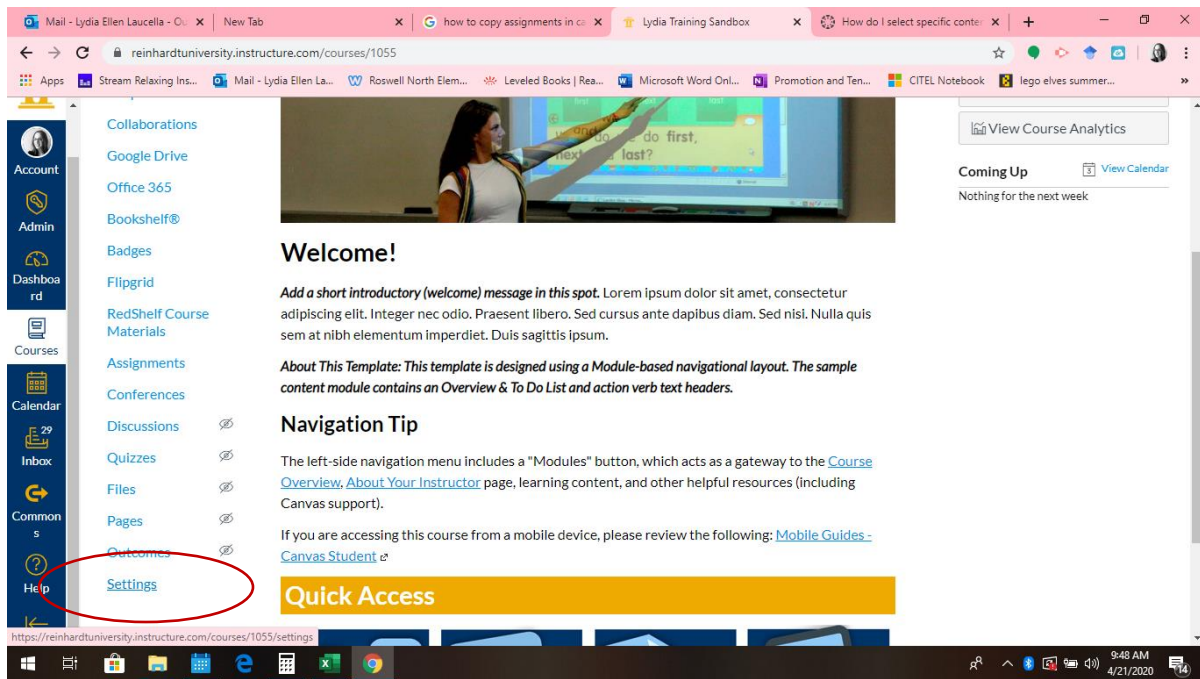
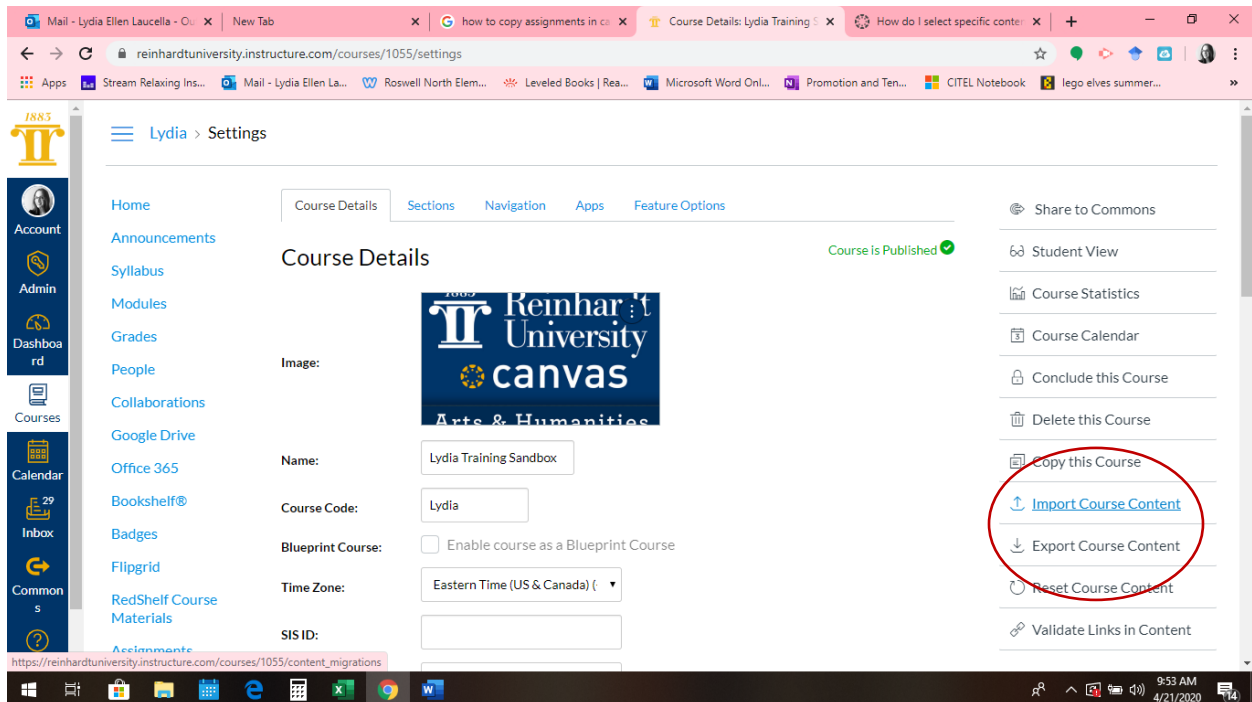


How to Copy Course Content in Canvas

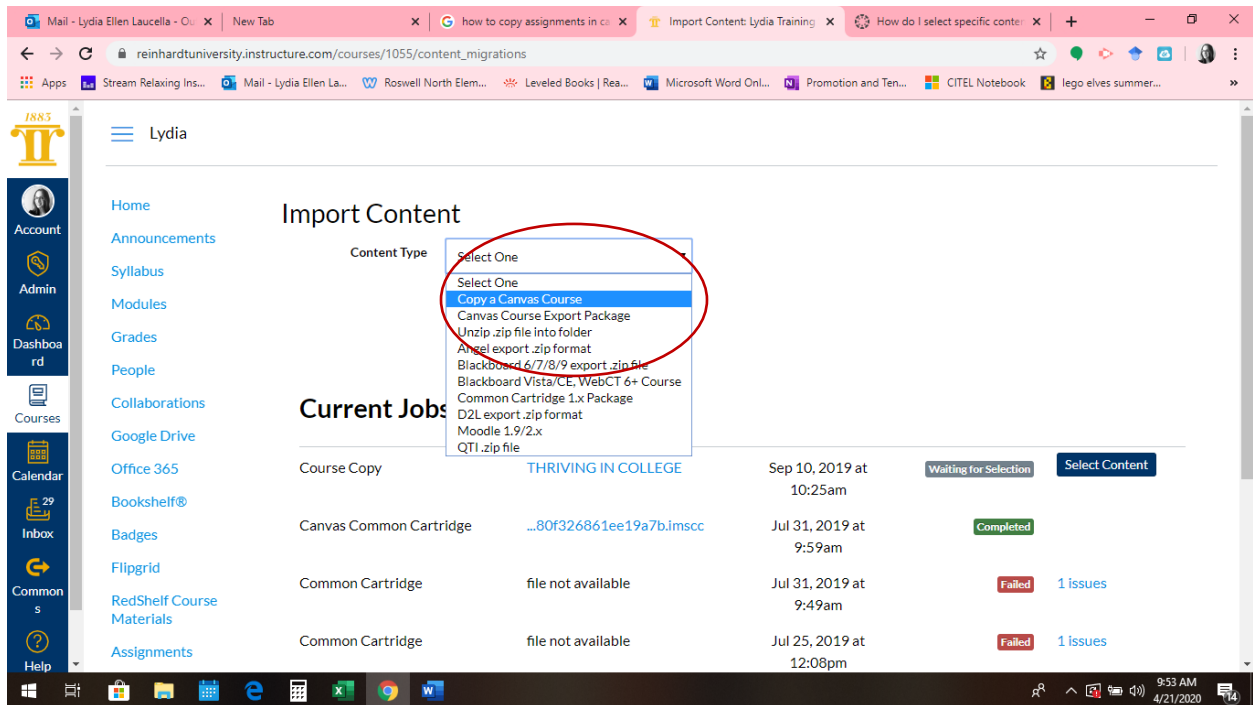
1. Go to “Course Settings” in the Course in which you want to import content.



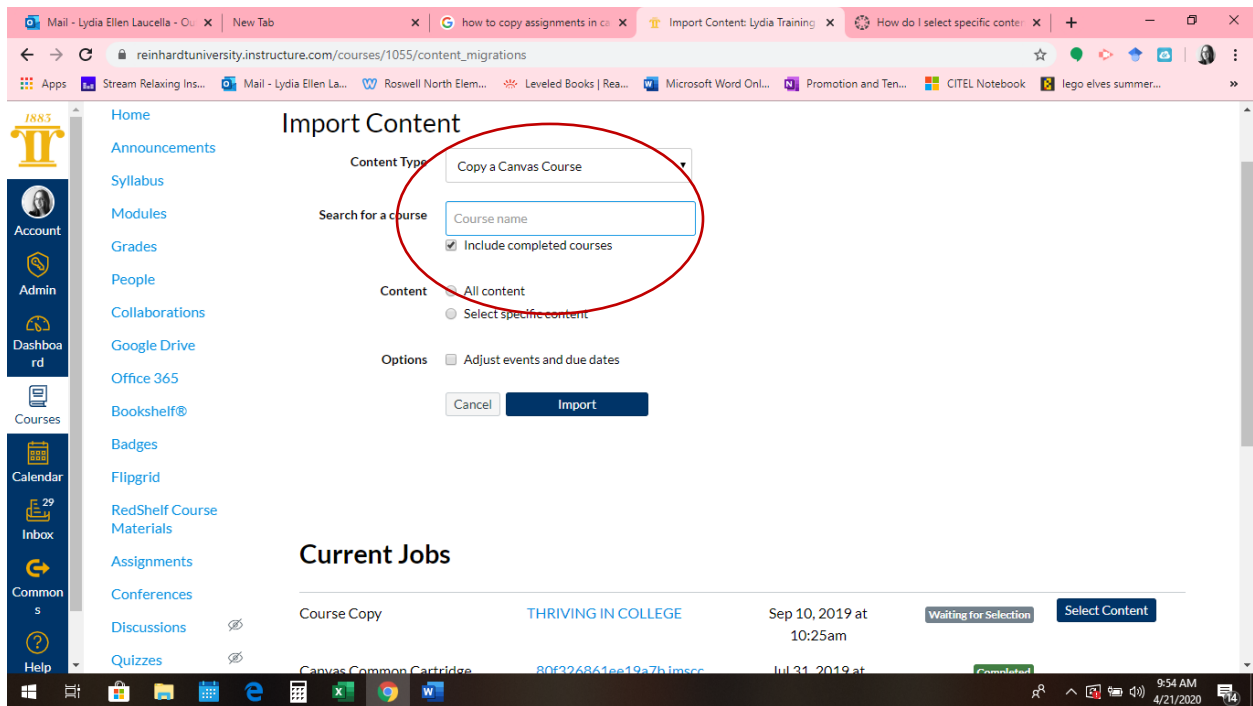
2. Locate the Import Course Content. If you are working on an Apple device, this will be on the bottom of the page, not on the right-hand side. Click on “Import Course Content.”



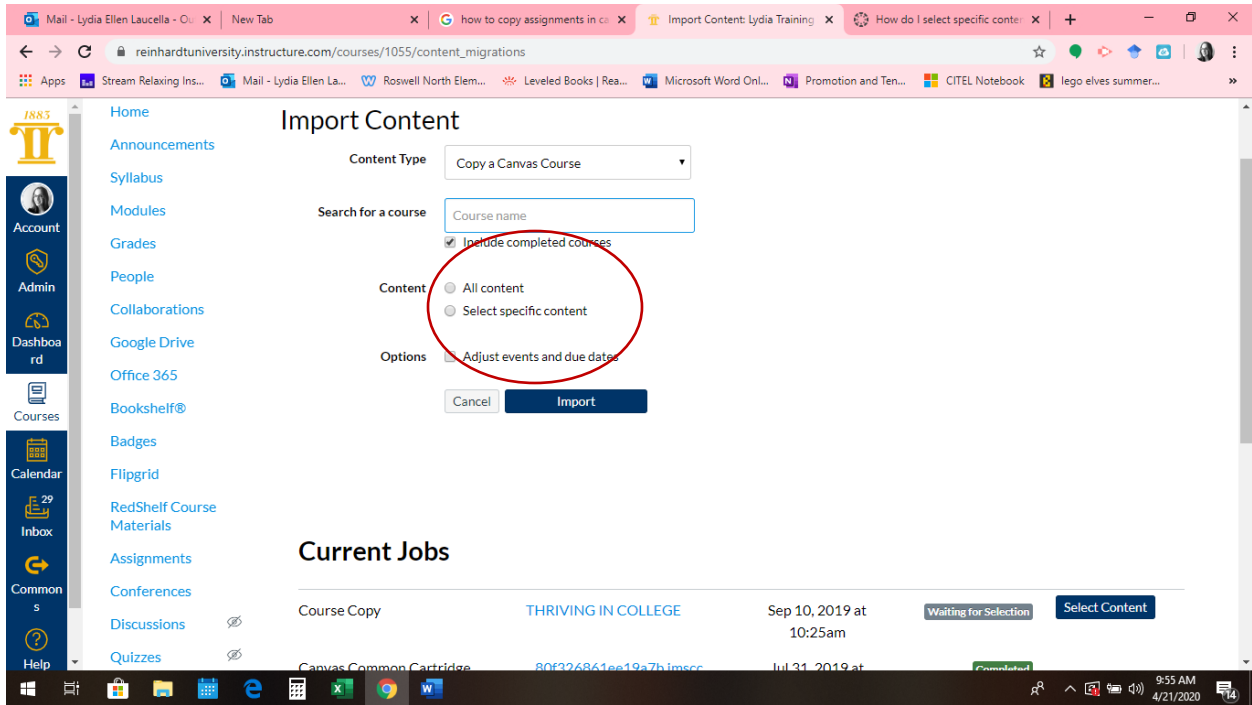
3. Choose “Copy a Canvas Course.”



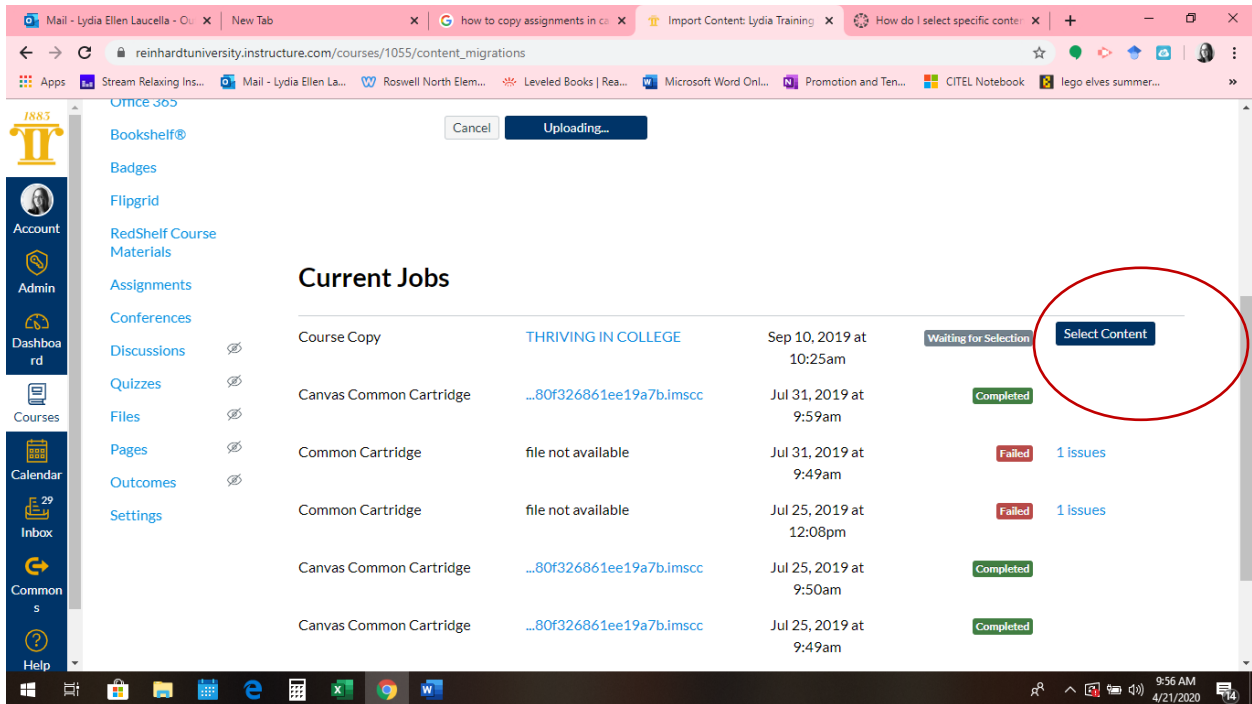
4. Select the “Course Name” from which you want to copy content.



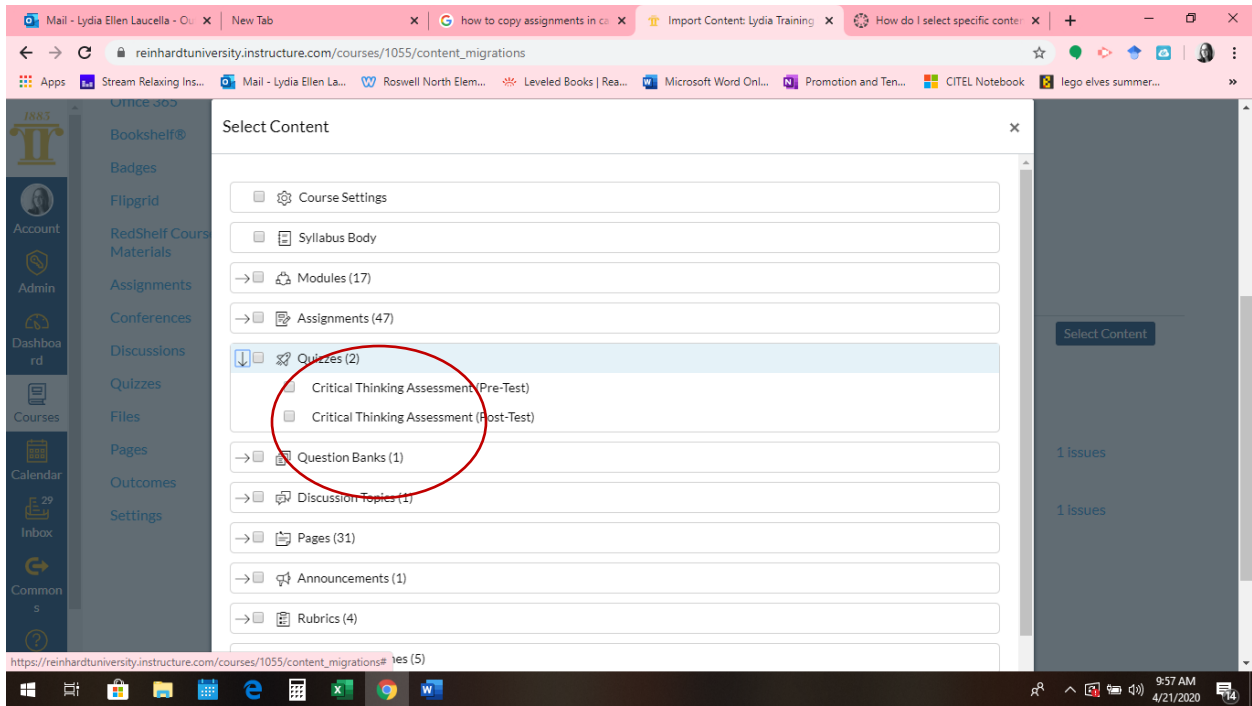
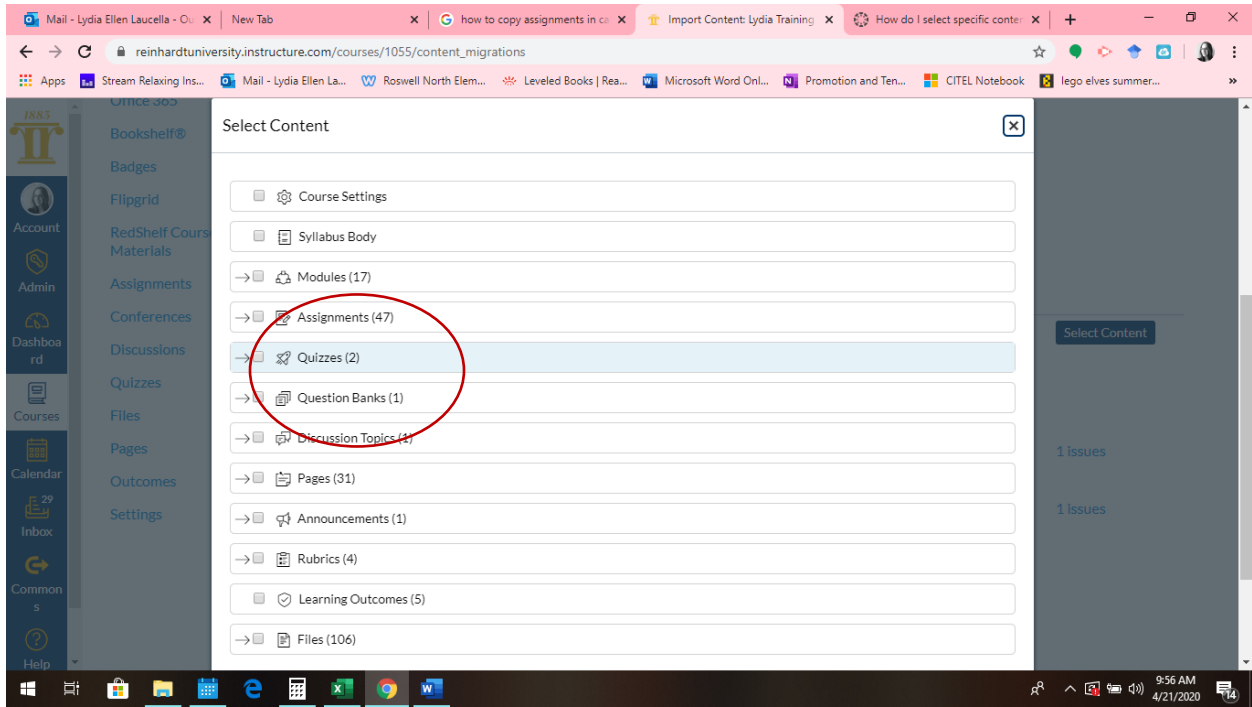
5. Select “Specific Content.” And then press “Import.” Wait...



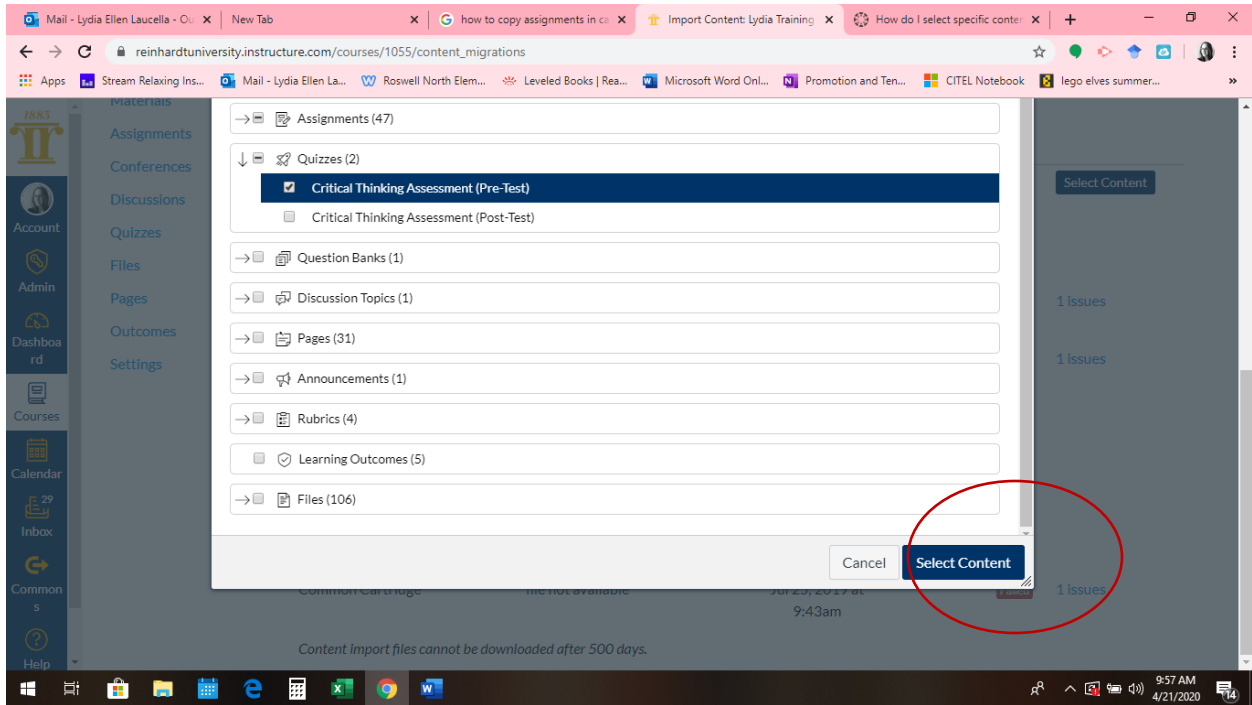
6. Press Select Content.



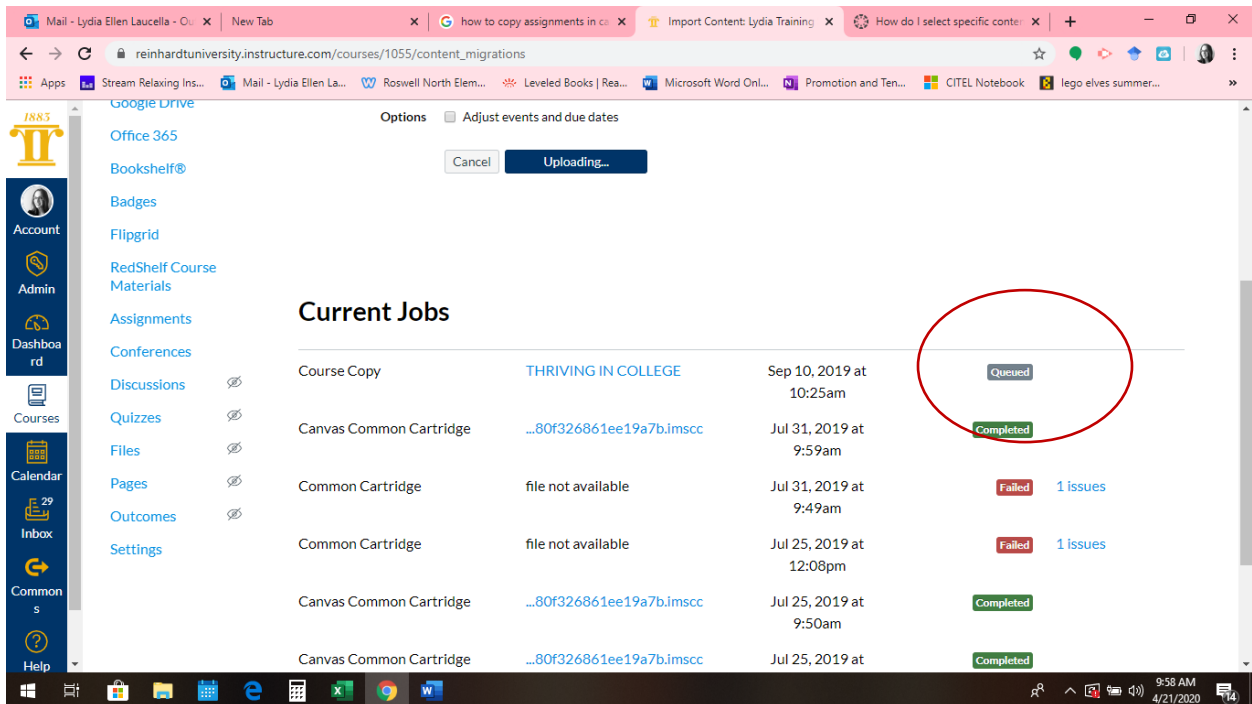
7. Find the item you want to copy. Then press the arrow to bring out a drop-down menu.

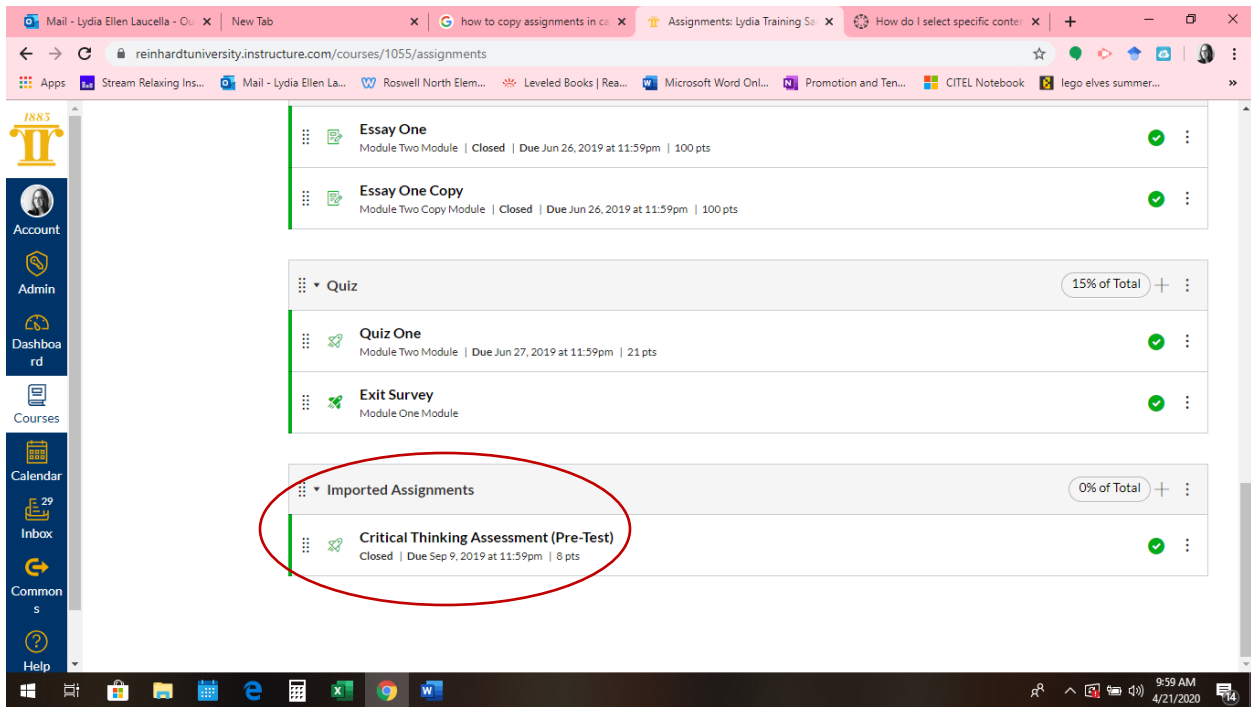


8. Choose what you want to copy. Then press “Select Content.”



9. It will take a minute to queue, once it is done it will say completed.
10. You should refresh your course and see if it has been copied properly. Go into your assignments and locate the new assignment. It will show up as Imported Assignments.





***Pro Tip:** Move the assignment into the appropriate assignment category, like Final Exam, by dragging and dropping it. Or, rename imported assignments by clicking on the Kabob next to it and edit it. If you do not change the name or move it into a different category, it will show up as Imported Assignment in the gradebook.

