

## Use Case

Use the import feature to copy (“import”) course content from one course shell to another in Canvas.

## Prerequisites

- You are enrolled as the instructor of the course you wish to copy content from
- You are enrolled as the instructor in the course you wish to copy content to

## Step Three: All Content Option

1 – Choose **All content** to copy all the chosen course's content into the course

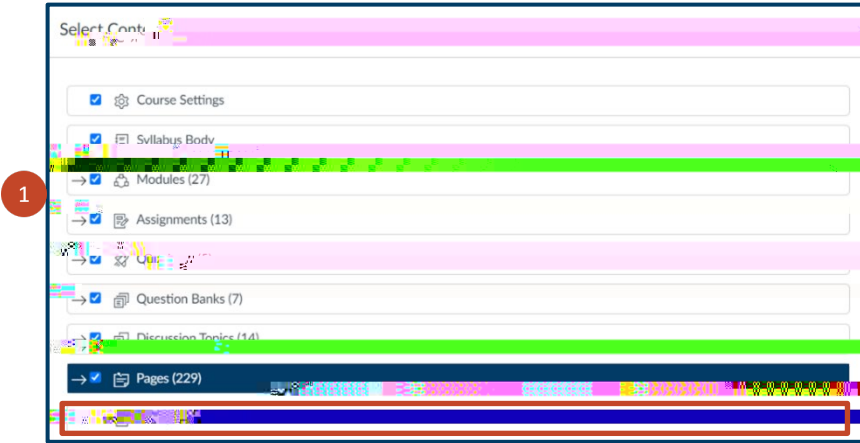
2 – Choose the optional **Date adjustment**.

Your options are:

- **Shift** all dates to reflect the new term
- **Remove** all dates

# Best Practices

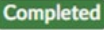
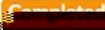
Keep these best practices in mind when copying course content:



1 – Use the **Select specific content** option if you want to clear out old files. Select everything on the list except **Files**. Canvas will make a copy of your course that includes everything, including linked files, and will leave all the unused files behind.



2 – Question banks will not copy over automatically with quizzes during a **Select specific content** import. Select **Question Banks** in the **Select Content** box if you have any question banks tied to the quizzes in the course you are copying from.

3 – Each course copy should finish with a green **Completed**  icon. A yellow **Completed**  icon appears if Canvas detects any issues during the course copy. Select the **# issues** link to see the reported issue(s). Submit a help ticket if you are unable to find, understand or resolve the reported issue(s).

