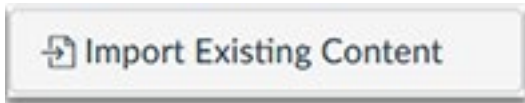# Import Canvas Content to a Blank Canvas Course

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.

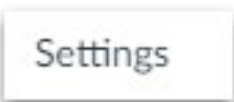**1**.

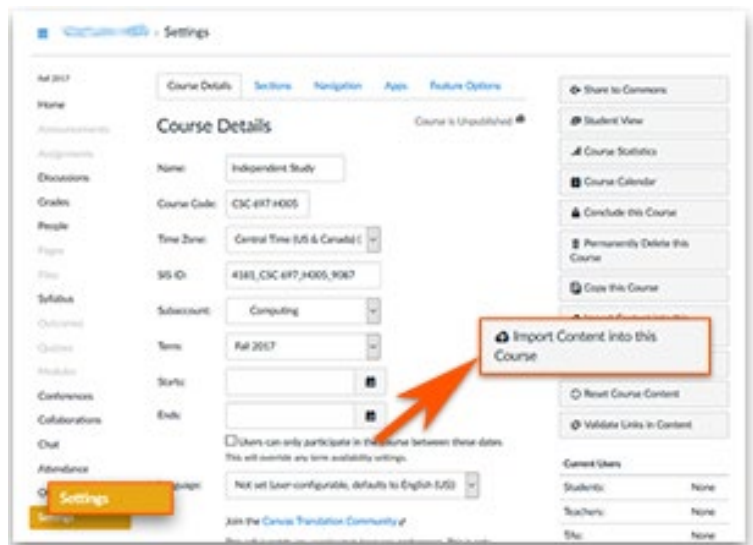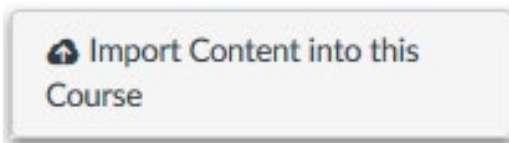is the quickest way to reach the Import Content page.

OR

2.

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

➢ Click

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

Heed this warning. If you import "All Content" into a course that students have completed work, you will lose all the submissions. The students' work no longer exist. "All Content" is for empty courses. Specific Content can be used to copy Assignments/Quizzes/Discussions.

ONLINE LEARNING

➢ 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***
to pull down the list and select the required course.

➢ If you are enrolled in multiple courses or sections, use the **Search for course***
Begin typing the name of the course in the second box.
(example: Sandbox, or for a specific section - NSG 300 H001) This will pull your list of courses with the semester indicated.

Select the course from the list that appears.

NOTE: 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.

ONLINE LEARNING

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

➢ Click the button next to

Options ☐ Overwrite assessment content with matching IDs
☐ Adjust events and due dates

➢ Click

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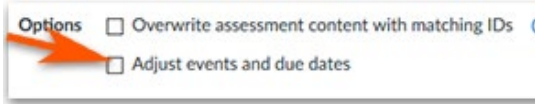
to change the day of the week you had set for submissions, to a different day of the week.

➢ Click

+ Add to Import Queue
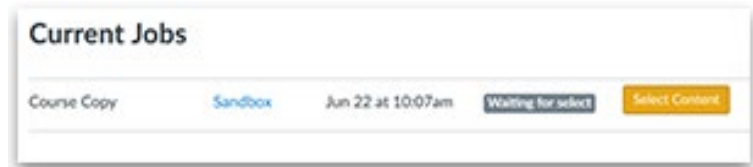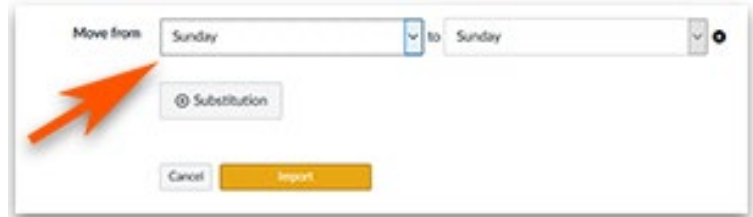
If you choose **Select specific content:**
➢ Click

Select Content

➢ 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.*
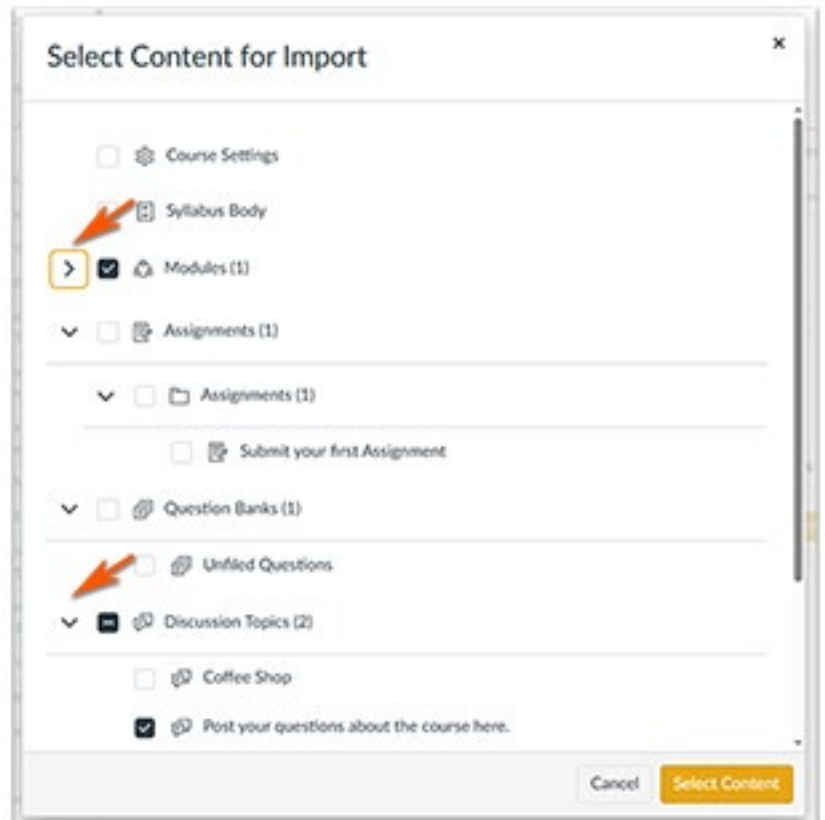➢ Canvas allows you to Select all by clicking

☐

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

➢ Click the arrow pointing at the type of content to expand and collapse hidden content.

➢ Once you have selected all the needed content, click

The University of Southern Mississippi

Date adjustment ⦿ Shift dates
○ Remove dates

Beginning date [   ] 📅 change to [   ] 📅
Ending date [   ] 📅 change to [   ] 📅

Move from [Sunday ▾] to [Sunday ▾] ✱
⊕ Substitution
Cancel   Import

Current Jobs

Course Copy   Sandbox   Jun 22 at 10:07am   Waiting for select   Select Content

Waiting for select   Select Content

Select Content for Import   ✕

☐ ⚙ Course Settings
🗐 Syllabus Body
> ☑ 🗀 Modules (1)
∨ ☐ 🗒 Assignments (1)
   ∨ ☐ 🗁 Assignments (1)
      ☐ 🗒 Submit your first Assignment
∨ ☐ 🗗 Question Banks (1)
   🗗 Unfiled Questions
∨ ◼ 🗗 Discussion Topics (2)
   ☐ 🗗 Coffee Shop
   ☑ 🗗 Post your questions about the course here.

Cancel   Select Content

ONLINE LEARNING

+ Add to Import Queue

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

Current Jobs

| Course Copy | Sandbox_Thorin | Jun 22 at 10:14am | Completed |

If you need content from a previous existing course, you must ask permission from the instructor or your Directory. Contact the [Office of Online Learning](#) to run the import for you with the permissions mentioned above.