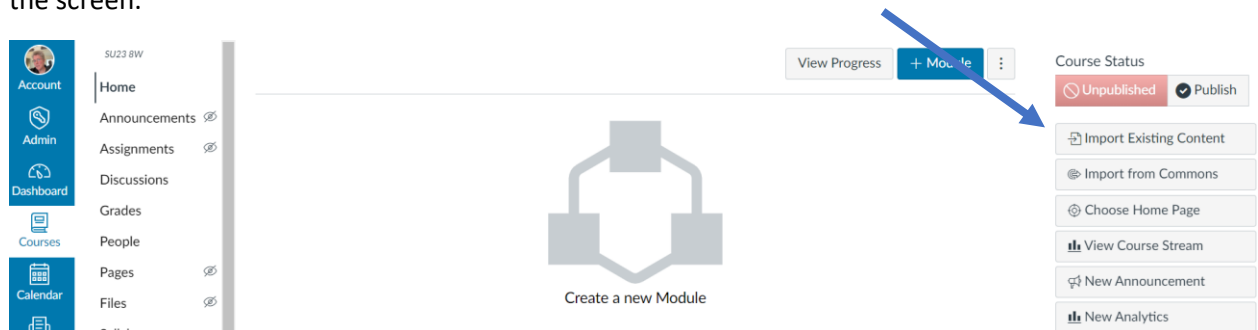


Copying Contents from One Canvas Course to Another

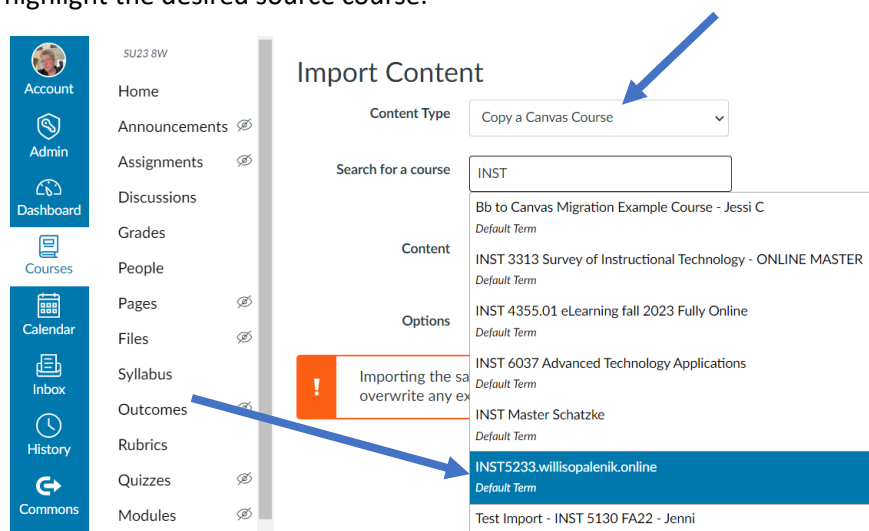
The following information, also presented in video format via the following hyperlink: [Crash Course - Canvas Copy Course to Course \[4:04\]](#), explains how to copy contents from an existing Canvas course into a blank Canvas shell. **IMPORTANT! If you plan to combine/merge-cross-list multiple sections/courses into a single Canvas shell, please see the video, [Crash Course - Canvas Course Merging \[6:45\]](#). Do not copy contents until AFTER you complete any merges/cross-listings.**

Copying Contents from One Canvas Shell Into Another

1. Begin by entering the empty Canvas shell into which you want to copy contents from another Canvas course. Once inside the blank course, click the “Import Existing Content” button in the right side of the screen.



2. In the “Content Type” field on the “Import Content” screen, select the “Copy a Canvas course” option. Next, in the “Search for a course” field, type the four-letter rubric of the Canvas course from which you want to copy contents. A list of courses available to you will appear. Locate and click to highlight the desired source course.



- On the “Import Content” screen, you have the option to copy “All content” or “Select specific content.” You may also opt to “Adjust events and due dates.” However, for this demonstration, we’ll stick to only selecting the option to copy “All content” and we’ll then click the “Import” button.

- Once the “Current Jobs” status changes from “Queued” to “Running” to “Completed,” the copy process is finished. **NOTE: The five minor issues referenced on this screen can be ignored, as they are byproducts of the original migration of contents from Blackboard into Canvas.** Click the “Home” link on the Course Navigation menu to verify that your desired contents have been successfully copied into your blank shell.

If you encounter any problems completing the course copy procedure, please contact the IDT team for assistance, either via IDT@uhcl.edu or by contacting our colleagues in OIT’s Support Center to have a help ticket created and assigned to IDT.