Quick Guide: How to Copy Content to a New Course Space

Content such as files, assignments, discussion topics, modules and pages can be imported from developed Canvas spaces into new Canvas space.

1. Navigate to the *new* course space into which you will be copying content. Select the **Course Setup Checklist** button in the upper-right corner of the homepage.

2. Click the “Import Content” link at the bottom of the screen.

3. Select the **Copy content from another Canvas course** button. On the next screen, begin typing the course name you want to import. Click on the desired course name in the list, then click on the blue **Copy From this Course** button.
4. From here, you can decide whether you want to *copy everything* from the “host” course, or just parts of it. If you decide to only copy parts of a course, you can return later and copy other pieces. You can also copy pieces from several different courses into the new space using this method.

5. To *copy everything*, click in the “Copy everything from…” checkbox.

6. To *copy only parts*, deselect the checkbox and choose which of the parts you want to import by clicking in checkboxes associated with them.

7. Once you have finished selecting the pieces you want to transfer, click **Import Course Content**.

8. You will be notified via email that your course has been copied successfully.