

Canvas: Copy Between Courses

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[www.StatLit.org/pdf/](http://www.StatLit.org/pdf/2022-Canvas-Copy-Between-Courses-slides.pdf)

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

Required Background: Two Kinds of Copy

Must know the two kinds of copy

- 1. ‘Canvas Course’ copy:** Internal online course copy. Cannot use when copying between institutions.
- 2. ‘Canvas Course Export Package’ copy.** Copy from a downloaded version of a Canvas course into Canvas online. Required when copying between institutions.

When both are at the same institution, ‘Canvas Course’ copy is preferred.

‘Canvas Course’ Copy: Two Orientations

Must know the two kinds of orientation.

- 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.

‘Copy From’ is preferred. Only target can be changed.

‘Canvas Course’ Copy: Two Courses to Start In

You can start in the either the source or target course.

If you are doing a ‘Canvas Course’ copy, you can start in either the source or target course.

If you are doing a ‘Canvas Court Export Page’ copy, you must start in the target course.

The following assumes you are doing a ‘Canvas Course’ copy and want to do a ‘Copy From’ copy, so you must start in the target course.

#1: From Selected course Home, select 'Import Existing Content'

The screenshot shows the Canvas LMS interface for a course titled "ISC2076: 26359". The top navigation bar includes a hamburger menu, the course name, and a "View as Student" button. The left sidebar contains a list of course navigation items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, and Quizzes. The main content area features a "Create a new Module" graphic and buttons for "View Progress", "Publish All", and "+ Module". The right sidebar, titled "Course Status", contains several options: "Unpublished", "Import Existing Content" (circled), "Import from Commons", "Choose Home Page", "View Course Stream", "New Announcement", "Course Analytics", and "View Course Notifications". At the bottom right, there is a "Coming Up" section with a "View Calendar" link.

ISC2076: 26359 > Modules

6d View as Student

Spring 2026

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

View Progress

Publish All

+ Module

Course Status

Unpublished

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

New Announcement

Course Analytics

View Course Notifications

Coming Up

View Calendar

Nothing for the next week

#2: From Content Type, select 'Copy a Canvas Course'

Import Content

Content Type

Select One



Select One

Copy a Canvas Course

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

#3: From 'Copy a Canvas Course,' 'Select a Course'

Import Content

Use the Import Content tool to migrate course materials from other sources into this course.



Previously imported content from the same course will be replaced. Manually added content will remain.

Select Content Type

Copy a Canvas Course



Select a course *

MATH-1300-041 Fall 2025



or

Search for a course



MATH-1300-041 Fall 2025



Include completed courses

#4: From 'Content,' Select 'All or Specific'

Import Content

Use the Import Content tool to migrate course materials from other sources into this course.



Previously imported content from the same course will be replaced. Manually added content will remain.

Select Content Type

Copy a Canvas Course

Select a course *

MATH-1300-041 Fall 2025



or

Search for a course



MATH-1300-041 Fall 2025



Include completed courses

Content *



All content

The following content types will be imported: Course Settings, Syllabus Body, Modules, Assignments, Quizzes, Question Banks, Discussion Topics, Pages, Announcements, Rubrics, Files, and Calendar Events.

Feature Options (like New Quizzes) aren't imported and must be enabled manually in the new course's Settings



Select specific content

#5a: From 'Options,' Select 'Shift Dates'

Options

☒ Adjust events and due dates

Date adjustments

☒ Shift dates

☐ Remove dates

Beginning date:

Oct 13, 2025 at 12am



change to

Jan 26 at 12am



Ending date:

Jan 23 at 12am



change to

May 23 at 12am



+ Substitution

Clear

+ Add to Import Queue

#5b: Using 'Shift Dates' is not Simple

1. Canvas doesn't adjust for weekends.

Suppose start was:

- Sunday last term. First class on day 2: Monday.
- Monday this term. First class will be on day 2: Tuesday!

2. Canvas tries to adjust for different course lengths.

3. Canvas doesn't adjust for national holidays.

For these reasons and more, plan on manually adjusting the open/due dates for assignments.

#6: When done, press 'Import' or 'Add to Import Que'

Import Content

Content Type Copy a Canvas Course ▼

Search for a course MATH-1300-002 Fall 2022 ▼ or MATH-1300-002 Fall 2022

☒ 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.

Cancel Import

Copy Specific Assignments

Selecting specific assignments involves extra steps.

The following illustrate this process for:

- 1) Copy to
- 2) Copy from

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 links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Syllabus, Outcomes, Rubrics, and Quizzes. The main content area displays the course modules. The top navigation bar includes the course title 'Statistical Literacy MATH-1300-002' and a 'Student View' button. The modules list shows three items: 'Welcome to Math1300' (checked), 'Section 0: Introduction' (unchecked), and 'Ch 1: Thinking about Statistics' (checked). Each module item has a green checkmark, a plus sign, and a three-dot menu icon.

Statistical Literacy MATH-1300-002 > Modules

63 Student View

Fall 2022

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Syllabus

Outcomes

Rubrics

Quizzes

Collapse All

View Progress

+ Module

▸ Welcome to Math1300

▸ Section 0: Introduction

▸ Ch 1: Thinking about Statistics

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 sidebar with navigation links: 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 list includes 'Surveys', 'S0B', 'S0A', 'S1A', 'S1B', 'S1C', 'S1D', and 'S1E'. Each survey entry shows its name, a date 'Dec 6', and a point value. Survey 'S1E' is highlighted with a green vertical 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	✓
S1B	Dec 6	10 pts	✓
S1C	Dec 6	20 pts	✓
S1D	Dec 6	10 pts	✓
S1E	Dec 6	20 pts	✓

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 the 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), and S1E (Available until Dec 6 at 11:59pm, Due Dec 6 at 11:59pm, 20 pts, 5 Questions). A context menu is open for survey S1B, showing options: Edit, Delete, Migrate, Send to..., Copy to..., and Share to Commons.

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

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 modules is shown under the 'Surveys' category. The selected module is 'S1A', which has a due date of 'Dec 6' and is worth '10 pts'. Other modules listed include 'S1B' (10 pts), 'S1C' (20 pts), 'S1D' (10 pts), and 'S1E' (20 pts). The right pane contains the 'Copy To...' settings. The 'Select a Course' dropdown is set to 'MATH-1300-003 Fall 2022'. The 'Select a Module (optional)' dropdown is set to 'Surveys'. The 'Place' dropdown is set to '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!!

Copy To...

Select a Course
MATH-1300-003 Fall 2022

Select a Module (optional)
Surveys

Place
At the Bottom

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

Cancel Copy

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 left sidebar contains navigation links: Home, Announcements, Assignments, Discussions, Grades, Pages, Syllabus, Quizzes, Modules, Zoom Meetings, and Outcomes. The main content area displays the 'Modules' section for 'Fall 2022'. It includes buttons for 'Collapse All', 'View Progress', and '+ Module'. The module list shows three items: 'Weekly Announcements', 'Ch 7: Interpret Percentages', and 'Odyssey', each with a green checkmark and a plus sign.

Statistical Literacy MATH-1300-003 > Modules

Fall 2022

Collapse All View Progress + Module

Home

Announcements

Assignments

Discussions

Grades

Pages

Syllabus

Quizzes

Modules

Zoom Meetings

Outcomes

Weekly Announcements

Ch 7: Interpret Percentages

Odyssey

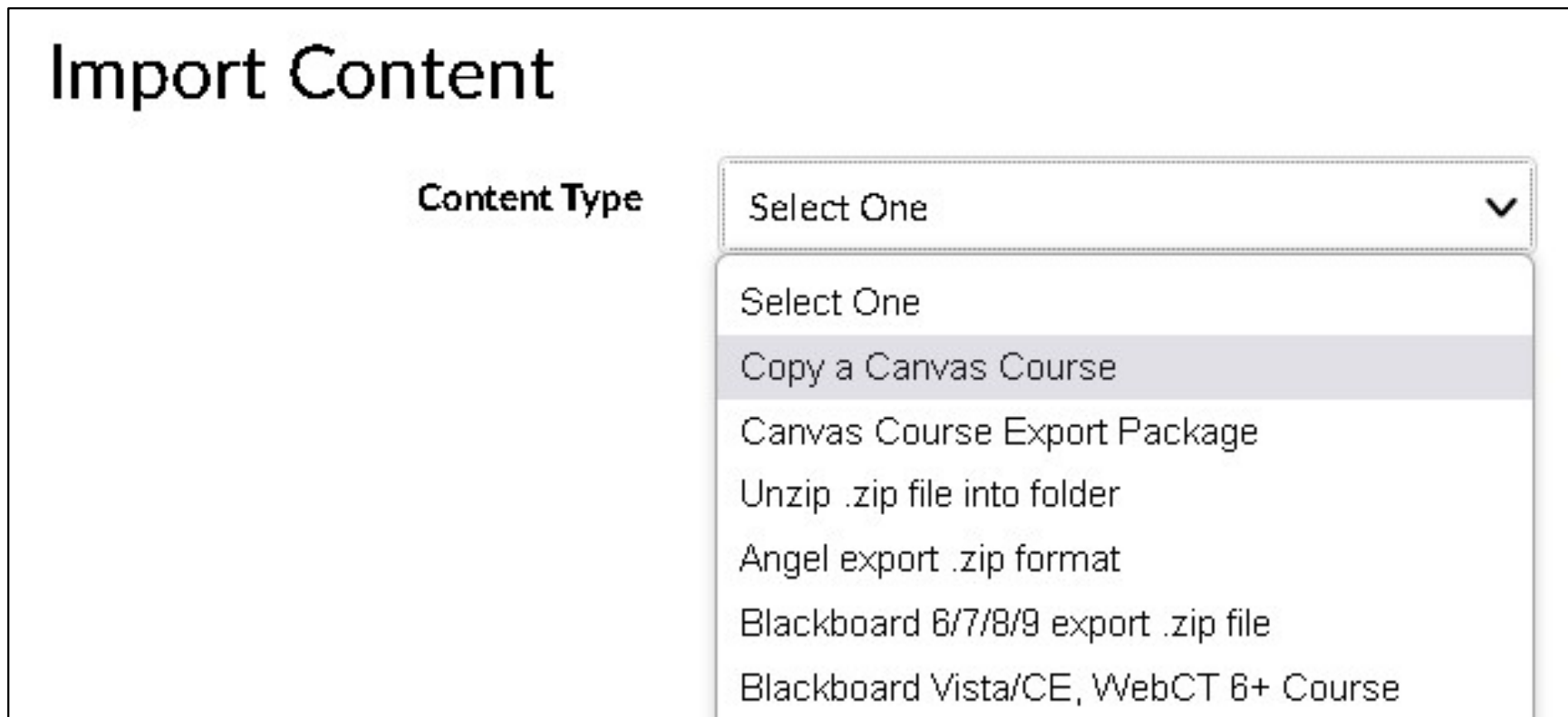
2.2 Copy From: In row with target module.

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 blue), and a vertical ellipsis menu icon. Below these buttons is a horizontal line. Underneath the line, there are two rows of module cards. Each card contains a green checkmark, a plus sign, and a vertical ellipsis menu icon. To the right of the module cards is a vertical list of buttons: 'Import Existing Content' (highlighted with a light blue background), 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'New Announcement', 'New Analytics', and 'View Course Notifications'. At the bottom right of the interface, there is a 'To Do' section.

2.3 Copy From: From Import Content window

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 'Content Type' label followed by a dropdown menu. The dropdown menu is open, showing a list of options. The option 'Copy a Canvas Course' is highlighted with a light blue 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
Copy a Canvas Course
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

Copied a Canvas Course

▼

Search for a course

MATH-1300-002 Fall 2022

▼

 or

MATH-1300-002 Fall 2022

☒ 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.

Cancel

Import

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	MATH-1300-002 Fall 2022	Dec 3 at 2:52pm	Waiting for Selection	Select Content
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

2.6 Copy From: To Copy a Quiz

Study the details in “Canvas Course Import”

Note the difference between
Checking the check box
and

Selecting the right-pointing arrow

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Canvas: Copy Between Courses

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VOC 2022 Canvas-Copy-Between-Courses-Slides 2

Required Background: Two Kinds of Copy

Must know the two kinds of copy

1. **'Canvas Course' copy:** Internal online course copy. Cannot use when copying between institutions.
2. **'Canvas Course Export Package' copy.** Copy from a downloaded version of a Canvas course into Canvas online. Required when copying between institutions.

When both are at the same institution, 'Canvas Course' copy is preferred.

2

VOC 2022 Canvas-Copy-Between-Courses-Slides 3

'Canvas Course' Copy: Two Orientations

Must know the two kinds of orientation.

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.

'Copy From' is preferred. Only target can be changed.

3

VOC 2022 Canvas-Copy-Between-Courses-Slides 4

'Canvas Course' Copy: Two Courses to Start In

You can start in either the source or target course.

If you are doing a 'Canvas Course' copy, you can start in either the source or target course.

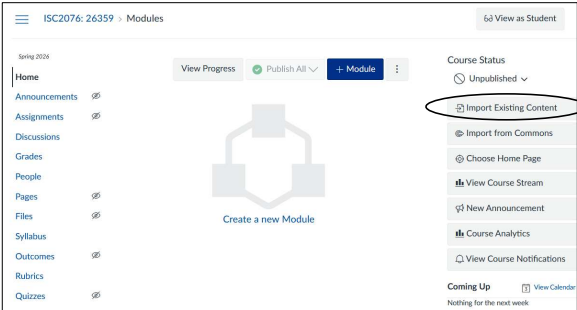
If you are doing a 'Canvas Course Export Package' copy, you must start in the target course.

The following assumes you are doing a 'Canvas Course' copy and want to do a 'Copy From' copy, so you must start in the target course.

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VOC 2022 Canvas-Copy-Between-Courses-Slides 5

#1: From Selected course Home, select 'Import Existing Content'



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VOC 2022 Canvas-Copy-Between-Courses-Slides 6

#2: From Content Type, select 'Copy a Canvas Course'



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V0C 2022 Canvas-Copy-Between-Courses-Slides 7

#3: From 'Copy a Canvas Course,' 'Select a Course'

Import Content

Use the Import Content tool to migrate course materials from other sources into this course.

Previously imported content from the same course will be replaced. Manually added content will remain.

Select Content Type
Copy a Canvas Course

Select a course *
MATH-1300-041 Fall 2025

Search for a course
MATH-1300-041 Fall 2025

☒ Include completed courses

7

V0C 2022 Canvas-Copy-Between-Courses-Slides 8

#4: From 'Content,' Select 'All or Specific'

Import Content

Use the Import Content tool to migrate course materials from other sources into this course.

Previously imported content from the same course will be replaced. Manually added content will remain.

Select Content Type
Copy a Canvas Course

Select a course *
MATH-1300-041 Fall 2025

Search for a course
MATH-1300-041 Fall 2025

☒ Include completed courses

Content *
☒ All content
☐ Select specific content

8

V0C 2022 Canvas-Copy-Between-Courses-Slides 9

#5a: From 'Options,' Select 'Shift Dates'

Options
☒ Adjust events and due dates

Date adjustments
☒ Shift dates
☐ Remove dates

Beginning date:
Oct 13, 2025 at 12am change to Jan 26 at 12am

Ending date:
Jan 23 at 12am change to May 23 at 12am

+ Substitution

Clear + Add to Import Queue

9

V0C 2022 Canvas-Copy-Between-Courses-Slides 10

#5b: Using 'Shift Dates' is not Simple

1. Canvas doesn't adjust for weekends.
Suppose start was:
➤ Sunday last term. First class on day 2: Monday.
➤ Monday this term. First class will be on day 2: Tuesday!
2. Canvas tries to adjust for different course lengths.
3. Canvas doesn't adjust for national holidays.

For these reasons and more, plan on manually adjusting the open/due dates for assignments.

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V0C 2022 Canvas-Copy-Between-Courses-Slides 11

#6: When done, press 'Import' or 'Add to Import Que'

Import Content

Content Type
Copy a Canvas Course

Search for a course
MATH-1300-002 Fall 2022

☒ 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.

Cancel Import

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V0C 2022 Canvas-Copy-Between-Courses-Slides 12

Copy Specific Assignments

Selecting specific assignments involves extra steps.

The following illustrate this process for:

- 1) Copy to
- 2) Copy from

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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.

14

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

Right mouse on 3 dots. Select 'Copy to'

15

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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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VOC 2022 Canvas-Copy-Between-Courses-Slides 19

2.2 Copy From: In row with target module.

Select 3 buttons. Select 'Import Existing Content'

The screenshot shows the Canvas course interface. On the left, there's a 'View Progress' button and a '+ Module' button. On the right, there's a menu with several options: 'Import Existing Content', 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'New Announcement', 'New Analytics', and 'View Course Notifications'. The 'Import Existing Content' button is highlighted.

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VOC 2022 Canvas-Copy-Between-Courses-Slides 20

2.3 Copy From: From Import Content window

Select 'Copy a Canvas Course'

The screenshot shows the 'Import Content' window. The 'Content Type' dropdown menu is open, showing several options: 'Select One', 'Copy a Canvas Course', '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'. The 'Copy a Canvas Course' option is highlighted.

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VOC 2022 Canvas-Copy-Between-Courses-Slides 21

2.4 Copy From: From Import Content window

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

The screenshot shows the 'Import Content' window. The 'Content Type' dropdown is set to 'Copy a Canvas Course'. The 'Search for a course' dropdown is set to 'MATH-1300-002 Fall 2022'. The 'Include completed courses' checkbox is checked. The 'Content' section has 'All content' selected. The 'Options' section has 'Adjust events and due dates' unchecked. The 'Import' button is highlighted.

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VOC 2022 Canvas-Copy-Between-Courses-Slides 22

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.

The screenshot shows the 'Current Jobs' table. The table has columns for 'Course Copy', 'MATH-1300-002 Fall 2022', 'Dec 3 at 2:52pm', and 'Waiting for Selection'. The 'Select Content' button is highlighted in the 'Waiting for Selection' row.

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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VOC 2022 Canvas-Copy-Between-Courses-Slides 23

2.6 Copy From: To Copy a Quiz

Study the details in "Canvas Course Import"

Note the difference between
Checking the check box
and
Selecting the right-pointing arrow

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