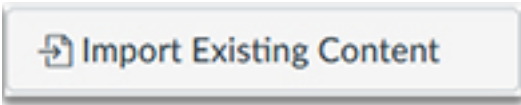


## Import Canvas Content to a Blank Canvas Course

Two ways to access the Import Content tool from the Home page of your new, empty Canvas course.

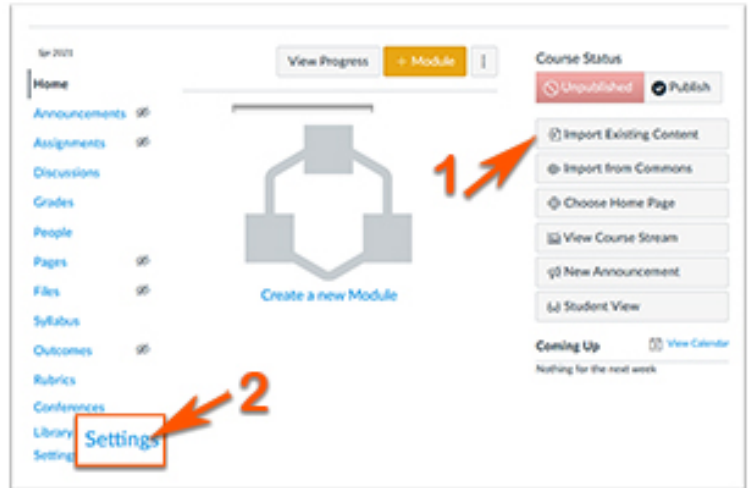
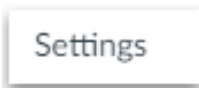
*This method can be used to share content between courses.*

1.

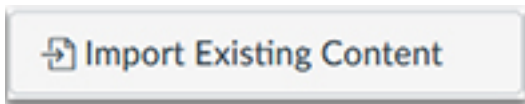


Or

2.



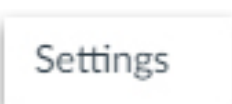
1.



is the quickest way to reach the Import Content page.

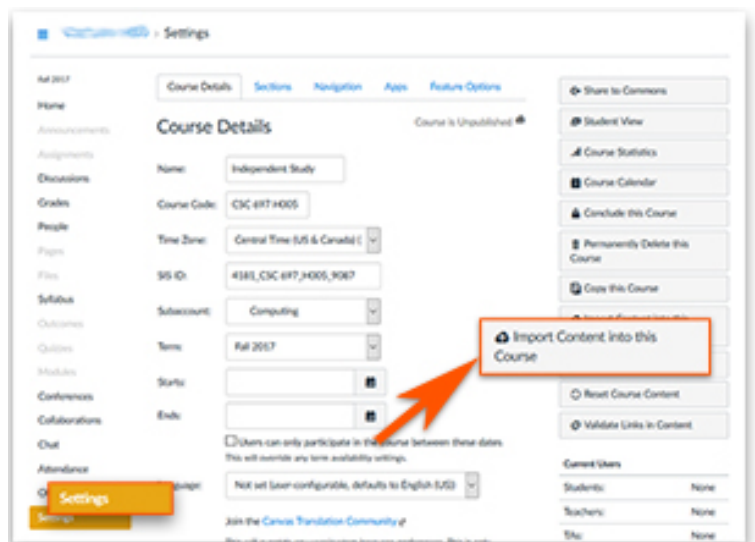
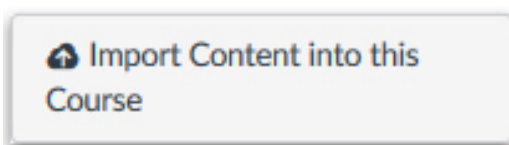
OR

2.



once content has been added, you must go through Settings to add more content from another Canvas course.

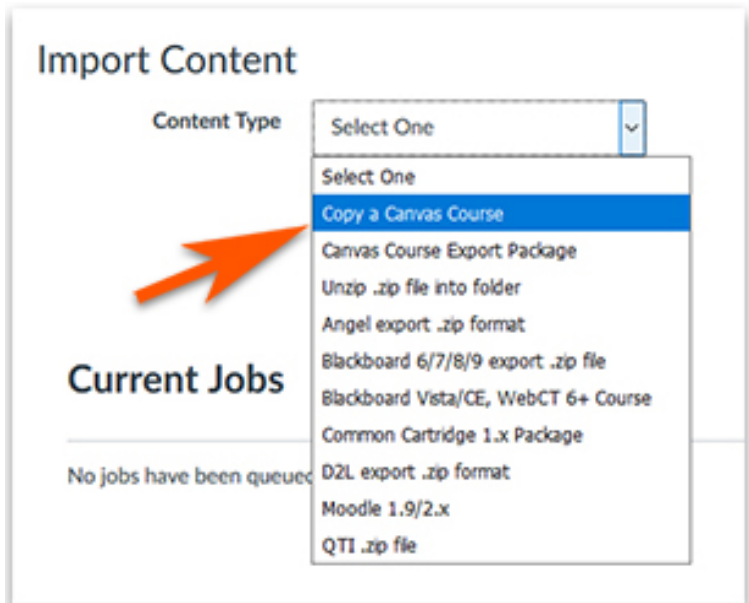
➤ Click



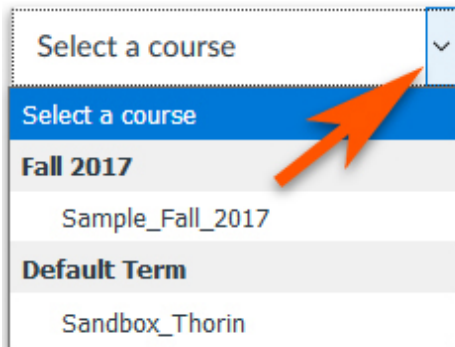
- Select

Copy a Canvas Course

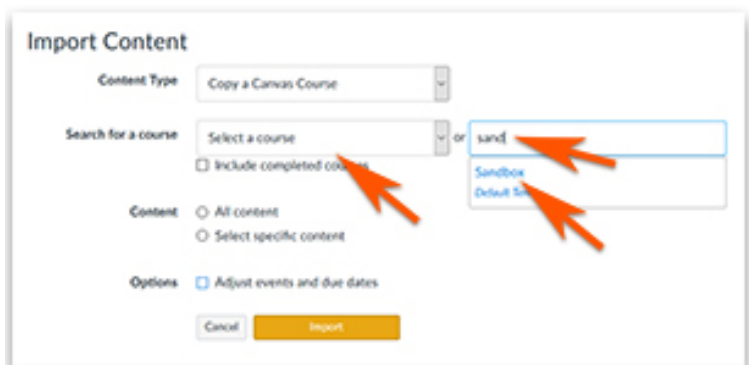
from the list of options.



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



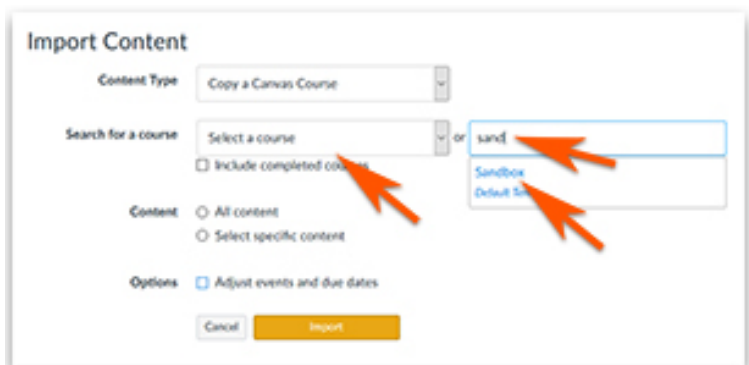
to pull down the list, and select the required course.



- 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)

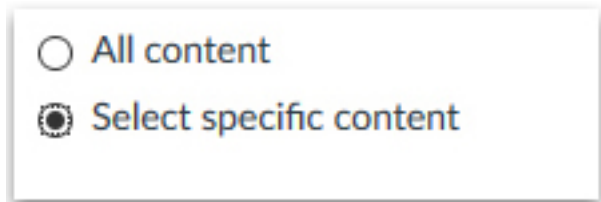
Select the course from the list that appears.

- 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:

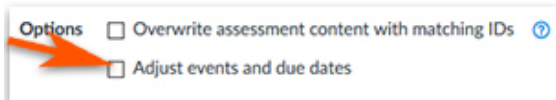
- **All Content**
- **Select specific content.**



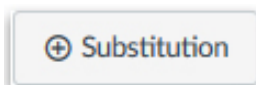
Select specific content allows you to choose only the content you want to move from one course to another.

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

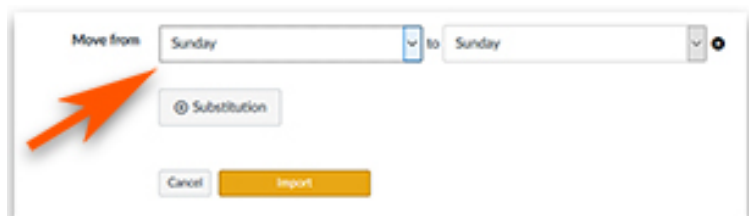
- Click the button next to



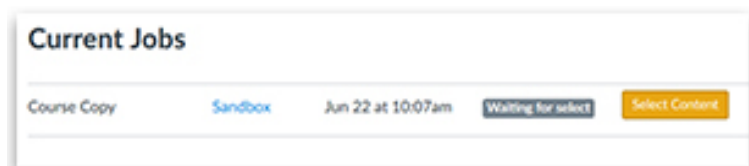
- Click



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

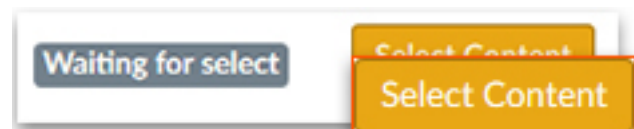


- Click



If you choose **Select specific content:**

- Click



- 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

