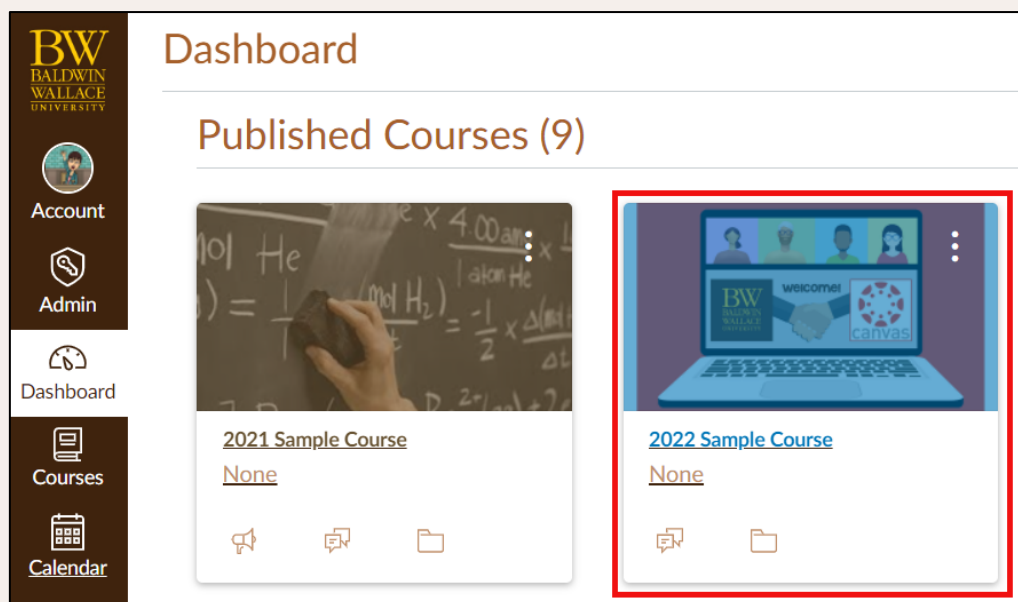
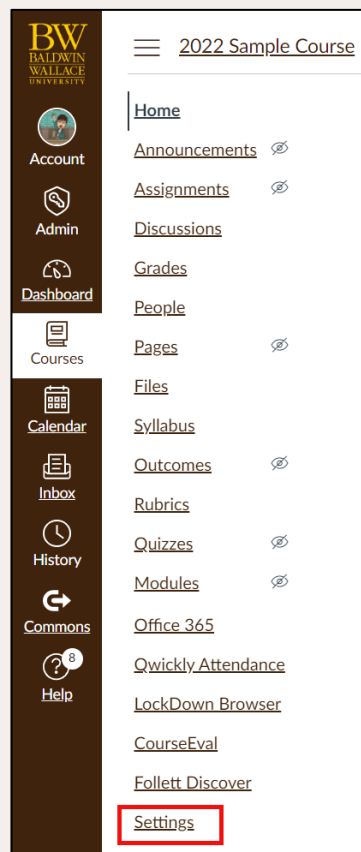


Course Copy in Canvas

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 sidebar with options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, Office 365, and Quickly Attendance. The main content area is titled 'Course Details' and includes fields for Name (2022 Sample Course), Course Code (None), and Time Zone (Eastern Time). On the right, the 'Course Status' section shows 'Published' and a list of actions: Unpublish, Share to Commons, Course Statistics, Course Calendar, Conclude this Course, Delete this Course, Copy this Course, Import Course Content (highlighted with a red box), 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 open, displaying various options such as 'Canvas Course Export Package', 'Unzip .zip file into folder', and 'Copy a Canvas Course'. The 'Copy a Canvas Course' option is highlighted with a red box. Below the dropdown, there is a 'Current Jobs' section with the text '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 search field, a list of search results is displayed, including '2021 Sample Course' and '2022 Sample Course'. The '2021 Sample Course' result is highlighted with a red box. A red arrow points to the search field.

- Once you've chosen the course you want to import materials from, click the radio button to select "All Content." If you're not importing dated materials and assignments, click "Import" to finish. To adjust the dates of the content you're importing...

Check the "Options" box to adjust events and due dates.

Next, click the radio button to shift dates.

Change the start and end dates using the drop-down calendar. This will allow you to simply move all your course dates to the new semester.

If a different "shift" is needed, click the + Substitution button.

Now click the Import button to finish.

- 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.