

How to Import Course Content To a New Canvas Course



These instructions show how to copy material from one Canvas course into another.

NOTE: Moodle courses taught in the academic years 2018-19 and 2019-20 were migrated in bulk to Canvas in September 2020. For information specific to Moodle migrated material, you may wish to review [these instructions](#) first.

STEP 1: Import content from another Canvas course into your course shell

1. Login at <http://access.caltech.edu> with your Caltech credentials, select **Canvas** from the **Academic Services** section, and navigate to the new course shell that you would like to edit. Official Caltech course shells may be found under **Unpublished Courses** on your Dashboard.
2. Open **Settings** for the course in Canvas; you will find the link at the bottom of the left-side navigation menu.
3. Find and click the **Import Course Content** link (shown at right): This link will be on the right side of the screen if your browser window is wide enough; otherwise, you will need to scroll down.
4. In the **Content Type** drop-down menu, select **Copy a Canvas Course**.

[Share to Commons](#)

[Course Statistics](#)

[Course Calendar](#)

[Conclude this Course](#)

[Delete this Course](#)

[Copy this Course](#)

[Import Course Content](#)

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Import Content

Content Type Copy a Canvas Course

5. In the **Search for a course** box, begin typing the name of your course and select the course you would like to copy from the list that appears. Your 2020-21 Canvas courses and migrated Moodle courses will be listed as completed courses so you should check the **Include completed courses** box.

Search for a course

Course name

☒ Include completed courses

6. Next to **Content**, select what you would like to import. We recommend choosing the specific Pages, Modules, Announcements, and other Canvas objects that you want to use in your new course, and exclude any items you don't need, such as outdated Zoom Calendar events (which will otherwise populate the new course Calendar and student To Do lists).

Content ☒ All content 1 ☐ Select specific content 2

- a. Click the [Select specific content](#) radio button [2]. You will be required to select the content you want to import **after** you have reviewed the remaining page options.
- b. If you select **All content** instead, you will want to delete unneeded materials. Refer to [this guide](#) for instructions and guidance.
7. If you are copying content from a previous Canvas course, you can [adjust the due dates](#) associated with the course events and assignments. We recommend that you do **NOT** adjust dates from a migrated Moodle course, however, because Moodle does not have the same type of academic term information as Canvas.

Options ☒ Adjust events and due dates

To adjust due dates, select the **Options** box to reveal the calendar interface, then for **Date adjustment**, select **Shift dates**. You also have the option to **Remove dates** if you'd prefer to assign them manually.

Generally, you will only need to adjust the Beginning dates, and can leave the Ending dates blank. For **Beginning date**, enter the first day of the term for the original course, and the first day of the term for the new course. Previous academic term dates can be found on the [Registrar website](#).

Options ☒ Adjust events and due dates

Date adjustment ☒ Shift dates ☐ Remove dates

Beginning date Sep 29, 2020 change to Sep 27, 2021 at 12am
Tue Sep 29, 2020 Mon Sep 27, 2021

Ending date change to

+ Substitution

Cancel Import

- Click the **Import** button to begin the process and view the **Current Jobs** page, which displays the status of your import. If importing all content, a progress bar will indicate time remaining.

Current Jobs

Course Copy
Sandbox for J. Lee
Jul 27 at 12:15pm
Running

Content import files cannot be downloaded after 500 days.

If you chose to select specific content in your course, the current job will show as **Waiting for Selection**, which means you must [select the content you want to import](#).

The import may also display other status indicators as part of the import process. Learn more about [course import statuses](#).

Current Jobs

Course Copy
Sandbox for J. Lee
Jul 27 at 12:38pm
Waiting for Selection
Select Content

Content import files cannot be downloaded after 500 days.

STEP 2: Verify the completed import in your Canvas course shell

[Assignments](#)

[People](#)

[Pages](#)

[Quizzes](#)

[Rubrics](#)

[Collaborations](#)

- When the import has finished, click on **“Pages”** in the left side course navigation menu.

- At the top left side of the page, click the **“View All Pages”** button.

View All Pages

- Review the list to verify that your content has been imported. If you chose not to reset your course, you may notice more than one version of the same type of page. To choose which one should be visible, click on the **Publish** button to the right of the item, and unpublish or delete the items you don't need.

<input type="checkbox"/>	Home Page Front Page	Aug 4, 2020	Oct 6, 2020 By Jodie Lee		
<input type="checkbox"/>	Home Page 2	Aug 4, 2020	Aug 4, 2020 By Jodie Lee		
<input type="checkbox"/>	Home Page 3	Aug 4, 2020	Aug 4, 2020 By Jodie Lee		