Importing Content from Another Course
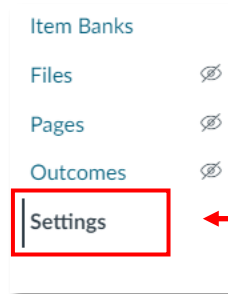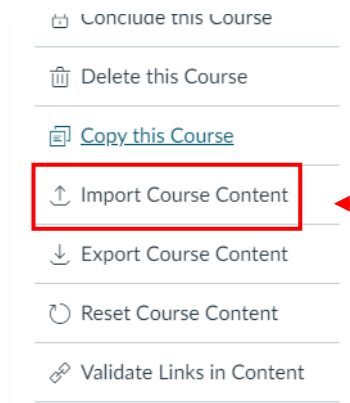
1. Go to the course that you would like to import content to then click **Settings.**
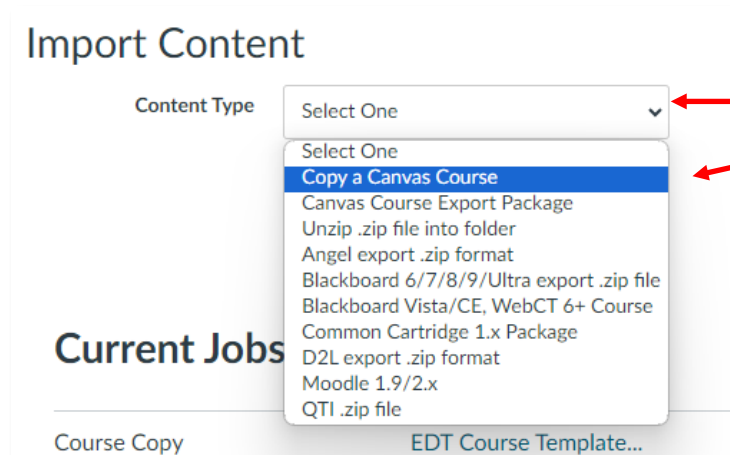

2. Click **Import Course Content**.

3. Select **Copy a Canvas Course** from the drop-down menu.

4. Type or search for the title of the course that contains the content you want to copy.
5. Next you will need to select the content you are importing. There are a few options:

a. If you are importing **everything,** select **All Content** and move on to **Step 6**.
b. If importing **only a few items, Select specific content** and move on to **Step 8**.
c. Optional step: Select **Adjust events and due dates** if you want to adjust the assignment(s) due dates to match your current semester. If you have completed this step, you should verify the assignment(s) dates after importing.
d. Then click **Import**.

6. The progress bar may take some time to complete depending on the amount of content that is being copied over. You can navigate away from this page and it will continue to run.

7. The import for All Content is now completed.

8. These steps are a continuation of **Step 5b**.
   If you have selected, **Select specific content**, a button will appear next to the current course copy. Click **Select Content**.
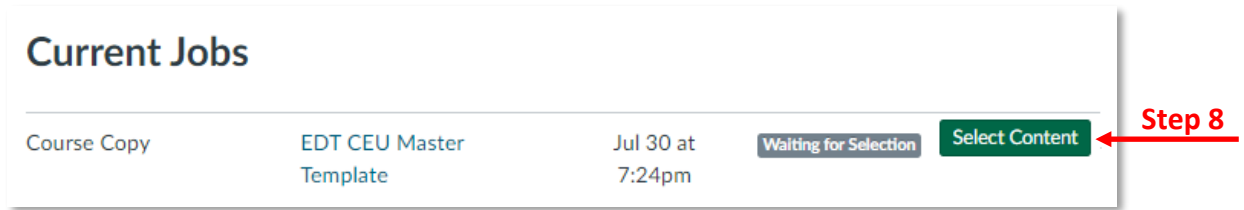
9. A full list of the content will pop up on the screen, select the items that you want to transfer from this list by selecting the check mark next to each area or specific item.
10. Once you have finished selecting the content, click **Select Content**.
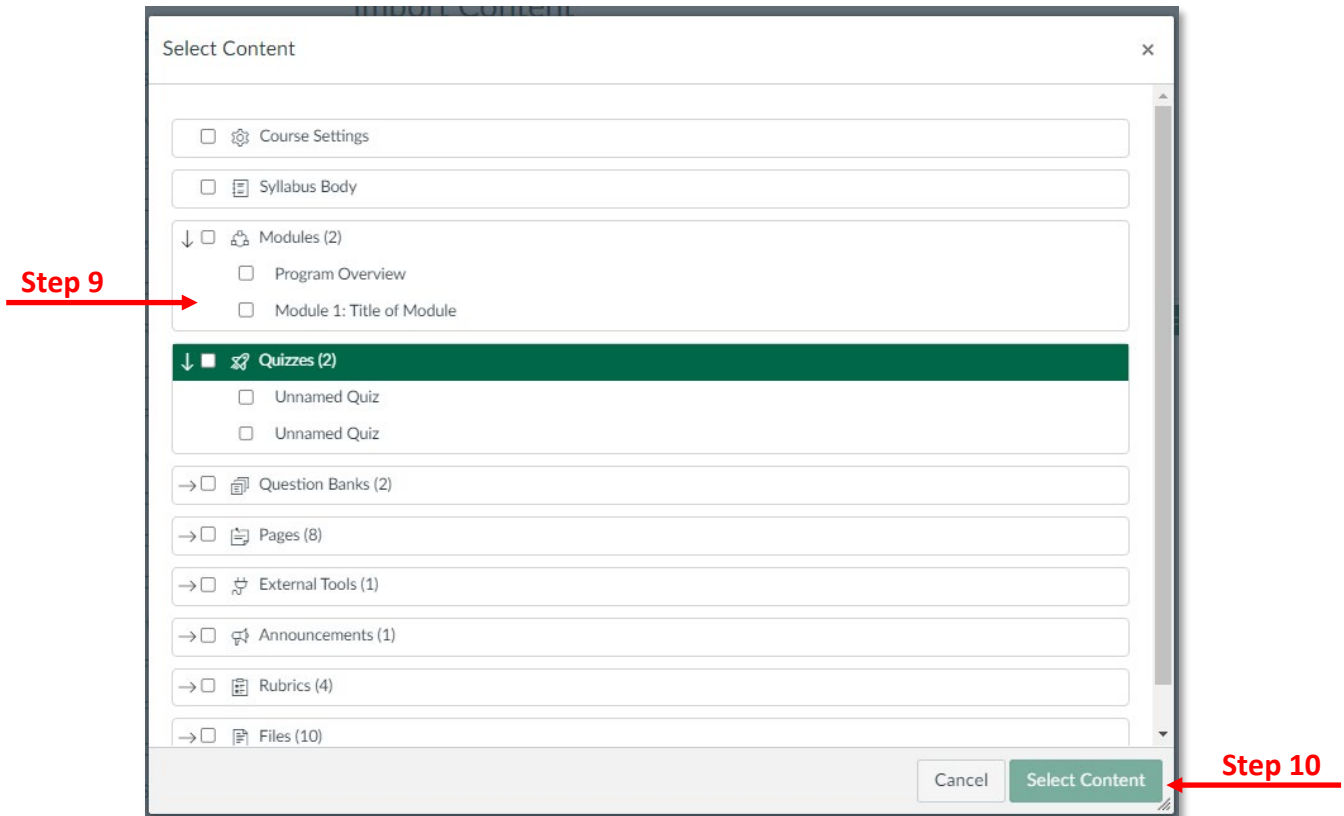
11. The import for the Select Content is now completed.
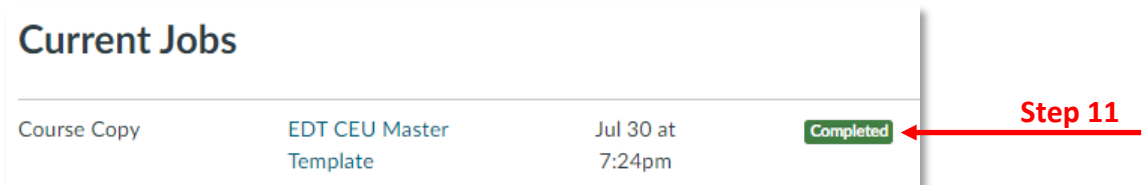
Note: After transferring your course please verify the settings in your course. Some settings will go back to default after each import.

Items that we know will not transfer are:

1) "Disable comments on announcements" will default back to unchecked. Please review the instructions below
2) Any files in the Discussion Board that are not linked to the files area will not transfer.

How to Disable Comments on Announcements

1. Click **Settings** in the course menu on the bottom left.
2. Choose **Course Details** on the top.

Assignments
Quizzes
Rubrics
Grades
People
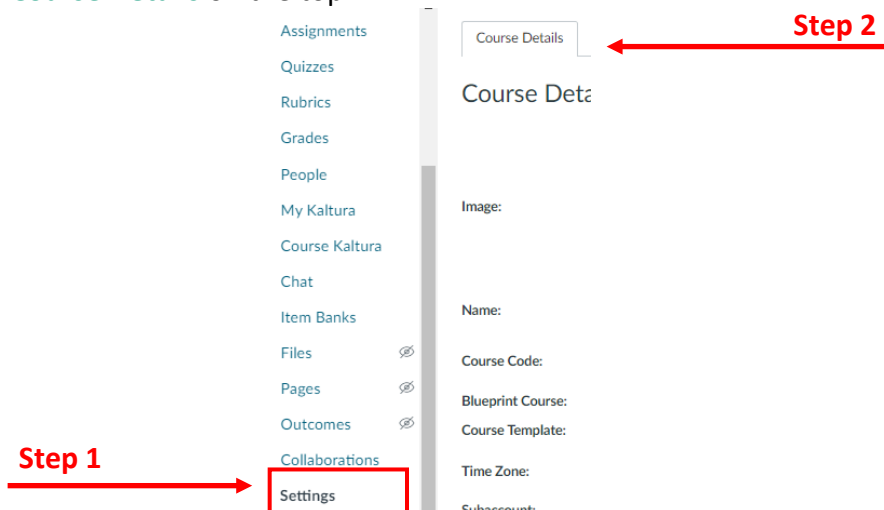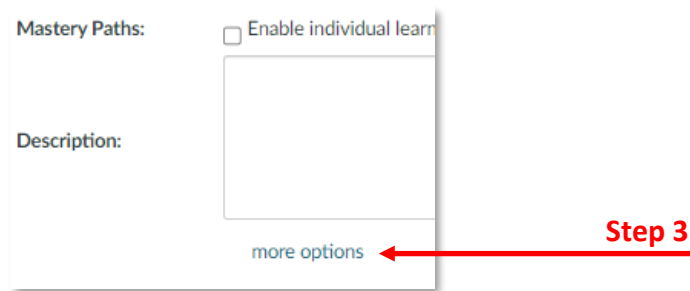My Kaltura
Course Kaltura
Chat
Item Banks
Files
Pages
Outcomes
Collaborations
Settings

Course Details

Course Deta

Image:

Name:

Course Code:

Blueprint Course:

Course Template:

Time Zone:

Subaccount:

Step 2

Step 1

3. Click **more options** at the bottom of this page.

Mastery Paths: ☐ Enable individual learn

Description:

more options

Step 3

4. Select **Disable comments on announcements**.
5. Click **Update Course Details**.

☑ Let students attach files to discussions
☐ Let students create discussion topics
☑ Let students edit or delete their own discussion replies
☐ Let students organize their own groups
☐ Hide totals in student grades summary
☐ Hide grade distribution graphs from students
☑ Disable comments on announcements

Only Teachers

can create, rename, and edit course pages by default

Update Course Details

Step 4

Step 5

Inspiring Innovation and Excellence in Education