How to copy a course in Canvas
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How do I copy content from another Canvas course?

You can copy course content such as assignments, modules, pages, and discussions from previously taught Canvas courses into up and coming courses.

From your Canvas Dashboard, open the empty Canvas course. In this example, Spring UG Day is up and coming. Since this course is blank, open it from your dashboard to complete the import.

Helpful Hint: It is important to copy into a future course. For example, if you need content for a Spring I course, open the Spring I course located on your dashboard, and import content from the previously taught Canvas course.
Open Settings

In Course Navigation, click the Settings link.

Import Content into Course

Click the Import Content into this Course button.
Select Content Type

In the Content Type drop-down menu, select the Copy a Canvas Course option.

Search for a Course

1. To search for a course by name, enter the name in the Course Name field. Click the name of the course when it appears.

Select Migration Content

To import all content from the course, select the All Content radio button.

Note: It is best practice to always select All Content. If there is content not needed, please delete those pages from your Canvas Course.
Remove Assignment Due Dates from Your Previous Course

After you’ve selected All Content, check the Adjust events and due dates box.

Then, click the Remove dates radio button.

Then, press the Import button to Import Course.
The Current Jobs section displays the status of your import.

1. Running reports display a menu bar with the time remaining to complete the import.

When the import has completed its run, you will be notified by the green Completed icon.