

How to Copy Content from one Canvas Course to Another

- 1) Open your destination course
- 2) Click **Settings** (bottom left)
- 3) Click **Import Content into this Course** (middle right)

Stanford University

1617-test-clerkship > Settings

Home Course Details Sections Navigation Apps Feature Options

Announcements

Assignments Drag and drop items to reorder them in the course navigation.

Home	⚙️
Announcements	⚙️
Assignments	⚙️
Discussions	⚙️
Grades	⚙️
People	⚙️
Pages	⚙️
Files	⚙️
Syllabus	⚙️
Outcomes	⚙️
Quizzes	⚙️
Modules	⚙️
Conferences	⚙️
Collaborations	⚙️
Attendance	⚙️
Chat	⚙️
Roster Photos	⚙️

Share to Commons

Student View

Course Statistics

Course Calendar

Conclude this Course

Permanently Delete this Course

Copy this Course

Import Content into this Course

Export Course Content

Reset Course Content

Validate Links in Content

Current Users

Students:	None
Guest:	None
Waitlisted Student:	None

- 4) Under **Content Type** choose **Copy a Canvas Course**

Import Content

Content Type

✓ Select One

Copy a Canvas Course

Canvas Course Export Package

Unzip .zip file into folder

Angel export .zip format

Blackboard 6/7/8/9 export .zip file

Blackboard Vista/CE, WebCT 6+ Course

Common Cartridge 1.x Package

D2L export .zip format

Moodle 1.9/2.x

QTI .zip file

Current Jobs

No jobs have been queued

- 5) Search for the course you are copying from

- 6) You have two main options when copying your course:
- You may choose to copy **All content** or **Select specific content**. *!!! If you choose **Select specific content** – you will be asked to select which content **AFTER** you click **Import**. !!!*
 - You may choose to **Adjust events and due dates** – either via **Shift dates** or **Remove dates**. *!!! If you **Remove dates**, please remember to replace them before publishing your copied course so that you don't inadvertently give students access to quizzes or exams. !!!*

Import Content

Content Type

Search for a course

Include completed courses

Content All content
 Select specific content

Options Adjust events and due dates

Date adjustment Shift dates
 Remove dates

- 7) Once you have selected your options, click **Import**. The import process may take several minutes depending on the amount of content you are importing. Task progress will be indicated on the page under **Current Jobs**. You may need to refresh the page to update the progress bar. The copy is complete once you see **Completed** in green.

Current Jobs

Course Copy	Family Medicine Core...	May 20 at 9:25am	Running	<div style="width: 50%; height: 10px; background-color: #007bff;"></div>
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Current Jobs

Course Copy	Family Medicine Core...	May 20 at 9:25am	Completed	<div style="width: 100%; height: 10px; background-color: #28a745;"></div>
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- 8) If you chose to **Adjust events and due dates**, don't forget to add new dates to the copied events/assignments/quizzes in order to prevent inadvertently releasing quizzes/exams to the students in your destination course.
- 9) Publish your new course! Hit the **Publish** button in the upper right corner of your course **Home**.