HOW TO COPY AN OLD COURSE

IMPORT OLD COURSE CONTENT

☐ **1** Click on the '**Import from Commons**' button on the left-hand side.

☐ **2** In the 'Content Type' dropdown menu, select the '**Copy a Canvas Course**' option.

Import Content

Content Type Select One ▾

2

| Select One |
| Copy a Canvas Course |
| Canvas Course Export Package |
| Unzip .zip file into folder |
| Angel export .zip format |
| Blackboard 6/7/8/9/Ultra export .zip file |
| Blackboard Vista/CE, WebCT 6+ Course |
| Common Cartridge 1.x Package |
| D2L export .zip format |
| Moodle 1.9/2.x |
| QTI .zip file |

Current Jobs

Canvas Common Cartridge   b939a5383862d9cf.imscc   Apr

☐ **3** Type and select the name of the course you wish to copy in the **'Search for a course'** window.

☐ **4** Tick the **'All content'** option and click the **'Import'** button. Content from the old course will automatically be imported (though it may take a little time).

Import Content

Content Type Copy a Canvas Course ▾

3 **Search for a course** [Course name]

☑ Include completed courses

Content ⦿ All content

○ Select specific content

4

Options ☐ Adjust events and due dates

⚠ Importing the same course content more than once will overwrite any existing content in the course.

[Cancel]   [**Import**]