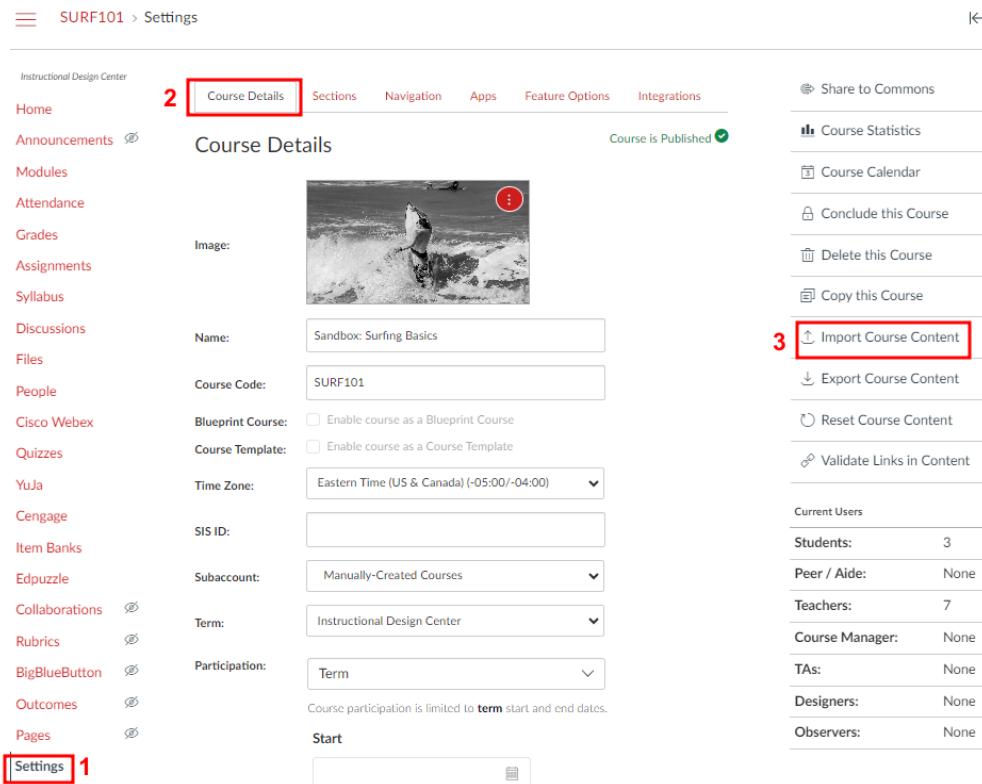


Canvas: Copy Course Guide

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Copying a Canvas course

1. Go to the Canvas course you wish to copy materials *into* and click **“Settings”** in your course navigation bar.
2. If you are not already there, click on the **“Course Details”** tab across the top navigation.
3. Click **“Import Course Content”** on the right-hand side.



The screenshot shows the Canvas LMS interface for a course named 'SURF101'. The 'Settings' page is open, and the 'Course Details' tab is selected. The 'Import Course Content' button is highlighted with a red box and the number '3'. The 'Settings' button in the left-hand navigation menu is highlighted with a red box and the number '1'. The 'Course Details' tab is highlighted with a red box and the number '2'.

4. Choose "Copy a Canvas Course" from the dropdown menu labeled "Content Type".



5. **Course Selection:** Search for the course you want to copy (once you start typing in the first letters, a list will start to populate of your courses and the terms).
 - If the course is in a past term, make sure the "**Include completed courses**" checkbox is checked.
6. **Content Selection:** Decide whether to import all content from the course or specify content for import (i.e., assignments, pages). If you only want to copy specific content, check that box and proceed with the instructions provided in the "[Selecting Specific Content](#)" section of this guide.
7. **Customization Options:**
 - You have the option to migrate all the Classic Quizzes to New Quizzes when they are imported.
 - You also have the option to adjust events and due dates either by shifting dates based on dates you select, or by removing the dates entirely. For detailed guidance on modifying due dates during the import process, refer to the section titled "[Modifying due dates during import](#)".
8. Confirm your selections by clicking on the "**Import**" button.

Import Content

Content Type 4

Search for a course 5
 Include completed courses

Content All content 6
 Note 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.
 Select specific content

Options Import existing quizzes as New Quizzes ? 7
 Adjust events and due dates

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

8

💡 If you are importing all content, the import process will begin, copying your course materials. The duration of this process will vary depending on how large the course is. You can monitor the progress by checking the "Current Jobs" section on the Import Content page.

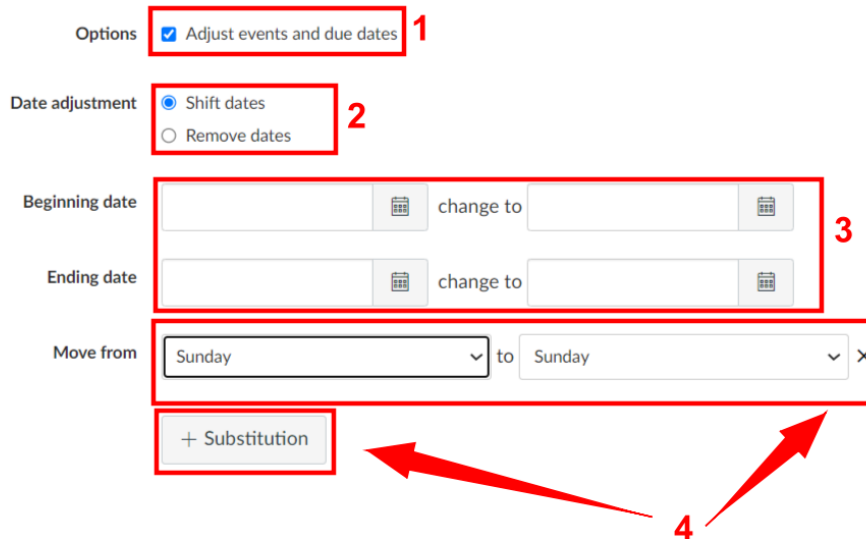
If you are importing only specific content, proceed with the instructions provided in the "[Selecting Specific Content](#)" section.



Modifying due dates during import

During the import process, there is an option to remove or modify the due dates and availability dates when copying content from another course.

1. If you would like to do this, opt for the "**Adjust events and due dates**" choice when initially completely the form.
2. Choose to either **Shift dates** or **Remove dates**.
3. If you choose the **Remove dates**, your content will be imported without start/until/due dates. If you choose to **Shift dates**, input the Beginning and End dates of the previous term in the left column, followed by the Beginning and End dates of the new term in the right column. Ensure these dates align with the official term schedule according to the [Ramapo Academic Calendar](#) (e.g., Classes Begin & Last Day of Classes).
 - Canvas will redistribute all assignments evenly across the new course dates while maintaining the original day of the week for due dates. If the duration of the imported and new courses differs, assignments will be proportionally assigned. After importing, you can easily review and adjust assignment dates as needed.
4. You can also choose to use day substitutions to accommodate different class schedules. To do this, click the "**+Substitution**" button. Next, select the desired day of the week to move assignments from (Move from), and choose the new day of the week for the substitution (to).



The screenshot shows the following form elements:

- Options:** A checkbox labeled "Adjust events and due dates" is checked and highlighted with a red box and the number 1.
- Date adjustment:** Two radio buttons are present: "Shift dates" (selected) and "Remove dates". The "Shift dates" option is highlighted with a red box and the number 2.
- Beginning date:** A date input field followed by a "change to" label and another date input field. Both input fields are highlighted with a red box and the number 3.
- Ending date:** A date input field followed by a "change to" label and another date input field. Both input fields are highlighted with a red box and the number 3.
- Move from:** A dropdown menu showing "Sunday" followed by "to" and another dropdown menu showing "Sunday". The entire "Move from" section is highlighted with a red box and the number 4.
- + Substitution:** A button with a plus sign and the text "Substitution" is highlighted with a red box and the number 4. Two red arrows point from this button towards the "Move from" dropdowns.



We recommend removing dates vs shifting them, as it provides a clean slate to work from for your current course. However, you have the flexibility to choose either option.

Selecting specific content

1. If you chose the option to "Select specific content," once you click the red Import button the import will appear in the "Current Jobs" section of the page. You'll then be prompted to select the content you'd like to copy by clicking the red "**Select Content**" button located on the far right.



Current Jobs

Course Copy

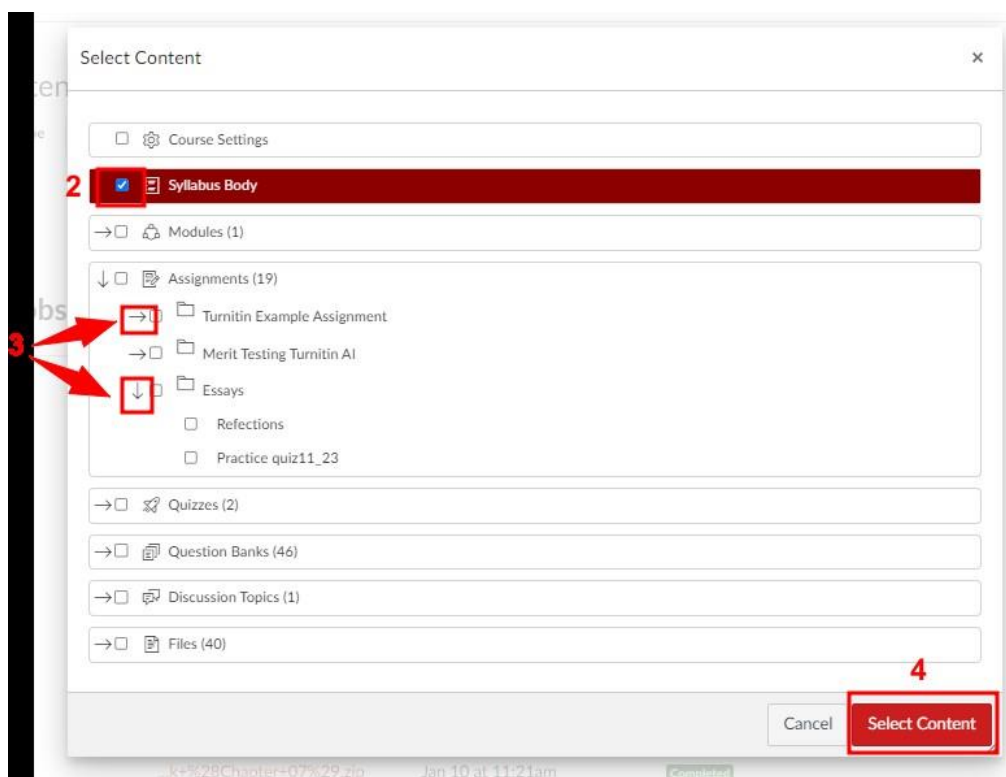
RCNJ_TurnItIn PAPERS...

Mar 18 at 2:25pm


Waiting for Selection

Select Content

2. Within the "Select Content" pop-up box, mark the checkboxes next to the content you want to copy.
3. For some content types, you may be able to expand and see more options by clicking on the down arrows.
4. When you have chosen all the content you want to copy, click the "Select Content" button. The import process will begin, and your selected course materials will be imported.
 - Depending on the size of the content, this process may take several minutes.
 - You can track the progress in the "Current Jobs" section of the Import Content page.



Cleaning up copied content

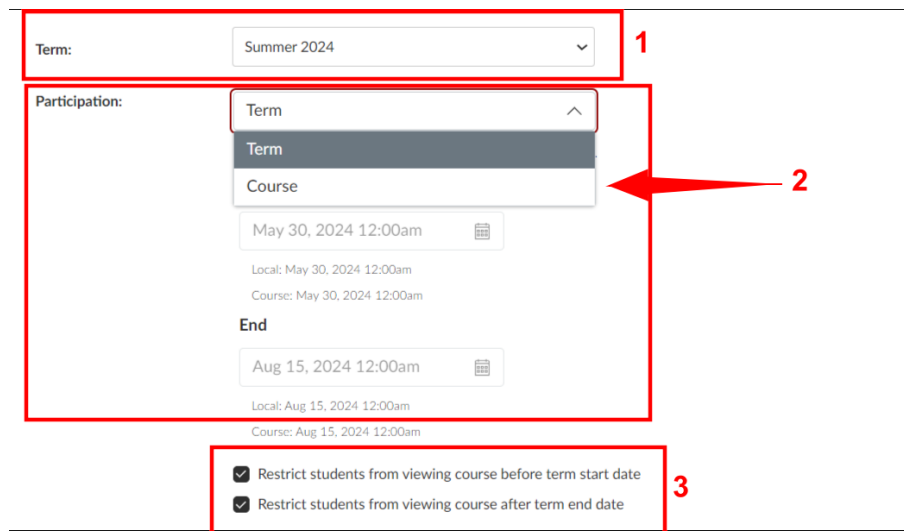
-  When copying content from another course, be sure you check course settings, organize and review Pages, Modules, Quizzes, Assignments, Discussions and Files, and remove unneeded content before publishing.



Checking course settings

If you copy all content, or include course settings in selected content, the grade posting policy from the original course will override the grade posting policy in the new course. In addition, the participation dates from the original course will override the participation dates in the new course. It is a best practice to check the course settings after you have imported content from another course.

1. Go to your **Settings** and confirm that your course is in the correct **Term**. The default setting for new courses is **Term**. This setting automatically populates dates that correspond with that term and the academic calendar (with a few days buffer before and after the term start/end dates). By default, students are also restricted from viewing the course before and after those designated dates.
2. If you are managing a manually created Canvas course (i.e., Virtual New Student Orientation, Academic Advising, or any clubs...), you can change **Participation** to **Course** and input the dates. If you do not put an End date, the course will remain on the student's dashboard as an Active course.
3. For these manually created courses, if you want students to have access to the content/resources throughout the duration of their time a Ramapo College, but it NOT to be active on their dashboards, un-check the box for **Restrict students from viewing course after term end date**.



The screenshot shows the Canvas course settings interface. A red box labeled '1' highlights the 'Term' dropdown menu, which is currently set to 'Summer 2024'. A second red box labeled '2' highlights the 'Participation' dropdown menu, which is open and shows 'Term' selected, with 'Course' also visible. A red arrow points from the '2' label to the 'Course' option. A third red box labeled '3' highlights the two checkboxes at the bottom: 'Restrict students from viewing course before term start date' (checked) and 'Restrict students from viewing course after term end date' (checked).

Reviewing content


It's important to check all your content (i.e., assignment descriptions, pages, discussions) to ensure there are no past dates in them and update accordingly. It is a best practice to **not** put specific dates in your descriptions so that it is easier to reuse in future terms.

1. If you copy over *Announcements*, make sure you review these so that students do not see unrelated announcements in their new course. If they are no longer applicable, click the three dots and then select **Delete**.
2. If you want to have the option to use them later in your course, select **Edit**.



3. Scroll to the bottom and change the date under 'Available from'. This will delay the posting until that date. If you are unsure if when you might want to use it, put any later date and then update it when you're ready to post it.
4. Click **Save**. When you go back to the list of all your Announcements.








All Sections Available from Jan 13 12am

 **Danielle Howarth** AUTHOR | TEACHER
Created Jan 2 2:36pm | Last edited Jan 6 12:20pm

Welcome

My announcement

Reply

-  Mark All as Read
-  Mark All as Unread
- 2**  **Edit**
- 1**  **Delete**
-  Send To...
-  Copy To...
-  Share to Commons

Available from **3**

Date **Time**

January 13, 2025 12:00 AM

Monday, January 13, 2025 12:00 AM

Reset

Until

Date **Time**


Select Date

Reset

4
Cancel **Save**

i This announcement will not be visible until Jan 13 12am. x

All Sections Available from Jan 13 12am

 **Danielle Howarth** AUTHOR | TEACHER
Created Jan 2 2:36pm | Last edited Jan 6 12:20pm

Welcome

My announcement

Bulk updating assignment dates

If you did not adjust the dates during the import process, you have the option to bulk update all your assignment dates in your new course. Details on this process can be found in the [Canvas Instructor Guide: How do I bulk update due dates and availability dates as an instructor?](#)

