Importing Content from Another Canvas Course

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 If an assignment is unpublished in a course, the assignment will also be unpublished in the content import.

1. Open Course

   ![Courses & Groups drop-down menu]

   In Global Navigation, click the Courses & Groups drop-down menu [1], then click the course title [2] of the course where you would like to import content.

2. Open Settings

   ![Course Navigation menu]

   In (left) Course Navigation menu, click the Settings link.
3. Import Content into Course

On the RIGHT sidebar, click **Import Content into this Course** to import content.

4. Copy a Canvas Course

In the drop-down menu, select the **Copy a Canvas Course** option.
5. **Search for a Course**

Locate the course you wish to copy content from in one of two ways.

a. **Select from the Drop-Down List**

![Search for a course drop-down menu](image)

In the drop-down menu, select the course you would like to access.

b. **Search by Course Name**

![Search for a course by name](image)

In the Course name field [1], start to type the name of the course you would like to access. Click the name of the course when it appears [2].

6. **Select Migration Content**

![Select migration content](image)
If you want to import all of the content from the course, click the All content radio button [1].

If you want to select specific content, such as only assignments or quizzes, click the Select specific content radio button [2]. Tip: Select specific content to avoid copying unwanted files and graphics which may eat up your file space. If you chose “Select specific content” review pages 6-8 labelled Selecting Content before proceeding.

7. OPTIONAL Adjust Events and Due Dates (If you are not adjusting the dates, skip to STEP 8)

If you want to adjust the due dates associated with the course events and assignments, click the Adjust events and due dates checkbox. You have two options to choose from: Shift dates and Remove dates.

**********Note: Varied Due Dates will not be adjusted during the import so it may be more helpful for you to adjust dates per assignment. Use your discretion and be sure to double-check dates of you use this function.

a. OPTIONAL Shift Dates: Adjust Beginning and Ending Dates
Click the calendar icon and select the beginning date of the course you are importing [1]. Select the new date you want the course to begin [2]. Then select the end date of the course you are importing [3], as well as the new date you want the course to end [4].

Note: If the course you are copying has beginning and end dates, those dates will be automatically pre-populated in the initial date fields.

b. OPTIONAL Shift Dates: Create Date Substitutions

You can also explicitly define day substitutions to adjust for changing class schedules (i.e. move all assignments on Mondays to Tuesdays). To create a date substitution, click the Substitution button [1]. Use the drop-down menus [2] to select the days of the week. You can also remove Substitutions by clicking the end icon [3].

c. Remove Dates

You can also choose to remove dates from your course.
Dates will be removed from the following features:

- Assignments (due, availability, and peer-review dates)
- Announcements (post delay dates)
- Quizzes (due, availability, and show correct answers dates)
- Calendar events (start and end dates)
- Modules (unlock dates)

**8. Import Course**

Click the **Import** button.

**9. View Current Jobs**

The Current Jobs menu will display the status of your import. Running reports will display a menu bar with the time remaining to generate the report.

You will also receive an email notification when your import is completed.

**10. Course Completion**

Import statuses include pre-processing, queued, running, completed, and failed.

- If you imported the course and did **not select specific content**, Canvas will show any issues that occurred with the import. Click the **issues** link [1] to view them.
- If you imported the course and **selected specific content**, Canvas will ask you to select the content you want to import. Click the **Select Content** button [2].
Selecting Content to Import

a. Select Content

A new window will list all the content in your course by category. For instance, if you did not create any Rubrics in your course, Rubrics will not appear as an import option.

To import all content for a content type, click the checkbox next to the content name [1]. If the content type is a group containing multiple items, Canvas will automatically select all items within the group.

To import only a few items from a content group, expand the drop-down arrow [2] and click the specific items to be imported [3]. Canvas will place a dash in the group checkbox, indicating that only a few items are selected within the group.

If a content type should not be imported, leave the checkbox blank [4].

Note: Canvas supports keyboard navigation when selecting content to import. The tab key focuses on the content inside of the select content area. Use the up and down arrow keys to navigate the categories and use the left and right arrows to expand and collapse items. Use the spacebar to select and deselect items.
**b. Click Select Content to Submit**

Click the **Select Content** button to import your content.

**c. View Current Jobs**

The Current Jobs menu will import the selected course content. Running reports will display a status bar with the time remaining to generate the report. You will also receive an email notification when your import is completed.

**d. View Course**

The content from your course is now organized in your Canvas course. Open the link(s) for the imported item(s) to view, and organize the content to fit your students' needs.

For instance, if you imported Quizzes and Modules, click Quizzes and Modules to view the imported content.