

# **Canvas: Copy Between Courses**

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**[www.StatLit.org/pdf/](http://www.StatLit.org/pdf/)**

**2022-Canvas-Copy-Between-Courses-slides.pdf**

# Canvas: Copy Between

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Two ways to copy material between two Canvas courses.

- 1. Copy To:** Open the source course. Select the material. In the Copy-To command, select the receiving course. Optionally, select the section and placement within.
- 2. Copy From:** Open the target (receiving) course. Select the source course. In the Copy-From command, select the material within the source course.

Demo copying a survey (S1E) from section 002 to 003.

# 1.1 Copy To: Select Source Course

**Math1300-002 selected as the source course.**

The screenshot shows the Canvas LMS interface for the course "Statistical Literacy MATH-1300-002". The left sidebar contains navigation icons for Account, Dashboard, Courses, Calendar, Inbox (with 23 items), History, and a refresh button. The main content area displays the course title and a "Student View" button. Below this, there are buttons for "Collapse All", "View Progress", and "+ Module". The course content is organized into modules for the "Fall 2022" term. The visible modules are:

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Syllabus
- Outcomes
- Rubrics
- Quizzes

The module list shows three items:

- Welcome to Math1300 (Status: Complete)
- Section 0: Introduction (Status: Not Complete)
- Ch 1: Thinking about Statistics (Status: Complete)

# 1.2 Copy To: Select Source Section/Course

Inside Math1300-002, survey S1E selected.

The screenshot displays the Canvas LMS interface for a course. On the left is a navigation menu with the following items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Syllabus, Outcomes, Rubrics, Quizzes, Modules, New Analytics, and Item Banks. The main content area shows a list of surveys under the heading 'Surveys'. The surveys listed are S0B, S0A, S1A, S1B, S1C, S1D, and S1E. Each survey entry includes a document icon, the survey name, a date (Dec 6), and a point value. The S1E survey is highlighted with a vertical green bar on the left and a green checkmark on the right, indicating it is the selected source.

Survey Name	Date	Points	Status
Surveys			
S0B			
S0A			
S1A	Dec 6	10 pts	Selected
S1B	Dec 6	10 pts	
S1C	Dec 6	20 pts	
S1D	Dec 6	10 pts	
S1E	Dec 6	20 pts	Selected

# 1.3 Copy To: Copy S1E to Math1300-003

Right mouse on 3 dots. Select 'Copy to'

The screenshot shows a list of surveys in a Canvas LMS interface. The surveys are listed under a 'Surveys' header. The surveys are:

- S0A: Closed | 5 Questions
- X1B-W Bias; Randomness: Closed | Due Sep 13 at 11:59pm | 2 Questions
- X2A-W Write Arithmetic Comparisons Q2: Closed | Due Sep 26 at 11:59pm | 2 Questions
- S1A: Available until Dec 6 at 11:59pm | Due Dec 6 at 11:59pm | 10 pts | 12 Questions
- S1B: Available until Dec 6 at 11:59pm | Due Dec 6 at 11:59pm | 10 pts | 12 Questions
- S1C: Available until Dec 6 at 11:59pm | Due Dec 6 at 11:59pm | 20 pts | 5 Questions
- S1D: Available until Dec 6 at 11:59pm | Due Dec 6 at 11:59pm | 10 pts | 6 Questions
- S1E: Available until Dec 6 at 11:59pm | Due Dec 6 at 11:59pm | 20 pts | 5 Questions

A context menu is open over the S1D survey, showing the following options:

- Edit
- Delete
- Migrate
- Send to...
- Copy to...
- Share to Commons

# 1.4 Copy To: Select Course (Module & Place)

From pull-down menu, select target course.  
Optional: Select target module and place.

The screenshot displays the 'Copy To...' dialog in Canvas. On the left, a list of courses and modules is shown, including 'Surveys', 'S0B', 'S0A', 'S1A' (Dec 6 | 10 pts), 'S1B' (Dec 6 | 10 pts), 'S1C' (Dec 6 | 20 pts), 'S1D' (Dec 6 | 10 pts), and 'S1E' (Dec 6 | 20 pts). The right pane contains the following options:

- Select a Course:** MATH-1300-003 Fall 2022
- Select a Module (optional):** Surveys
- Place:** At the Bottom

A warning message is displayed: "Importing the same course content more than once will overwrite any existing content in the course." At the bottom of the dialog are "Cancel" and "Copy" buttons.

# 1.5 Copy To: Press 'Copy' button

**Allow time for the copy to complete!!**

The screenshot displays the 'Copy To...' dialog in Canvas. On the left, a list of survey items is shown, including 'S1A' through 'S1E'. On the right, the 'Copy To...' dialog is open, showing the selected course 'MATH-1300-003 Fall 2022', the module 'Surveys', and the placement 'At the Bottom'. A warning message is displayed: 'Importing the same course content more than once will overwrite any existing content in the course.' The 'Copy' button is highlighted in blue.

# 2.1 Copy From: Open Target Course

Find target module.

The screenshot shows the Canvas LMS interface for the course 'Statistical Literacy MATH-1300-003'. The page title is 'Statistical Literacy MATH-1300-003 > Modules'. The semester is 'Fall 2022'. The interface includes a left sidebar with navigation options: Home, Announcements, Assignments, Discussions, Grades, Pages, Syllabus, Quizzes, Modules, Zoom Meetings, and Outcomes. The main content area shows a list of modules:

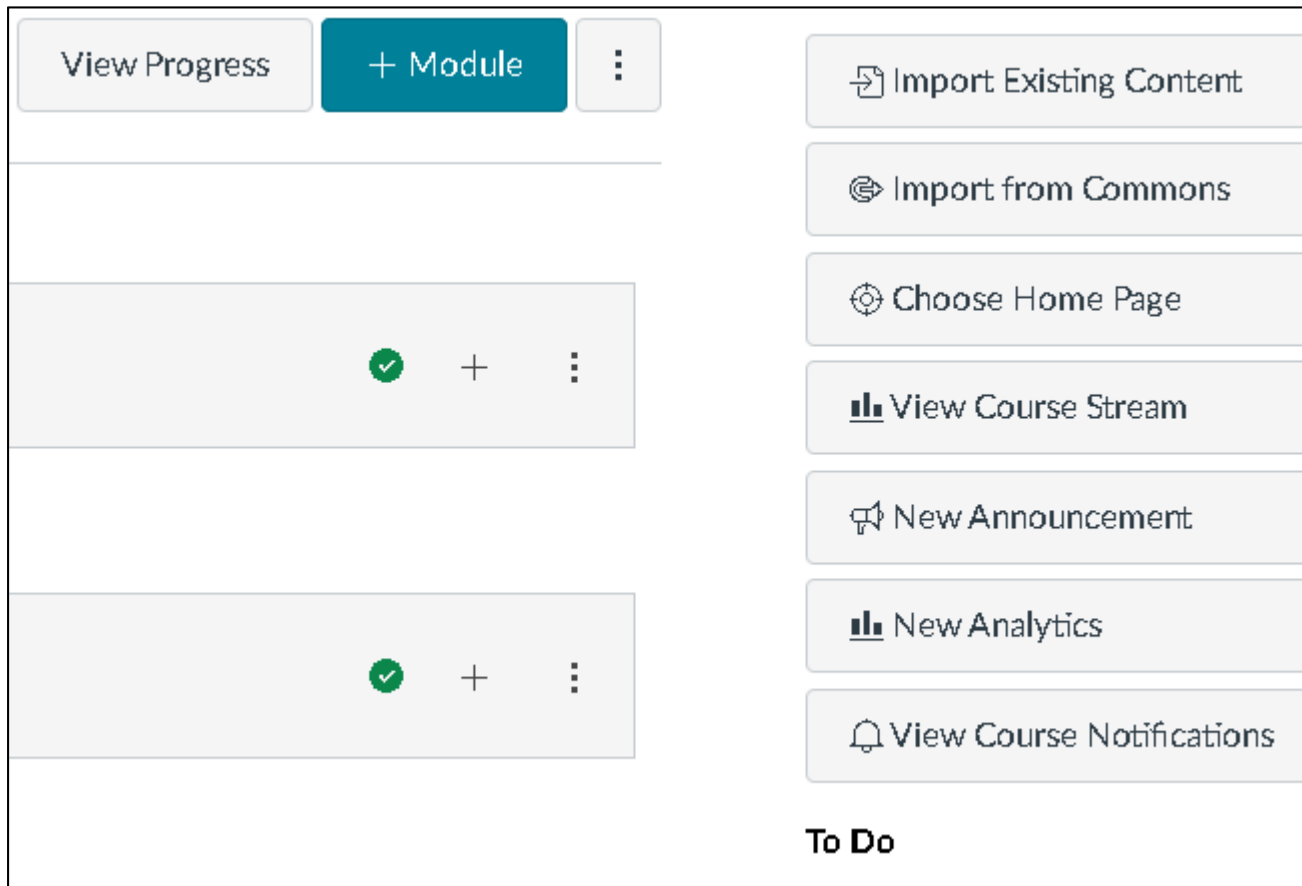
- Weekly Announcements (Completed)
- Ch 7: Interpret Percentages (Completed)
- Odyssey (Completed)

Each module entry includes a green checkmark, a plus sign, and a three-dot menu icon. At the top right of the module list, there are buttons for 'Collapse All', 'View Progress', and '+ Module'.



## 2.2 Copy From: In row with target module.

Select 3 buttons. Select 'Import Existing Content'

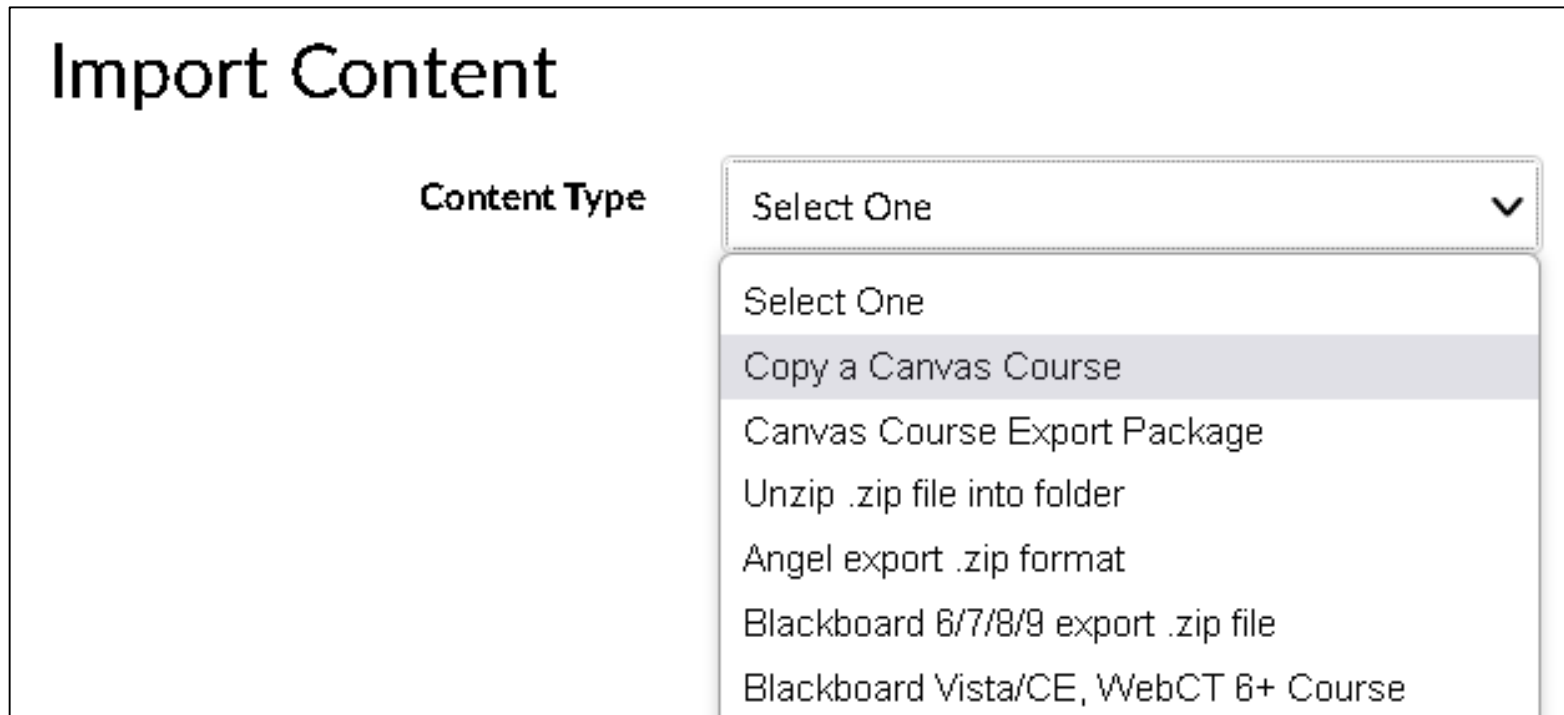


The screenshot displays the Canvas LMS interface. At the top, there are three buttons: "View Progress", "+ Module" (highlighted in teal), and a vertical ellipsis menu icon. Below these buttons is a horizontal line. Underneath the line, there are two module rows. Each row contains a green checkmark, a plus sign, and a vertical ellipsis menu icon. To the right of the main content area is a sidebar with several options: "Import Existing Content" (with a folder icon), "Import from Commons" (with a globe icon), "Choose Home Page" (with a target icon), "View Course Stream" (with a bar chart icon), "New Announcement" (with a megaphone icon), "New Analytics" (with a bar chart icon), and "View Course Notifications" (with a bell icon). At the bottom of the sidebar, there is a "To Do" section.

## 2.3 Copy From: From Import Content window

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Select 'Copy a Canvas Course'



The screenshot shows the 'Import Content' window. On the left, the title 'Import Content' is displayed. To the right, there is a label 'Content Type' followed by a dropdown menu. The dropdown menu is open, showing a list of options. The option 'Copy a Canvas Course' is highlighted in a light gray background. Other options in the list include 'Select One', 'Canvas Course Export Package', 'Unzip .zip file into folder', 'Angel export .zip format', 'Blackboard 6/7/8/9 export .zip file', and 'Blackboard Vista/CE, WebCT 6+ Course'.

Content Type
Select One
Select One
<b>Copy a Canvas Course</b>
Canvas Course Export Package
Unzip .zip file into folder
Angel export .zip format
Blackboard 6/7/8/9 export .zip file
Blackboard Vista/CE, WebCT 6+ Course

## 2.4 Copy From: From Import Content window

Select a course (and specific content). Press 'Import'.

### Import Content

**Content Type**

**Search for a course**  or

Include completed courses

**Content**  All content  Select specific content

**Options**  Adjust events and due dates

**!** Importing the same course content more than once will overwrite any existing content in the course.

## 2.5 Copy From: From Current Jobs

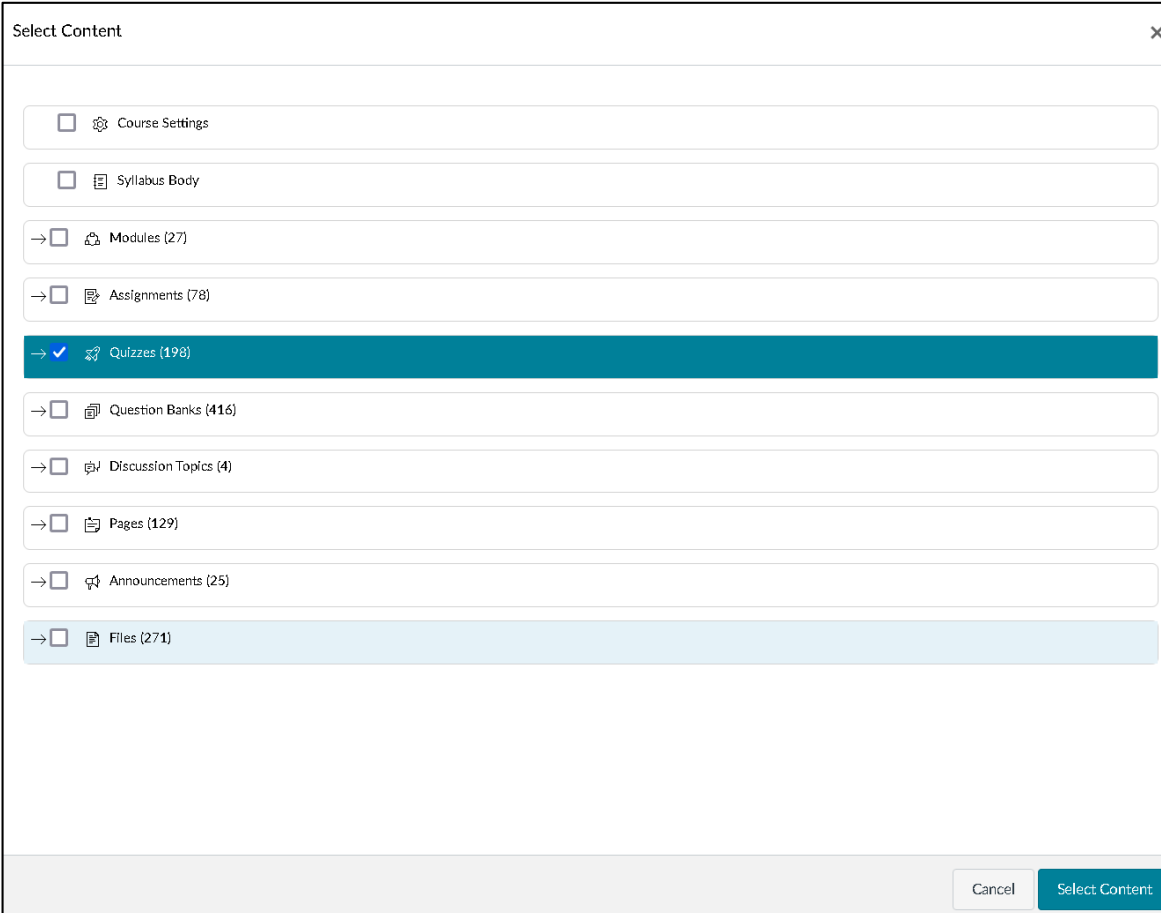
In 'Waiting for Selection' row, press "Select Content".

**Note: It may take time to build the current selection.**

Current Jobs			
Course Copy	<a href="#">MATH-1300-002 Fall 2022</a>	Dec 3 at 2:52pm	<span>Waiting for Selection</span> <span>Select Content</span>
Course Copy	<a href="#">MATH-1300-002 Fall 2022</a>	Dec 3 at 12:23pm	<span>Completed</span>
Course Copy	<a href="#">MATH-1300-002 Fall 2022</a>	Dec 3 at 12:20pm	<span>Completed</span>
Course Copy	<a href="#">MATH-1300-002 Fall 2022</a>	Dec 3 at 12:25am	<span>Completed</span> <span>6 issues</span>
Course Copy	<a href="#">MATH-1300-003 Fall 2022</a>	Oct 20 at 11:41am	<span>Completed</span> <span>1 issues</span>
Course Copy	<a href="#">Temp Fall 2022 -...</a>	Aug 22 at 3:31pm	<span>Completed</span> <span>66 issues</span>

# 2.6 Copy From: To Copy a Quiz

Select “Quizzes”.



The screenshot shows a 'Select Content' dialog box with a list of content types. The 'Quizzes (198)' option is selected, indicated by a blue checkmark and a teal background. Other options include Course Settings, Syllabus Body, Modules (27), Assignments (78), Question Banks (416), Discussion Topics (4), Pages (129), Announcements (25), and Files (271). The dialog box has a close button (X) in the top right corner and 'Cancel' and 'Select Content' buttons at the bottom right.

Content Type	Count	Selected
Course Settings		<input type="checkbox"/>
Syllabus Body		<input type="checkbox"/>
Modules	27	<input type="checkbox"/>
Assignments	78	<input type="checkbox"/>
Quizzes	198	<input checked="" type="checkbox"/>
Question Banks	416	<input type="checkbox"/>
Discussion Topics	4	<input type="checkbox"/>
Pages	129	<input type="checkbox"/>
Announcements	25	<input type="checkbox"/>
Files	271	<input type="checkbox"/>

## **2.7 Copy From: To Copy a Quiz**

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**Select Surveys/S1E**

*Unable to document this step*

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## Canvas: Copy Between

Two ways to copy material between two Canvas courses.

- Copy To:** Open the source course. Select the material. In the Copy-To command, select the receiving course. Optionally, select the section and placement within.
- Copy From:** Open the target (receiving) course. Select the source course. In the Copy-From command, select the material within the source course.

Demo copying a survey (S1E) from section 002 to 003.

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### 1.1 Copy To: Select Source Course

Math1300-002 selected as the source course.

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### 1.2 Copy To: Select Source Section/Course

Inside Math1300-002, survey S1E selected.

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### 1.3 Copy To: Copy S1E to Math1300-003

Right mouse on 3 dots. Select 'Copy to'

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### 1.4 Copy To: Select Course (Module & Place)

From pull-down menu, select target course.  
Optional: Select target module and place.

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### 1.5 Copy To: Press 'Copy' button

Allow time for the copy to complete!!

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### 2.1 Copy From: Open Target Course

Find target module.

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### 2.2 Copy From: In row with target module.

Select 3 buttons. Select 'Import Existing Content'

10

### 2.3 Copy From: From Import Content window

Select 'Copy a Canvas Course'

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### 2.4 Copy From: From Import Content window

Select a course (and specific content). Press 'Import'.

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### 2.5 Copy From: From Current Jobs

In 'Waiting for Selection' row, press "Select Content".  
Note: It may take time to build the current selection.

Course Copy	Target Course	Start Time	Status	Issues
Course Copy	MATH-1300-002 Fall 2022	Dec 3 at 2:52pm	Waiting for Selection	
Course Copy	MATH-1300-002 Fall 2022	Dec 3 at 12:23pm	Completed	
Course Copy	MATH-1300-002 Fall 2022	Dec 3 at 12:20pm	Completed	
Course Copy	MATH-1300-002 Fall 2022	Dec 3 at 12:25am	Completed	6 Issues
Course Copy	MATH-1300-003 Fall 2022	Oct 20 at 11:41am	Completed	1 Issues
Course Copy	Temp Fall 2022 - ...	Aug 22 at 3:31pm	Completed	66 Issues

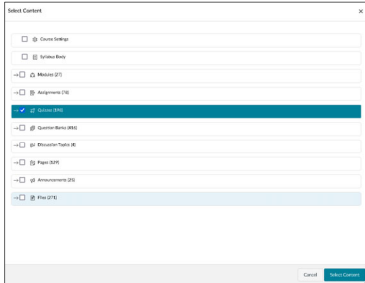


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## 2.6 Copy From: To Copy a Quiz

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Select "Quizzes".



The screenshot shows a 'Select Content' dialog box with a list of content types. The 'Quizzes' option is highlighted with a blue bar and a checkmark. Other options include Content Links, Syllabi, Modules, Assignments, Current Items, Discussion Topics, Pages, and Files. At the bottom right, there are 'Cancel' and 'This Content' buttons.

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## 2.7 Copy From: To Copy a Quiz

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Select Surveys/SIE

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