Copy Course Content and Publish Course

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.
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.
8. Go to the Home page and click Publish when you are ready for students to access the course.