

How to Copy Content from One Canvas Course to another Canvas Course

The content migration tool can be used to transfer content from between two Canvas courses.

1. Log into Canvas and select the course into which you would like to import content.
2. Select **Settings** from the left-hand sidebar.
3. Select **Import Content into this Course** from the right-hand menu.
4. Within the drop-down menu, choose **Copy a Canvas Course**
5. Search through your courses and choose the course from which you wish to copy content. (If you want to copy content from courses that have been completed, click the box for “Include complete courses”.)
6. After selecting a course, if you want to copy *all* the content, click the “All content” button. If you want to *pick-and-choose* which components you want to copy, click the “Select specific content” button.
7. Click the blue **Import** button. If you had chosen the “Select specific content” option, you will see that your job is waiting for you to click the blue **Select Content** button. At that point you will pick the components you want to copy, and click **Select Content**. At that point the import process will begin.
If you had selected the “All content” button, the import process will begin *without asking for confirmation*.

This process may take a while, depending on the size of the import. When the import has finished, you will be redirected to a page entitled Course Copy Succeeded.