

## 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 'Course Details' settings page for a course named 'Practice\_Student Success'. The left sidebar contains navigation options like Home, Syllabus, Announcements, etc. The main content area shows course details such as Name, Course Code, Time Zone, and Start/End dates. On the right sidebar, the 'Import Course Content' option is highlighted with a red box. Other options include 'Share to Commons', 'Student View', 'Course Statistics', 'Course Calendar', 'Delete this Course', 'Copy this Course', 'Export Course Content', and 'Validate Links in Content'. Below these 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	<a href="#">Student Success Training</a>	Feb 21 at 5:29pm	<b>Completed</b>
-------------	--	------------------	------------------

Content import files cannot be downloaded after 500 days.