

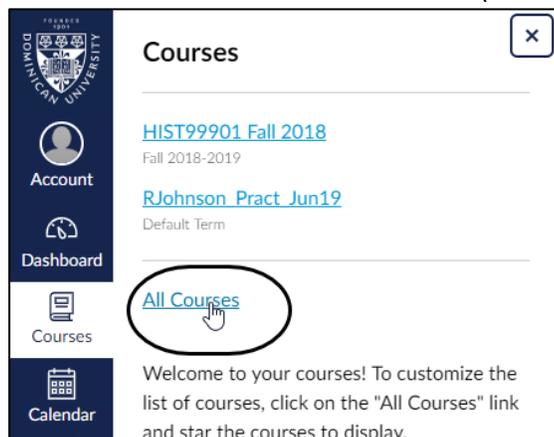
## Copying Your *Canvas* Course Sites

Once you have taught or prepared a course site in *Canvas*—either a real class or a "shell" that was created for you—it's easy to transfer the material from one *Canvas* course site to another. Here's what to do.

**WARNING:** If you are using the New Gradebook, do **NOT** configure Late/Missing policies in the gradebook of your newer class site unless you adjust due dates to the new term during the import, as outlined on page 3 below. Otherwise, all assignments will be flagged as being late/missing as soon as they are imported and there is NO easy way to remove them other than student-by-student or assignment-by-assignment with changing the due date. More information on setting these policies **once all due dates have been adjusted** are available online at [How do I apply a Missing Submission policy in the New Gradebook?](#) and [How do I apply a Late Submission policy in the New Gradebook?](#)

### Go to the DESTINATION Course Site

After logging into *Canvas*, click the **Courses** icon on the left global navigation bar and go into the course where you will want the material copied **TO**—the "destination" course. Depending on the time of year, you may not see the course site yet on your Dashboard or under the **Courses** menu. If you cannot see it, be sure to click the **All Courses** link that is in the same area (see screen capture below.)



That will lead to a screen listing of past and future course sites. Scroll *all* the way down to the bottom of that screen until you get to **Future Enrollments**. (To avoid going through that each time you want to access a newer course, you can click the "star" icon to the left of the course name on that screen to turn it gold. That will cause the course to be accessible from your Dashboard when logging in.)

### First Step to Importing Content

Once in your new course site—assuming you have not added anything to the site yet—the default **Home** page will have big button called **Add Existing Content** that you can click. The other method is to select **Settings** (bottom button on the course menu on the far left) and then clicking the **Import Course Content** button that will be on the far right of the screen. Either of these methods will lead to the screen shown on the next page.

**WARNING** – The course into which you are importing material should, ideally, be **blank**. Ordinarily, Canvas will *not* overwrite material in a newer class if you already started adding material the **FIRST** time you import. However, the Canvas online documentation warns that importing a course **more than once** may have "unintended consequences." If you import content into a new course, edit the content in the new course, and later import that previous content **again** (i.e., a second time) the imported content **will overwrite** the existing content. This even applies if you have *renamed* the material originally imported the first time!

## Finding the Original Course Site

Either of the two methods outlined above will land you on the **Import Content** screen, where you will see a **Content Type** drop-down menu. Select **Copy a Canvas Course**. Just underneath that, since you are likely copying from an older course site, be sure to click the checkbox for **Include completed courses**:

The screenshot shows the 'Import Content' interface. At the top, the title 'Import Content' is displayed. Below it, there are three main sections: 'Content Type' with a dropdown menu showing 'Copy a Canvas Course'; 'Search for a course' with a dropdown menu showing 'Select a course' and an 'or' separator followed by a text input field labeled 'Course name'; and a checkbox labeled 'Include completed courses' which is checked and circled in black.

You will have one drop-down menu, and a text box, and you can choose either one. The first one will list your courses under the terms, including the section number. That may be the easiest for you to find a course within. However, you can also type in a keyword over in the text box on the right, which will show a listing of courses that match the keyword.

## Content Options and Due Dates

The **Content** and **Options** areas of this screen are important! You **MUST** select either **All content** or **Select specific content**. Those options are pretty self-explanatory, though we have more on the **Select specific content** choice below.

If you had a lot of **Announcements** or **Calendar Events** (not Assignments—which appear on the Calendar automatically—but rather "events" like Office Hours, etc.) in your original class, you may want to use the **Select specific content** option (outlined below) to avoid copying all of your Announcements or Calendar Events into your new course.

We highly recommend you take advantage of the **Adjust events and due dates** option. As outlined on the first page, if you have set or plan to set Missing or Late policies in your gradebook this will be critical to avoid having every imported assignment marked as late or missing.

Even if you are going to use Missing or Late policies, however, this is a great feature that will indeed allow you to adjust the due dates for Assignments in the original course site to match the calendar for the new course....somewhat. You will still want to go in and check things over, but it's nevertheless a good first step to keep yourself from clicking through months upon months of calendars resetting due dates! When you enable the **Adjust events and due dates** checkbox, you *also* have the option to simply **remove** dates instead. Note that this only affects **due dates**. It will not change (for example) an original posting date of a **Discussion** prompt that you may be importing to the course. (While YOU will be able to see the original posting date for a Discussion Topic that you posted in a previous term, however, your students will NOT see that date at all.)

Below is what a filled-in screen may look like just before you click the **Import** button:

## Import Content

Content Type

Search for a course  or

Include completed courses

Content  All content  Select specific content

Options  Adjust events and due dates

Date adjustment  Shift dates  Remove dates

Beginning date   change to    
Mon Aug 27, 2018 Mon Aug 26, 2019 7:00pm

Ending date   change to    
Sat May 11, 2019 Mon Dec 30, 2019 6:00pm

When you click the **Import** button, if you earlier selected **All content** the import will be queued. You will be notified via email that the import is completed. (It usually does not take an inordinately long time. You can also check this same area again to see if it is finished or not.)

Do not worry about the **Content import files cannot be downloaded after 500 days** message on the screen under the **Current Jobs** heading. That only pertains to zip files that you have **exported** from the course site, which we are not doing in these examples. If you selected **Select specific content**, see below.

**Panopto/Course Video users, [see page 6!](#)**

## Selecting Content – Applicable Only if you enabled Select Specific Content

If you enabled the **Select specific content** option, you'll see a screen such as this, prompting you to click the **Select Content** button:

### Current Jobs

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Course Copy	HIST99901 Fall 2018	Apr 22 at 11:37am	<span style="border: 1px solid gray; padding: 2px 5px;">Waiting for Selection</span> <span style="background-color: #2e5496; color: white; padding: 2px 10px; margin-left: 10px;">Select Content</span>
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Content import files cannot be downloaded after 500 days.

Click **Select Content**, where you will then get a dialog box allowing you to check/uncheck specific parts of your course. It is important to realize that this is not as "all or nothing" as it first looks, because each area cascades down when you click it:

Select Content

**WARNING** – Similar to the warning given above on page 1, importing the *same* course material *more than once* may have "unintended consequences." If you import content, edit the content in the new course, and later import the previous content *again*, the imported content will **overwrite** the existing content. Again, this even applies if you have renamed the material originally imported the first time!

To select ALL content in an area, simply enable the checkbox. Otherwise, click an arrow to open the contents for that area, so that you can check off the individual items that you want imported into your course site. Sometimes, Canvas will automatically select checkboxes FOR you based on your selection. (Such as for Assignments that were in Modules.) In that case, let it. It's usually easier to remove unwanted items in the new course than it is to re-import missing items. **NOTE:** When selecting **individual assignments**, assignments will be placed in an assignment group called **Imported Assignments**. You will have to later move them to the correct group. See the next page for additional information.

If you are copying **Quizzes**, be sure to also enable **Question Banks** if you used them. (Canvas should do this automatically, but check just to be sure.)

Cancel
Select Content

Course Settings

Syllabus Body

→  Modules (12)

→  Assignments (22)

→  Quizzes (1)

→  Question Banks (1)

↓  Wiki Pages (35)

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Files for PowerPo

Word Help Sites

Files to Download

Files to Download

Word Handouts

Files to Download

Be careful with your selection, since once you click the **Select Content** button on the bottom of this dialog box, *Canvas* kicks into gear with copying over the content! (No confirmation screen, in other words!) You will see the words **Queued** or **Running** back on the original screen:

### Current Jobs

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Course Copy	HIST99901 Fall 2018	Apr 22 at 11:37am	<span style="border: 1px solid gray; padding: 2px 5px;">Queued</span>
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Content import files cannot be downloaded after 500 days.

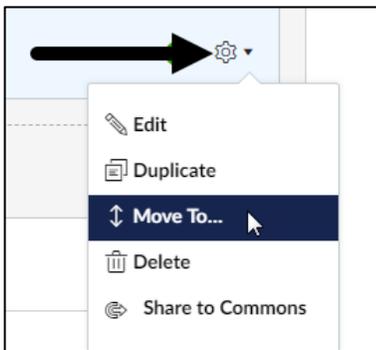
## Completed

You will eventually see a green **Completed** icon on the screen when the content is copied over if you wait for it. Otherwise, click the **Home** menu item or otherwise refresh your browser, and you will soon see that everything copied over just fine. Again, do **not** worry about the **Content import files cannot be downloaded after 500 days** message on the screen. That only pertains to zip files that you have **exported** from the course site, which we are not in these examples.

## Dealing With the Imported Assignments Group When Specific Content Was Copied

As explained on the preceding page, when you choose the option to **Select specific content** when importing material into a new course site, you will find that on your **Assignments** page in addition to the default Assignments group you will also see a new group called **Imported Assignments**. This is because when you pick and choose specific items to import, Canvas does not always "know" to which group they were originally assigned. Your students will see a group called **Imported Assignments**, as well, in their view of **Grades**, so you definitely want to fix this.

You can deal with this new group a couple of ways. One is to simply click-and-drag the assignments into the proper groups or by clicking the gear/settings icon to the far right of a specific assignment and selecting **Move to**:



You will see panel on the far right of the screen that asks you for the other group to move it to and where (within the group) to move it.

If, however, all of the imported material can be moved into one group in its entirety, Canvas offers a feature to do this. Click the settings/gear icon to the far right of the entire **Imported Assignments** group and select **Move Contents**:



A panel on the far right will appear, asking you to name the assignment group to move ALL of the contents to and where within the group:

✕ Move Contents Into

**Assignment Group**

Quizzes and Tests ▾

**Place**

At the Top ▾

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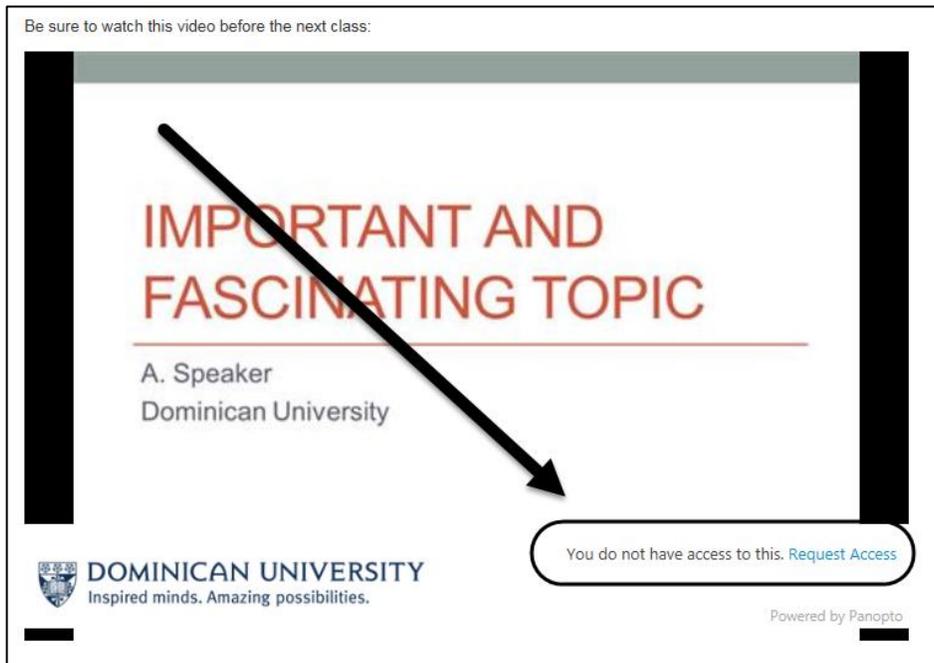
After the assignments are moved, be sure to **delete** the **Imported Assignments** group altogether, by clicking the settings/gear icon on the far right of the group and then selecting **Delete**. This last part is important, because even without weighting assignment groups, students *can* still see that these groups exist at the bottom of their view of **Grades**, as shown below:

Essays	66%	16.50 / 25.00
Quizzes and Tests	N/A	0.00 / 0.00
Discussions	70%	7.00 / 10.00
Presentations	N/A	0.00 / 0.00
Imported Assignments	N/A	0.00 / 0.00

## Panopto Recordings

Even if you choose **All Content** when importing a course site that contained videos made using *Panopto*, your students **will not** be able to access the recordings! This is because course videos are stored on a separate *Panopto* server within course-specific folders and will not copy over automatically. In fact, if you go to the **Course Video** menu item after importing material on your *new* site, you will see nothing at all.

If you had a video embedded within a page, YOU will be able to see it (since you have rights to the ORIGINAL video from the OLDER class site), but while students may see the opening frame of the video, they will be unable to access it or play it:



Again, this is because the videos you recorded for a specific class are assigned to a specific folder on the *Panopto* server and are not included in Canvas' course import process. Therefore, you **must copy your videos from one site to another as a separate process**. To do this, head into the **ORIGINAL** class site in *Canvas* (using the **Courses>>All Courses** menu to get into your older course site) and do the following:

1. Head to the **Course Video** menu area. (Again, in your *older* course site.)
2. Click the **Open in Panopto** icon on the upper-right of the screen:



3. Hover over the video(s) you want to move and you will see checkboxes near each one. Enable those checkboxes and then click the **Copy** button at the top:

Default Term - HIST 999-01 Fall 2015

↑ Refresh Filter by date Delete Copy Move Share  Show scheduled recordings

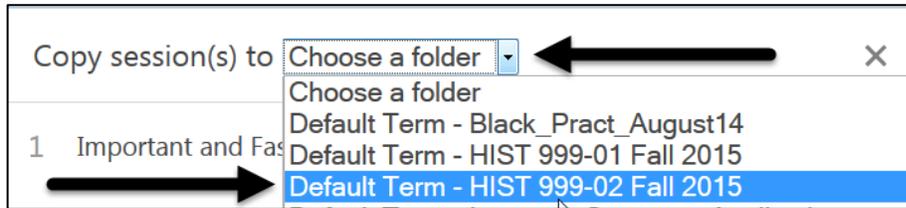
Sort by: Name Duration Date ▼ Rating

+ Add folder

**1** IMPORTANT AND FASCINATING TOPIC 4 years ago

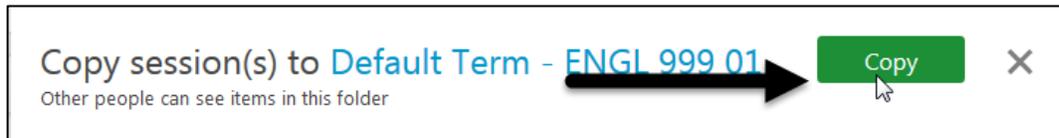
1:34

4. From the **Choose a Folder** drop down menu, select the course you want to copy the video(s) to:



**NOTE:** If you do NOT see your new course site listed, you may have to **publish** the course site. (Once you copy the videos into the destination course, you can always go back into the course site and **unpublish** it.)

5. Click the **Copy** button on the following screen:



When you go into **Course Video** in your new class site, the videos will be there.

Finally, if you **embedded Panopto videos on specific pages** (using the rich content editor's **More External Tools** button as seen below), you **must re-embed each video link** on every page, since (again...) the original course links have changed:

