

Copying Specific Course Content in Canvas

**Use this guide if your Ally report score is already in the green.*

Important Reminders

- Entire course imports preserve all linked files, images, and content relationships.
- Avoid multiple imports, they can result in duplicate or broken content. Contact your Instructional Designer (ID) if you need to start fresh.
- If you start a partial import and later decide to import more, manually select each item across each content type. There is no 'import all' button once you've begun a partial import.

Step 1: Review Your Old Course

- Open your OLD course.
- Decide what content is still relevant.
- Avoid copying over blank assignments, outdated materials, or duplicate pages.

Step 2: Begin the Import in Your New Course

- Open your NEW Canvas shell.
- Go to Settings (bottom left).
- Click Import Course Content (on the right).
- For Content Type, select 'Copy a Canvas Course.'
- In Search for a Course, find your OLD course (e.g., Spring 2025).
- For Content, select 'Select Specific Content.'
- Click 'Import.'

Course Statistics

 Course Calendar

 Conclude this Course

 Delete this Course

 Copy this Course

Import Course Content

 Export Course Content

 Reset Course Content

Select Content Type

Copy a Canvas Course

Select a course *

Spring 2025 Course

or

Search for a course

Spring 2025 Course

☒ Include completed courses

Content *

☐ All content

The following content types will be imported: Course Settings, Syllabus Body, Modules, Assignments, Quizzes, Question Banks, Discussion Topics, Pages, Announcements, Rubrics, Files, and Calendar Events.

Feature Options (like New Quizzes) aren't imported and must be enabled manually in the new course's Settings.

☒ Select specific content

Options

☐ Adjust events and due dates

Clear

+ Add to Import Queue

Step 3: Choose the Specific Content to Import

- After import starts, click 'Select Specific Content.'
- Choose the specific content you would like to copy (see our recommendations below).
- Click 'Select Content' when ready.


✓ Recommended to import:


- ✓ Assignments
- ✓ Quizzes
- ✓ Discussion Boards
- ✓ Modules
- ✓ Rubrics (if applicable)



⊘ Do NOT import:


- X Course Settings
- X Syllabus Body
- X Pages
- X Announcements
- X Calendar Events
- X Files (Linked files will copy automatically)
- X Student Resources module (already in the new template)
- X Instructor Overview (Do Not Publish) module (already in the new template)


Select Content for Import


☐  Course Settings


☐  Syllabus Body


☒   Modules (31)

☐  Student Resources

☒  Week 1

☒  Week 2

☒  Week 3

☒  Week 4

Watch the Import Progress

- A progress bar will appear.
- When finished, check your Modules and Assignments to verify successful import.
- Use Student View to confirm everything appears correctly.

Content imports				
Content import files cannot be downloaded after 500 days.				
Content Type	Source Link	Date Imported	Status	Progress
Course Copy	Biology 101	Mar 10 at 7:05pm	Running	<div><div></div></div>