How to Import your Course Materials from One Course to Another

- 1. Select the new course you would like to import course materials.
- 2. In the course navigation, click Settings.
- 3. On the right side of your screen, click *Import Course Content*.

Cerritos College	Practice_Stude	ent > Settings					
()	Open Ended Term	Course Details	Sections Navigation Apps Feature Options		Share to Common	.S	
Account	Home Syllabus	Course Details Course is Published 🔍				6ð Student View	
Co Dashboard	Announcements				🕍 Course Statistics		
	Modules				Course Calendar		
Courses	Assignments	Image:	Choose Image		前 Delete this Course		
Calendar	Discussions Pages				Copy this Course		
æ	Files	Name:	Practice_Student Success		↑ Import Course Con	ntent	
Inbox	Grades	Course Code:	ractice_Student		,↓, Export Course Content		
e	Quizzes	Time Zone:	Pacific Time (US & Canada) (-1 🔻				
Commons	Library	Subaccount:	Manually-Created Courses		Validate Links in Co	ontent	
?	Attendance	Term:	Open Ended Term		Current Users		
Help	Collaborations	Starts:	Feb 21, 2017 at 5:30pm		Students:	1	
	Conferences		Tuc Feb 21, 2017 5:30pm		student manual add:	None	
	People	Ends:	Users can only participate in the course between these dates		Teachers:	1	

- 4. Under Import Content, select the drop down menu for Content Type and click *Copy a Canvas Course*.
- 5. Select the *Search for a Course* drop down menu. Click on the desire course you wish to copy. Please note that courses are organized by semester and year.
- 6. You can select either *All Content* or *Select Specific Content*. Please note that the <u>Select Specific</u> <u>Content</u> will give you the option to select specific content you want to import.
- 7. Then, select Import.

Import Content

Content Type	Copy a Canvas Course 🔹	
Search for a course	Practice_Student Success Practice_Student Success Include completed courses Include completed courses Include completed courses 	
Content	 All content Select specific content 	
Options	Adjust events and due dates	
	Cancel Import	

<u>Note</u>: Once your job has been successfully imported, you will see a "completed" sign in green at the bottom of the screen.

Current Jobs									
Course Copy	Student Success Training	Feb 21 at 5:29pm	Completed						

Content import files cannot be downloaded after 500 days.