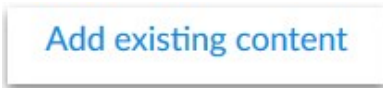# Import Canvas Content to a Blank Canvas Course

Two ways to access the Import Content tool
from the Home page of your <u>new, empty</u> Canvas course.
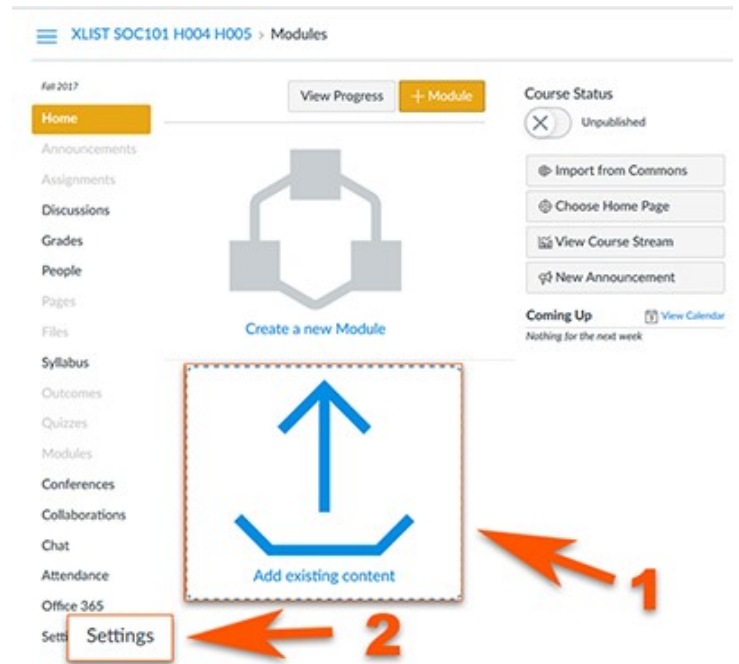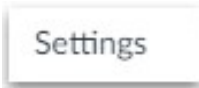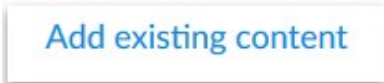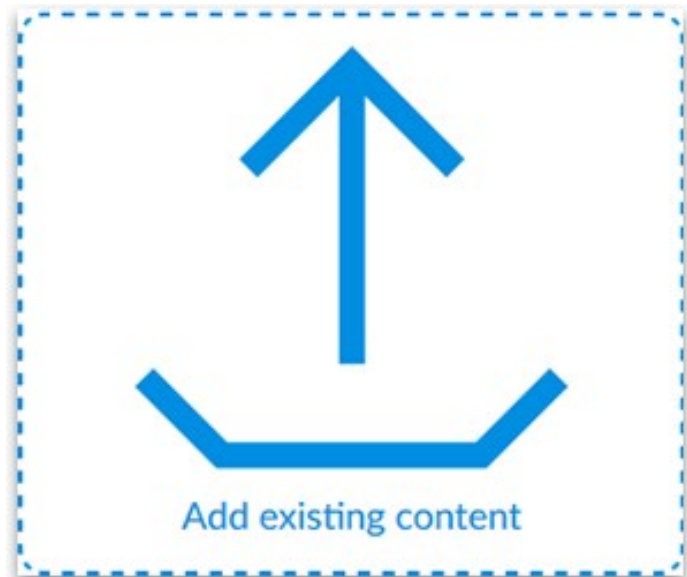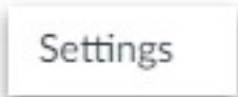*This method can be used to share content between courses.*

1.

Add existing content

Or

Settings

2.

1.

Add existing content

is the quickest way to reach the Import Content page.

OR

ONLINE LEARNING

2.

Settings

once content has been
added, you must go through Settings to add more
content from another Canvas course.

➢ Click

**Import Content into this
Course**

➢ Select
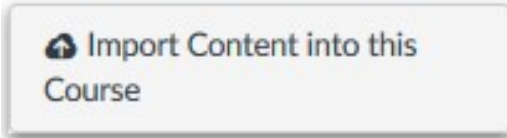
Copy a Canvas Course

from the
list of options.
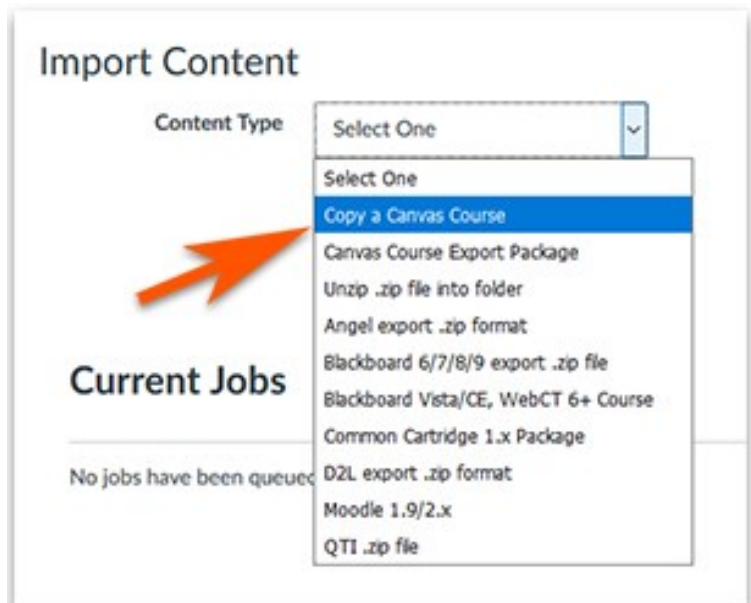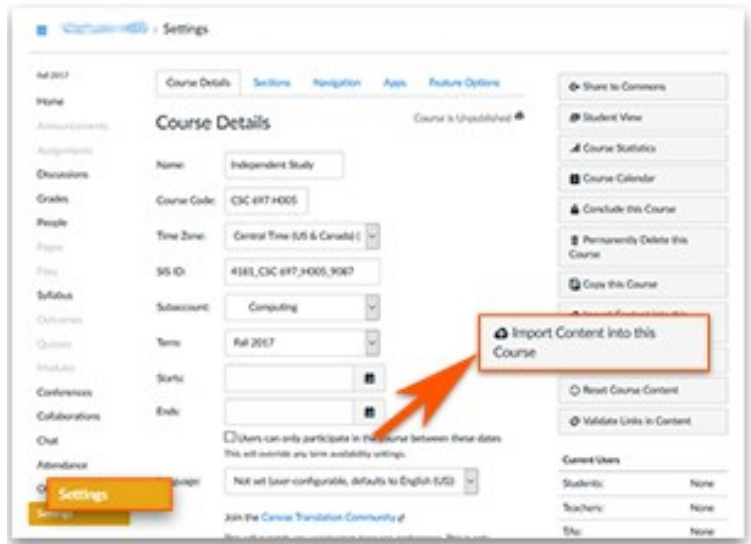
➢ If you have access to a small list of Canvas
courses, use

Select a course ⌄

Select a course

Fall 2017

   Sample_Fall_2017

Default Term

   Sandbox_Thorin
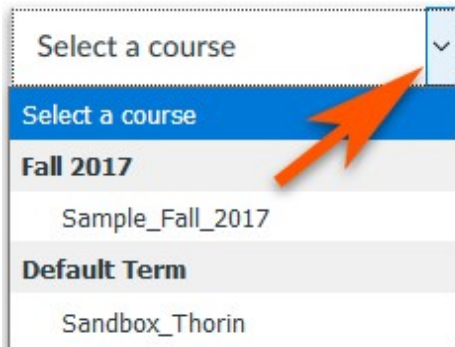
to pull down the list, and select the required
course.

➢ If you are enrolled in multiple courses or sections,
begin typing the name of the course in the second box.
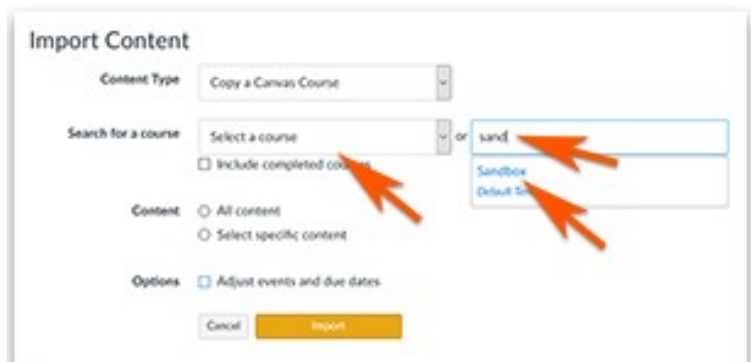(example: Sandbox, or for a specific section - NSG 300 H001)

Select the course from the list that appears.

➢ If you are copying content from a Past Enrollment course, click the box next to **Include completed courses**.

Click the button next to either one:

➢ **All Content**

➢ **Select specific content.**

Select specific content allows you to choose only the content you want to move from one course to another.

You can choose to quickly adjust the course dates during the copy process,

➢ Click the button next to

➢ Click

⊕ Substitution

to change the day of the week you had set for submissions, to a different day of the week.

➢ Click

Import

If you choose **Select specific content:**
➢ Click

Select Content

The University of Southern Mississippi

➢ Click the box

to select the content you would like moved over.

NOTE: *If you organize everything within Modules, Canvas will move over all associated Files, and Items when you select your specific Modules. There is no need to find what you need under Assignments, Quizzes, Discussions, Wiki Pages, or Discussions.*

➢ Canvas allows you to Select all by clicking

next to a heading.
You can also narrow down to specific content.

➢ Click the arrow

to expand and collapse hidden content.

➢ Once you have selected all the needed content, click

When the content has been copied, under Current Jobs, you will get the message,

 .

Content import files cannot be downloaded after 500 days.

Select Content ✕

☐ ⚙ Course Settings

☐ 📄 Syllabus Body

→ ☑ Modules (5)

→ ☐ Assignments (5)

↓ ■ Quizzes (4)

☐ Canvas Workshop #1 - Quiz

☐ Canvas Workshop #2 - Quiz

☐ Canvas Workshop #3 - Quiz

☐ Yuja #1 - Quiz

→ ☐ Question Banks (4)

→ ☐ Wiki Pages (73)

→ ☐ Files (151)

Cancel   Select Content

Current Jobs

Course Copy   Sandbox_Thorin   Jun 22 at 10:14am   Completed