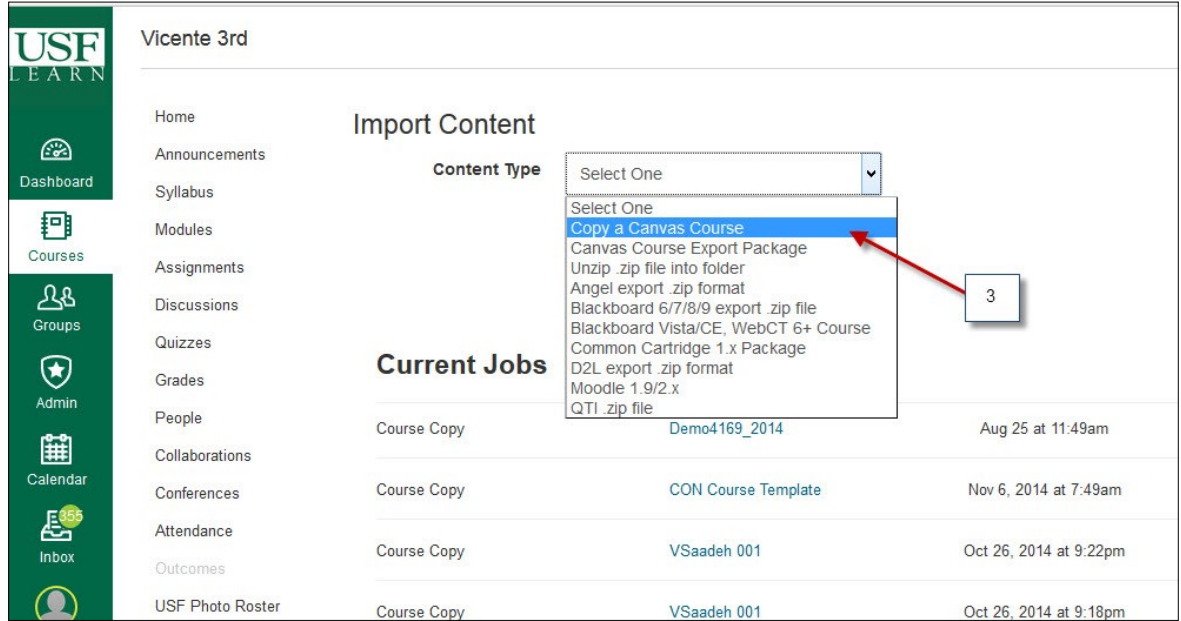# Importing Content from another Canvas Course

1) Go to your empty course then click **"Settings"**

NOTE: You will be importing the information so make sure that you are in the course that has nothing in it.

2) Click **"Import Content into this Course"**
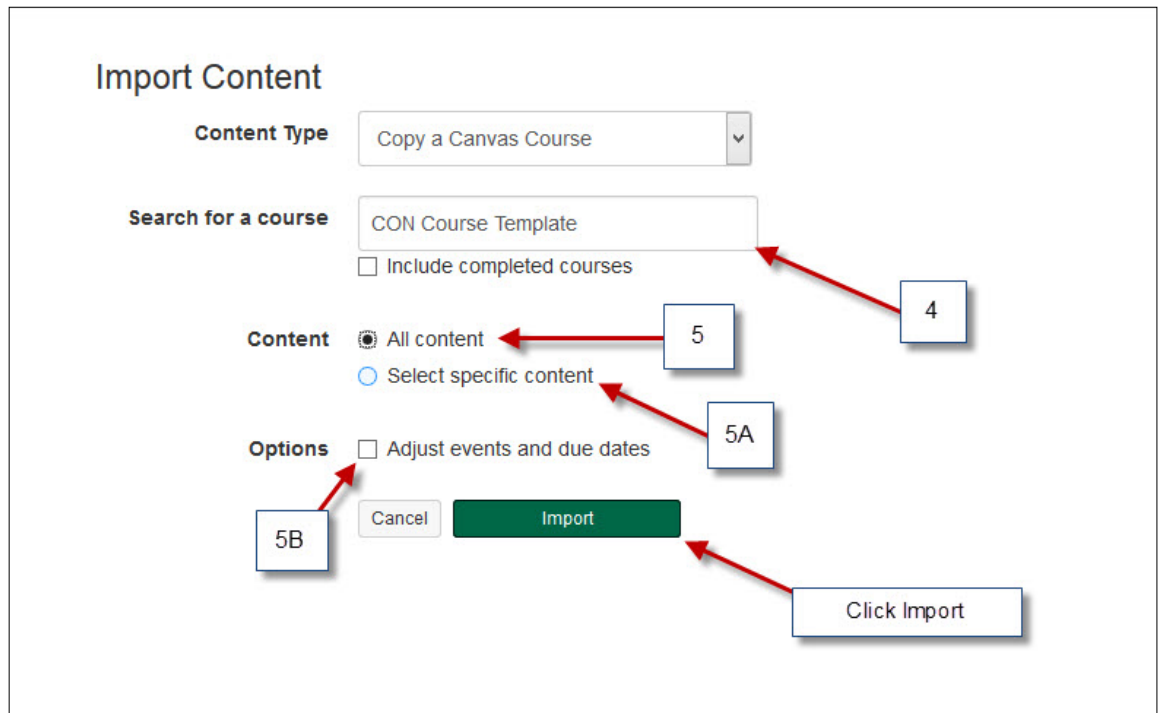
3) Click **"Copy a Canvas Course"**

4) Type or search for the title of the course that has all the information

5) Select **All content** if you are importing everything **"go to step 6"**
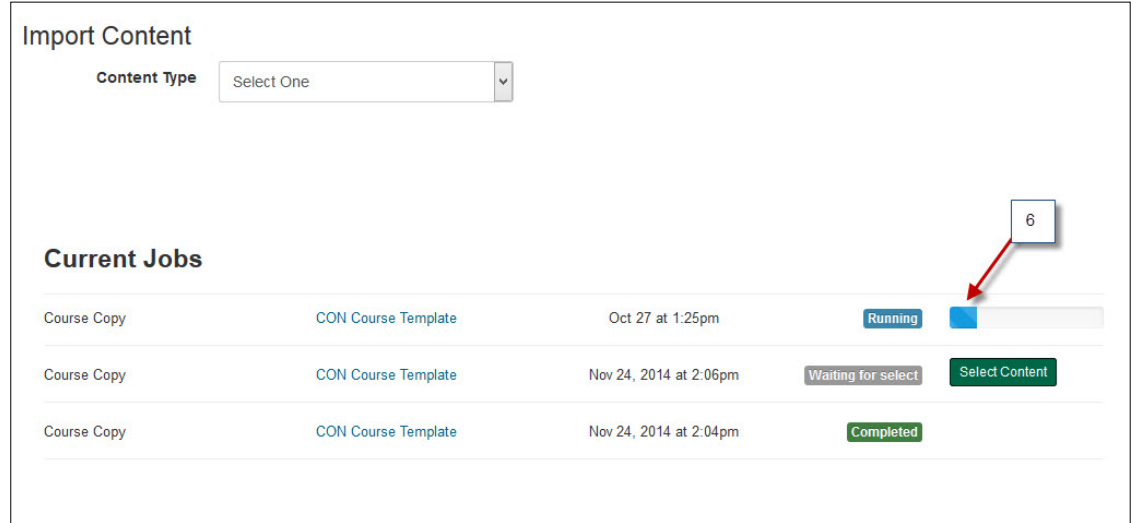
5A) Select this option If importing only a few items **(go to step #8)**

5B) Select this option if you want to transfer the assignments due dates. Always double check assignment's dates after importing

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6) The progress bar will take a few seconds to complete

Import Content

Content Type   Select One

Current Jobs

Course Copy	CON Course Template	Oct 27 at 1:25pm	Running
Course Copy	CON Course Template	Nov 24, 2014 at 2:06pm	Waiting for select Select Content
Course Copy	CON Course Template	Nov 24, 2014 at 2:04pm	Completed

7) Completed
"You are Done"

Current Jobs

Course Copy	CON Course Template	Oct 27 at 1:25pm	Completed

8) These steps are continuation from "5A"
Click
Select Content

Current Jobs

Course Copy	CON Course Template	Oct 27 at 1:25pm	Completed
Course Copy	CON Course Template	Nov 24, 2014 at 2:06pm	Waiting for select Select Content
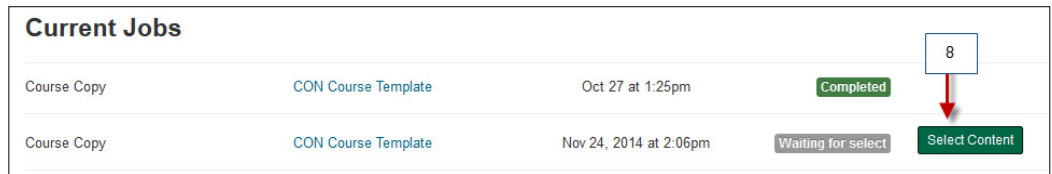
9) Select the items that you want to transfer

10) Click **Select Content**

Select Content   ×

☐ ⚙ Course Settings

☐ ⯮ Syllabus Body

▼ ☑ ≋ Modules (9)

☐ Start Here Module

☐ Module 1: Add your Module Title Here

☑ Module 2: Add your Module Title Here

☐ Module 3: Add your Module Title Here

☐ Module 4: Add your Module Title Here

☐ Module 5: Add your Module Title Here

☐ Module 6: Add your module title here

☐ Module 7: Add your Module Title Here

☐ Module 8: Add your Module Title Here

Cancel   Select Content

11) You are Done

NOTE: After transferring your course please double check the settings in your new course. Some settings will be go back to the default after each import.

Items that we know will not transfer are:
1) "Disable comments on announcement's" will default back to uncheck (pic below)
2) Any file in the Discussion board that is not linked to the files area will not transfer.

How to disable comments on announcements