

You can copy content from one Canvas course to another and publish a course when it is ready for students.

Copy Course Content

1. Go into the home page of the empty course.
2. Click **Import Existing Content** on the upper right side of the screen.
3. Click the *Content Type* drop-down arrow and select **Copy a Canvas Course**.

Import Content

Content Type: Copy a Canvas Course

Search for a course: Course name

Include completed courses

Content: All content Select specific content

Options: Adjust events and due dates

Cancel Import

4. Select or enter the course name in the *Search for a course* box.
NOTE: Depending on the number of courses in which you are an instructor, you may be able to select from a list of courses.
 5. Select the *All Content* radio button.
 6. **IMPORTANT:** Select the *Adjust events and due dates* checkbox and add applicable dates to roll dates to the next semester. This is the only time you can use this option.
 7. Click **Import**.
HINT: After the copy is finished, look for the message. Canvas will let you know of any errors (broken links, etc.) and you can click the link to find them. If you do not see a link to issues, there aren't any.
- Course Copy Span 325-002 Fall 2023... Apr 6 at 2:29pm Completed [3 issues](#)
8. Go to the **Home** page and click **Publish** when you are ready for students to access the course.