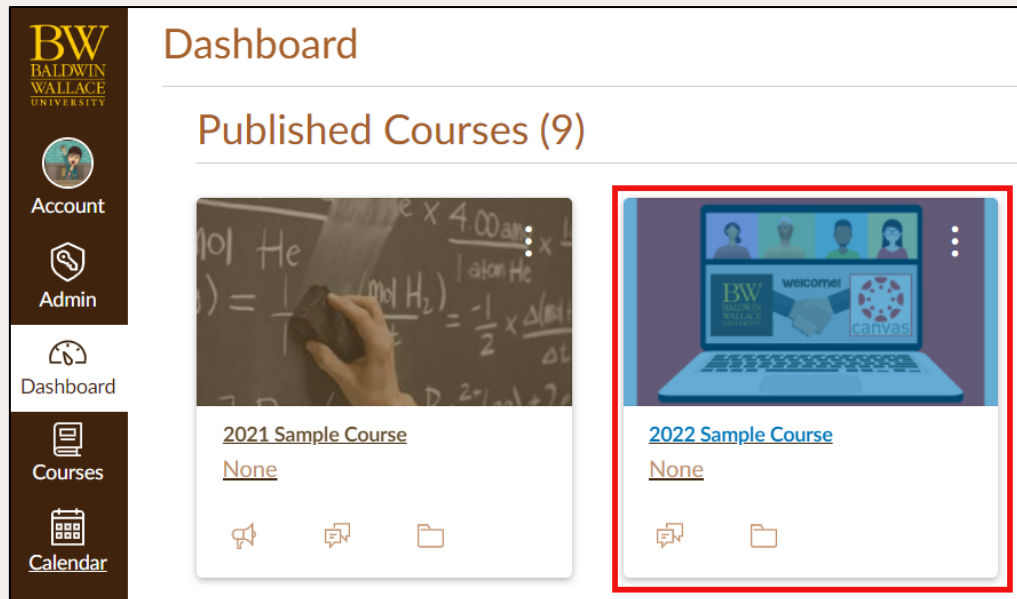
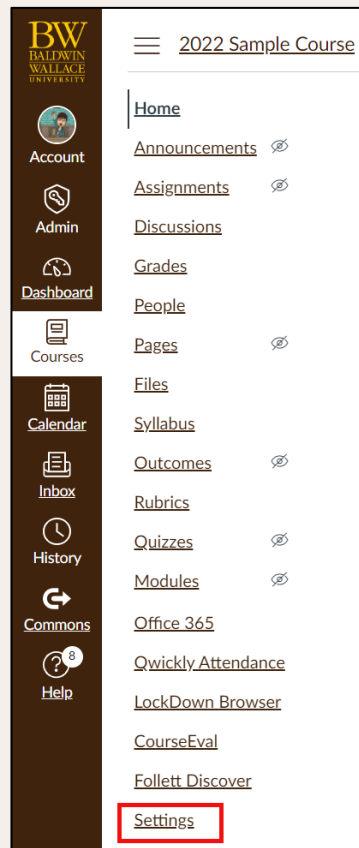


Course Copy in Canvas

1. Log into Canvas: <https://canvas.bw.edu>. In this example, we will copy the contents of the “2021 Sample Course” into the new “2022 Sample Course” shell.



2. Click and open the course that you want to copy your previous course INTO.
(NOTE: This is the exact opposite of the way you did it in Blackboard.)
3. From the course navigation menu, click on “Settings.”



4. From the menu on the right, select "Import Course Content."

The screenshot shows the '2022 Sample Course' settings page. On the left is a navigation menu with options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, Office 365, and Quickly Attendance. The main area is titled 'Course Details' and contains fields for Name (2022 Sample Course), Course Code (None), and Time Zone (Eastern Time). On the right, under 'Course Status', the 'Import Course Content' option is highlighted with a red box. Other options include Unpublish, Published, Share to Commons, Course Statistics, Course Calendar, Conclude this Course, Delete this Course, Copy this Course, Export Course Content, Reset Course Content, and Validate Links in Content.

5. Expand the Content Type menu and choose "Copy a Canvas Course."

The screenshot shows the 'Import Content' page. The 'Content Type' dropdown menu is expanded, showing various options. 'Copy a Canvas Course' is highlighted with a red box. Other options include 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, and QTI .zip file. The page also shows 'Current Jobs' with a message: 'No jobs have been queued'.

6. To search for the course you want to copy FROM, begin typing part of the course name in the field and then select the course that contains your materials.

The screenshot shows the 'Import Content' page with the 'Content Type' set to 'Copy a Canvas Course'. The 'Search for a course' field contains the text 'Samp'. Below the field, a list of search results is shown, with '2021 Sample Course' highlighted by a red box. The results also include 'Default Term' for both '2021 Sample Course' and '2022 Sample Course'. A red arrow points to the search field.

7. Once you've chosen the course you want to import materials from, click the radio button to select "All content." Then, click the "Import" button.

Import Content

Content Type: Copy a Canvas Course

Search for a course: 2021 Sample Course

Include completed courses

Content: All content
 Select specific content

Options: Adjust events and due dates

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

Cancel Import

8. Under Current Jobs, it will show the course you copied from. Depending on the quantity of course materials, it may take a few minutes to copy. When the copy is complete, you will see the green completed button.

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Home

Account

Announcements

Admin

Assignments

Discussions

Dashboard

Grades

People

Courses

Pages

Calendar

Files

Import Content

Content Type: Select One

Current Jobs

Course Copy: 2021 Sample Course (Course you copied FROM) Apr 1 at 12:23pm **Completed**

Content import files cannot be downloaded after 500 days.

NOTE: If you are using this process to copy an old Blackboard course into a new Canvas shell, you will need to do some clean-up in the course following the import. If you are using this process to copy a current Canvas course to another Canvas course, your materials will be copied exactly as you had them arranged.

You can find helpful Canvas training videos at: www.bwfacultycenter.com/canvas-video.