Import Canvas Content to a Blank Canvas Course

Two ways to access the Import Content tool from the Home page of your new, empty Canvas course. This method can be used to share content between courses.

1. **Add existing content**
   
   Or

2. **Settings**

OR

1. **Add existing content**
   
   is the quickest way to reach the Import Content page.
2. Once content has been added, you must go through Settings to add more content from another Canvas course.

➢ Click

➢ Select

➢ If you have access to a small list of Canvas courses, use

The University of Southern Mississippi
➢ If you are enrolled in multiple courses or sections, begin typing the name of the course in the second box. (example: Sandbox, or for a specific section - NSG 300 H001)

Select the course from the list that appears.

➢ If you are copying content from a Past Enrollment course, click the box next to Include completed courses.

Click the button next to either one:

➢ All Content

➢ Select specific content.

*Select specific content allows you to choose only the content you want to move from one course to another.*

You can choose to quickly adjust the course dates during the copy process,

➢ Click the button next to

- Options
  - Overwrite assessment content with matching IDs
  - Adjust events and due dates

➢ Click

+ Substitution

  to change the day of the week you had set for submissions, to a different day of the week.

➢ Click

  ![Import Button]

If you choose Select specific content:

➢ Click

  ![Select Content Button]
➢ Click the box to select the content you would like moved over.

NOTE: If you organize everything within Modules, Canvas will move over all associated Files, and Items when you select your specific Modules. There is no need to find what you need under Assignments, Quizzes, Discussions, Wiki Pages, or Discussions.

➢ Canvas allows you to Select all by clicking next to a heading. You can also narrow down to specific content.

➢ Click the arrow to expand and collapse hidden content.

➢ Once you have selected all the needed content, click Select Content.

When the content has been copied, under Current Jobs, you will get the message, Completed.