

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*.

The screenshot shows the 'Settings' page for a course named 'Practice_Student'. The left sidebar contains navigation options like Home, Syllabus, Announcements, etc. The main content area is titled 'Course Details' and includes fields for Name, Course Code, Time Zone, Subaccount, Term, Start, and End. The right sidebar contains various actions, with 'Import Course Content' highlighted by a red box. Below the sidebar, there is a 'Current Users' table.

| Current Users | |
|---------------------|------|
| Students: | 1 |
| student_manual_add: | None |
| 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 [Select Specific Content](#) will give you the option to select specific content you want to import.
7. Then, select *Import*.

Import Content

Content Type:

Search for a course: or ⓘ

Include completed courses

Content: All content Select specific content

Options: Adjust events and due dates

Note: 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.