



HOW TO COPY AN OLD COURSE

IMPORT OLD COURSE CONTENT

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

The screenshot shows a Canvas LMS course page. At the top, there is a breadcrumb trail '123456 > Modules' and a 'Student View' toggle. Below this is a navigation bar with 'View Progress', 'Export Course Content', and a '+ Module' button. A central graphic says 'Create a new Module'. On the left is a sidebar menu with items like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, and Modules. On the right, under 'Course Status', there are 'Unpublished' and 'Publish' buttons. Below that, the 'Import Existing Content' button is circled in red. Other buttons include 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'New Announcement', 'New Analytics', and 'View Course Notifications'. At the bottom right, there is a 'Coming Up' section with a 'View Calendar' link and the text 'Nothing for the next week'.

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


Import Content

2

Content Type Select One

- 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  An

- 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