Importing Content from Another Canvas Course

Import content from another Canvas course when you want to use or repurpose previously created content including course settings, syllabus, assignments, modules, files, pages, and discussions. You can also import and adjust events and due dates.

1. Open the course into which you want to import content using the **Courses & Groups Link** in Global Navigation.

   ![Courses & Groups Link](image)

2. Click the **Settings** link in the left hand navigation within the course.

   ![Settings Link](image)

3. Click the **Import Content into this Course** button in the right hand navigation.

   ![Import Content](image)

4. Click the **Copy Content from another Canvas Course** button.

   ![Copy Content](image)
5. In the dropdown menu, select the course you would like to access.

- OR – (see 6)

6. In the Course name field [1], start to type the name of the course you would like to access. Click the name of the course when it appears [2].

7. Click the All content radio button [1] if you want to import all of the content from the course. If you want to select specific content, click Select specific content button [2].

8. Click the Import button.

9. The Current Jobs menu will display the status of your import. Running reports will display a menu bar with the time remaining to generate the report. You will also receive an email notification when your import is completed.

10. Import statuses include pre-processing, queued, running, completed, and failed. If you imported the course and did not select migration content, Canvas will show any issues that occurred with the import. Click the issues link to view them [1]. If you imported the course and selected migration content, Canvas will ask you to select the content you want to import. Click the Select Content button [2].
Selecting Content to Import

11. A new window will list all the content in your course by content type (category). To import all content for a content type, click the checkbox next to the content name [1]. If the content is a group containing multiple items, Canvas will automatically select all items within the group.

To import only a few items from a content group, expand the drop-down arrow [2] and click the specific items to be imported [3]. Canvas will place a dash in the group checkbox, indicating that only a few items are selected within the group.

If a content type should not be imported, leave the checkbox blank [4].

**Note:** Canvas supports keyboard navigation when selecting content to import. The tab key focuses on the content inside of the select content area. Use the up and down arrow keys to navigate the categories and use the left and right arrows to expand and collapse items. Use the spacebar to select and deselect items.

12. Click the **Select Content** button to import your content.

13. The Current Jobs menu will display the status of your import. Running reports will display a menu bar with the time remaining to generate the report. You will also receive an email notification when your import is completed.