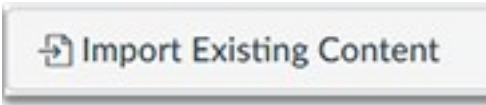


Import Canvas Content to a Blank Canvas Course

Two ways to access the **Import Content tool** from the Home page of your new, empty Canvas course.

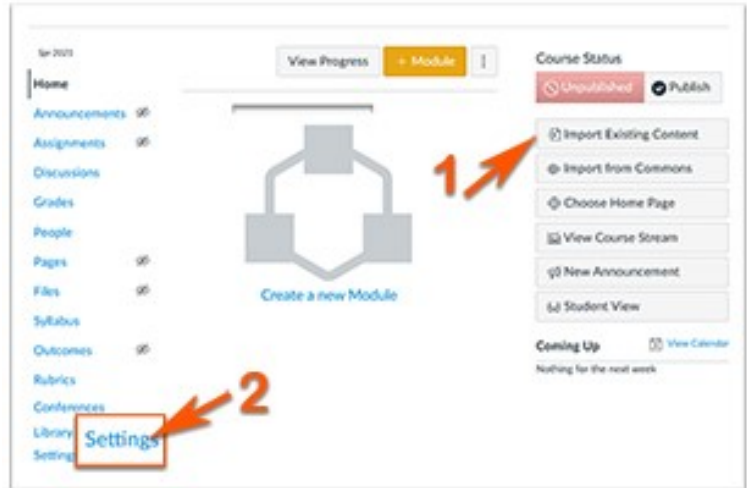
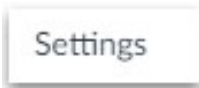
This method can be used to share content between courses.

1.

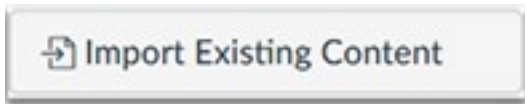


Or

2.



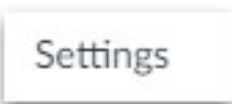
1.



is the quickest way to reach the Import Content page.

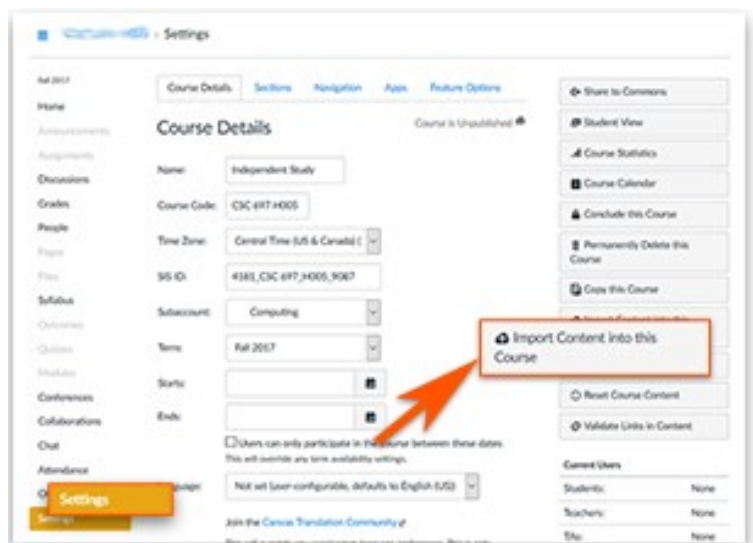
OR

2.



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

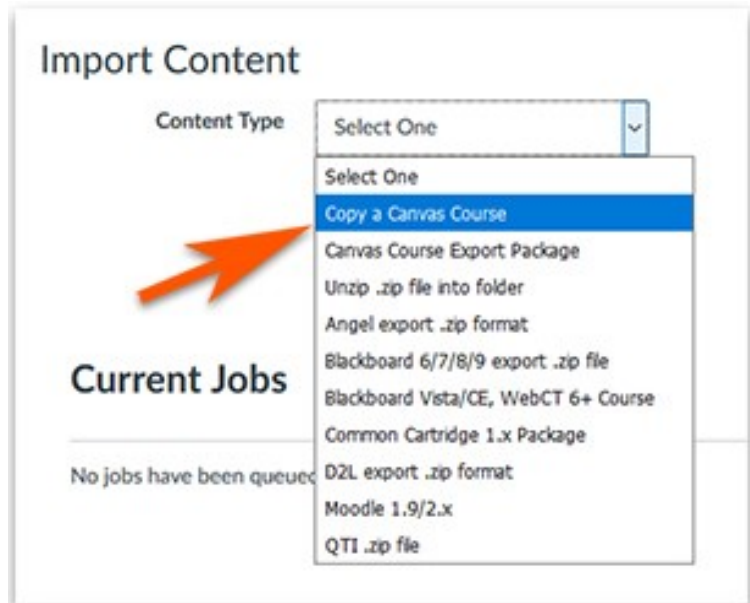
➤ Click



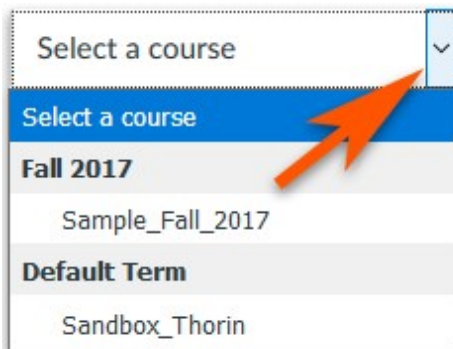
- Select

Copy a Canvas Course

from the list of options.



- If you have access to a small list of Canvas courses, use

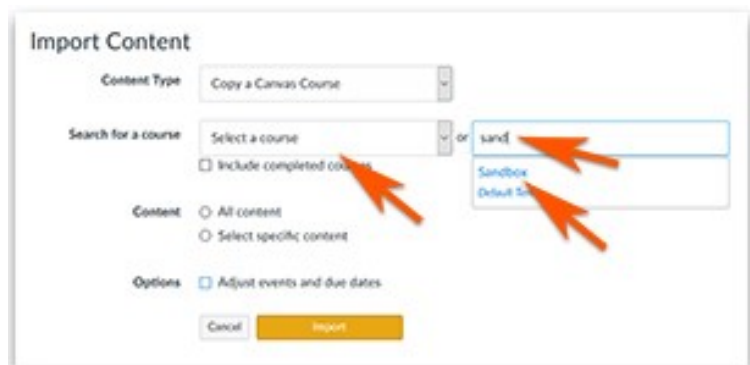
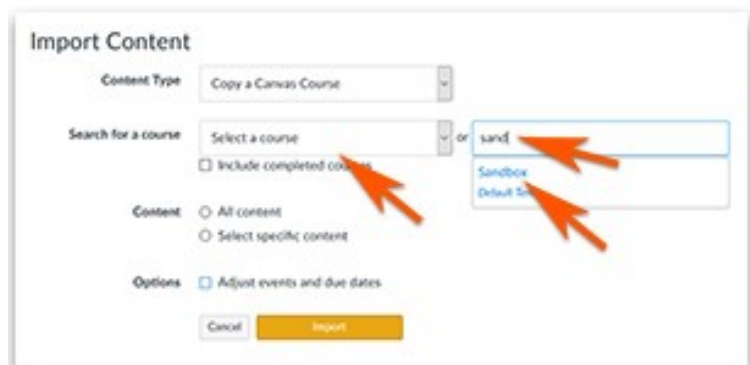


to pull down the list, and select the required course.

- 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**.

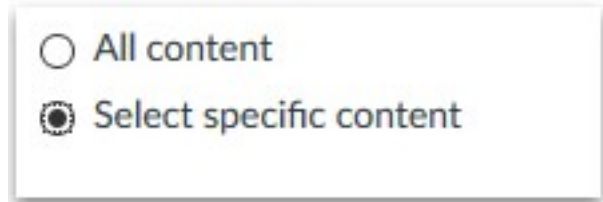


Click the button next to either one:

- **All Content**
- **Select specific content.**

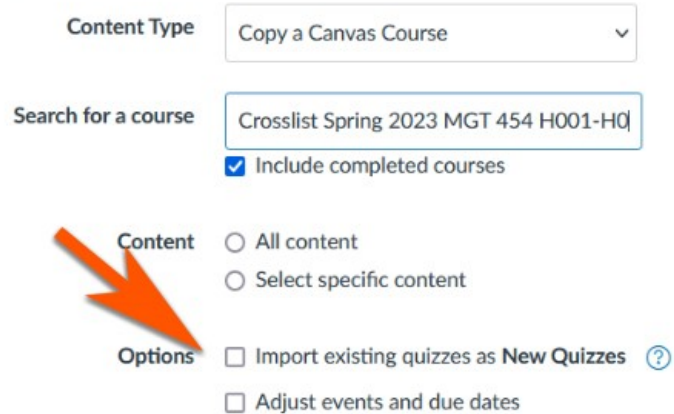
Select specific content allows you to choose only the content you want to move from one course to another.

You can choose to allow Canvas to convert all your old quizzes to New Quizzes with a click of the check box.



A screenshot of a content selection interface. It features two radio button options: "All content" (which is unselected) and "Select specific content" (which is selected). The "Select specific content" option has a small gear icon next to it.

Import Content



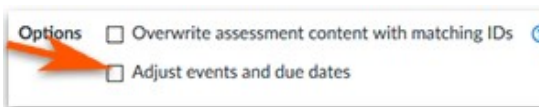
A screenshot of the "Import Content" form. It includes a "Content Type" dropdown menu set to "Copy a Canvas Course". Below it is a "Search for a course" text input field containing "Crosslist Spring 2023 MGT 454 H001-HQ". A checked checkbox labeled "Include completed courses" is present. Under the "Content" section, the "Select specific content" radio button is selected. Under the "Options" section, there are two unchecked checkboxes: "Import existing quizzes as New Quizzes" and "Adjust events and due dates". A red arrow points to the "Options" section.

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

Cancel Import

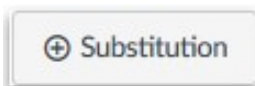
You can choose to quickly adjust the course dates during the copy process,

- Click the button next to



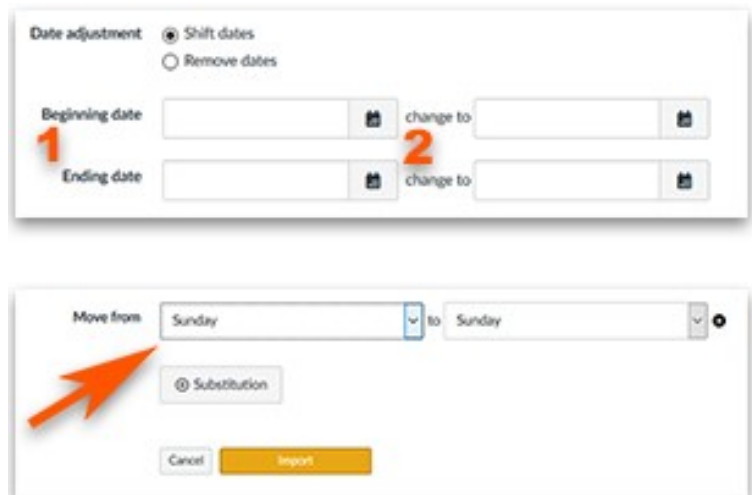
A screenshot of the "Options" section of the import form. It shows two unchecked checkboxes: "Overwrite assessment content with matching IDs" and "Adjust events and due dates". A red arrow points to the "Adjust events and due dates" checkbox.

- Click



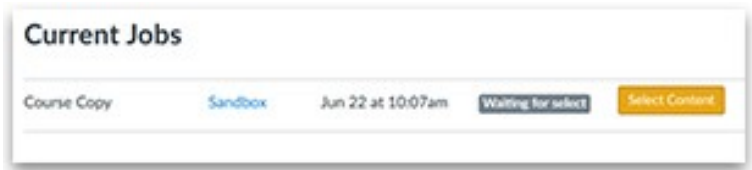
A button with a plus sign icon and the text "Substitution".

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



A screenshot of the date adjustment and substitution options. The top section shows "Date adjustment" with "Shift dates" selected and "Remove dates" unselected. Below are "Beginning date" and "Ending date" fields, each with a "change to" dropdown menu. Red numbers "1" and "2" are placed next to the "Beginning date" and "Ending date" fields respectively. The bottom section shows "Move from" and "to" dropdown menus, both set to "Sunday". A "Substitution" button is visible below. A red arrow points to the "Substitution" button. At the bottom are "Cancel" and "Import" buttons.

- Click



If you choose **Select specific content:**

- Click



- Click the box



to select the content you would like moved over.

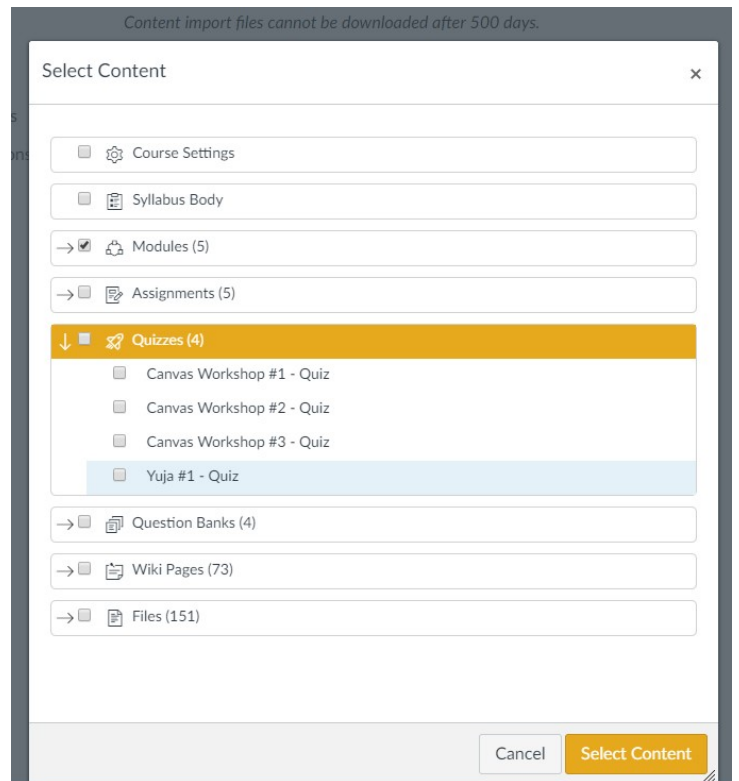
NOTE: If you organize everything within Modules, Canvas will move over all associated Files, and Items when you select your specific Modules. There is no need to find what you need under Assignments, Quizzes, Discussions, Wiki Pages, or Discussions.

- 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,

