include completed courses' checkbox is checked. The 'Content' section has 'All content' selected with a radio button. The 'Options' section has 'Adjust events and due dates' unchecked. A warning message box is present: 'Importing the same course content more than once will overwrite any existing content in the course.' At the bottom, there are 'Cancel' and 'Import' buttons.

- STEP 4:** If you wish to import everything from your previous course, choose the **'All content'** option and click the **'Import'** button. Content from the old course will automatically be imported (though it may take a little time). If instead you wish to import only part of your course, see steps 5-6 below.

Import Content

Content Type

Search for a course

Include completed courses

Content All content
 Select specific content

Options Adjust events and due dates

! Importing the same course content more than once will overwrite any existing content in the course.

- STEP 5:** To import only part of your previous course, choose the **'Choose specific content'** option and click the **'Import'** button.

Import Content

Content Type

Search for a course

Include completed courses

Content All content
 Select specific content

Options Adjust events and due dates

! Importing the same course content more than once will overwrite any existing content in the course.

- **STEP 6:** Click on the **'Select Content'** button on the right-hand side.

Import Content

Content Type

Current Jobs

Course Copy Dvoracek Sandbox May 21 at 1:14pm Waiting for Selection **Select Content**

- **STEP 7:** Select content by ticking the appropriate boxes and click on the **'Select Content'** button in the bottom right corner. The selected content will be automatically imported (though, again, it may take a little time).

Select Content

- Course Settings
- Syllabus Body**
- Modules (7)
- Assignments (12)
- Quizzes (4)
- Question Banks (1)
- Discussion Topics (2)
- Pages (58)
- Calendar Events (5)
- Rubrics (2)
- Files (42)

Cancel **Select Content**