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*.

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 *Select Specific Content* will give you the option to select specific content you want to import.
7. Then, select *Import.*

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