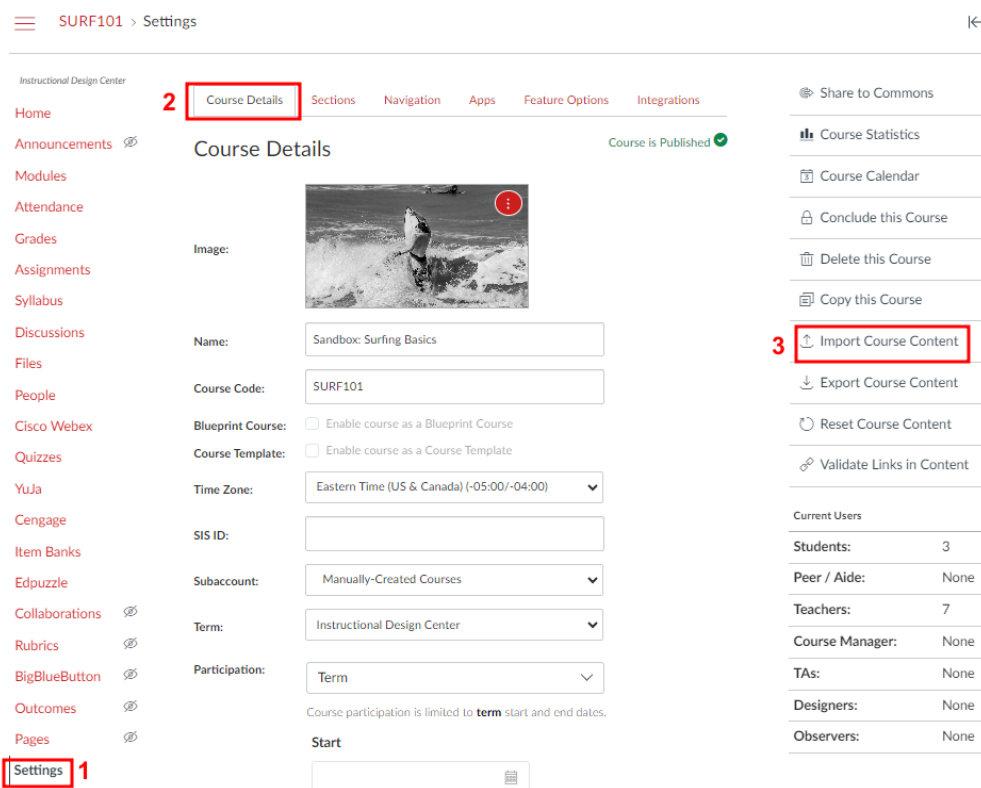


## Canvas: Copy Course Guide

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### Copying a Canvas course

1. Go to the Canvas course you wish to copy materials **into**, click **“Settings”** in your course navigation bar.
2. Click on the **“Course Details”** tab across the top.
3. Click **“Import Course Content”** on the right-hand side.



SURF101 > Settings

Instructional Design Center

Home **2** Course Details Sections Navigation Apps Feature Options Integrations

Announcements Announcements

Modules

Attendance

Grades

Assignments

Syllabus

Discussions

Files

People

Cisco Webex

Quizzes

YuJa

Cengage

Item Banks

Edpuzzle

Collaborations

Rubrics


BigBlueButton

Outcomes

Pages

**Settings 1**

Course Details Course is Published

Image: 

Name: Sandbox: Surfing Basics

Course Code: SURF101

Blueprint Course:  Enable course as a Blueprint Course

Course Template:  Enable course as a Course Template

Time Zone: Eastern Time (US & Canada) (-05:00/-04:00)

SIS ID:

Subaccount: Manually-Created Courses

Term: Instructional Design Center

Participation: Term

Course participation is limited to term start and end dates.

Start

Share to Commons

Course Statistics

Course Calendar

Conclude this Course

Delete this Course

Copy this Course

**3** Import Course Content

Export Course Content

Reset Course Content

Validate Links in Content

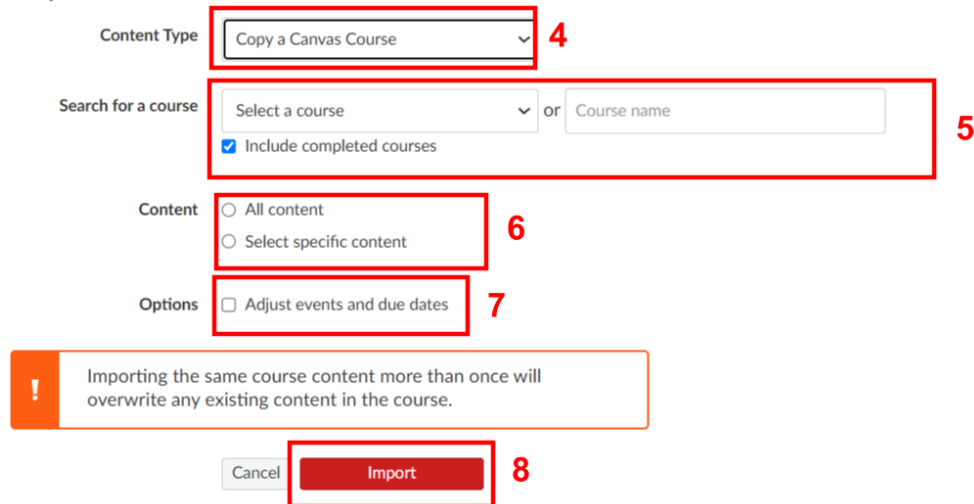
Current Users

Students:	3
Peer / Aide:	None
Teachers:	7
Course Manager:	None
TAs:	None
Designers:	None
Observers:	None



4. Choose "Copy a Canvas Course" from the dropdown menu labeled "Content Type" and fill out the "Important Content" form that appears.
5. **Course Selection:** Locate the course you want to copy by either directly selecting it from the dropdown menu or typing its name into the search box.
  - If the course is in a past term, make sure to click the "**Include completed courses**" checkbox to locate it.
6. **Content Selection:** Decide whether to import all content from the course or specify particular content for import (i.e., assignments, pages).
7. **Customization Options:** You 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



The screenshot shows the 'Import Content' form with the following elements highlighted by red boxes and numbered callouts:

- 4:** The 'Content Type' dropdown menu is set to 'Copy a Canvas Course'.
- 5:** The 'Search for a course' section, including a dropdown menu, a text input for 'Course name', and the checked 'Include completed courses' checkbox.
- 6:** The 'Content' section with radio buttons for 'All content' (selected) and 'Select specific content'.
- 7:** The 'Options' section with the unchecked checkbox for 'Adjust events and due dates'.
- 8:** The 'Import' button at the bottom right of the form.

Below the form, there is a warning message in an orange box: "Importing the same course content more than once will overwrite any existing content in the course." At the bottom left of the form, there is a 'Cancel' button and the 'Import' button.



**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.

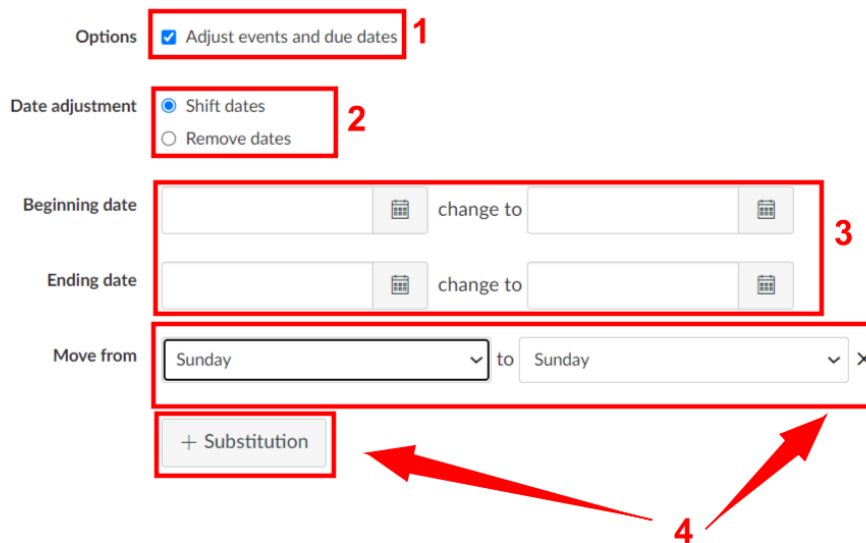
## Modifying due dates during import

During the import process, there is an option to remove or modify the due dates and availability dates all at once.

1. When initially completing the "Import Content" form, opt for the "**Adjust events and due dates**" choice.



2. Choose to either **Shift dates** or **Remove dates**.
3. 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 'Options' section of the Canvas import interface. It includes the following 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' button is highlighted with a red box and the number '2'.
- Beginning date:** A date input field followed by a 'change to' field and another date input field. This entire row is highlighted with a red box and the number '3'.
- Ending date:** A date input field followed by a 'change to' field and another date input field. This entire row is highlighted with a red box and the number '3'.
- Move from:** Two dropdown menus, both set to 'Sunday', with a 'to' label between them and a close button 'X' on the right. This row is highlighted with a red box and the number '3'.
- + Substitution:** A button located below the 'Move from' section, highlighted with a red box and the number '4'. Two red arrows point from this button towards the 'Move from' dropdowns.

## Selecting specific content

1. If you chose to "Select specific content," your import will appear in the "Current Jobs" section of the Import Content Page. To designate which components of your source course will be copied, click the **"Select Content"** button located on the far right.

### Current Jobs



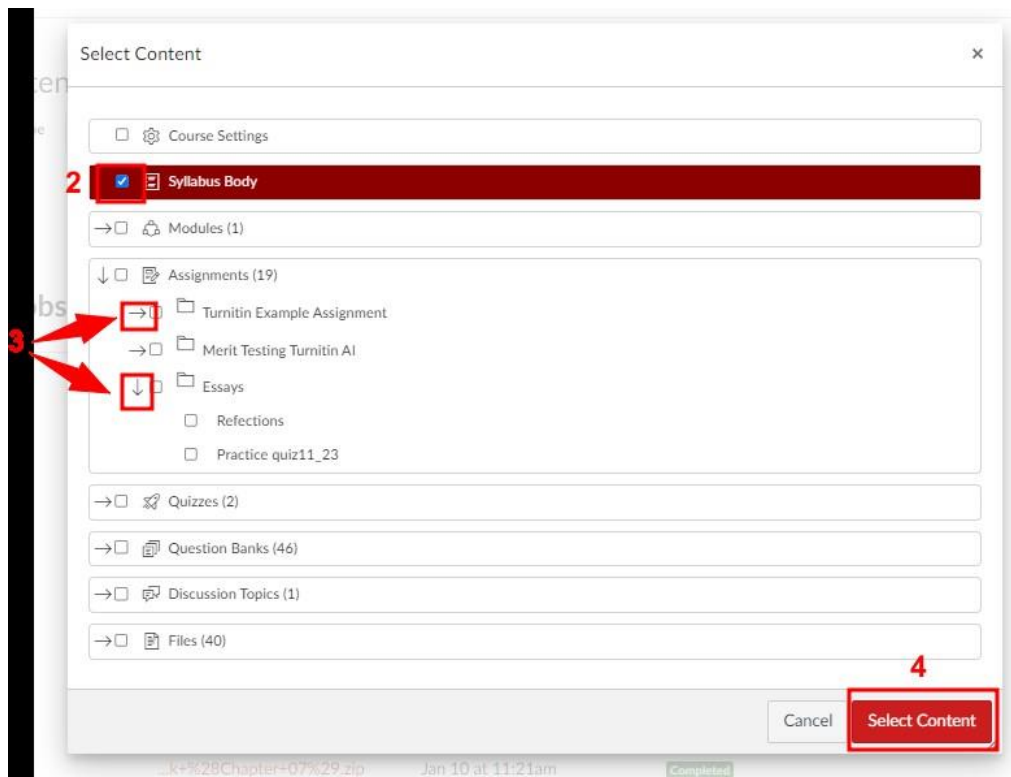
The screenshot shows a table with the following columns: Course Copy, Course Name, Date/Time, Status, and Action. The 'Select Content' button in the Action column is highlighted with a red box and the number '1'.

Course Copy	Course Name	Date/Time	Status	Action
	RCNJ_TurnIn 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 start and your selected course materials will be imported. Depending on the



size of the content, this process may take several minutes. 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

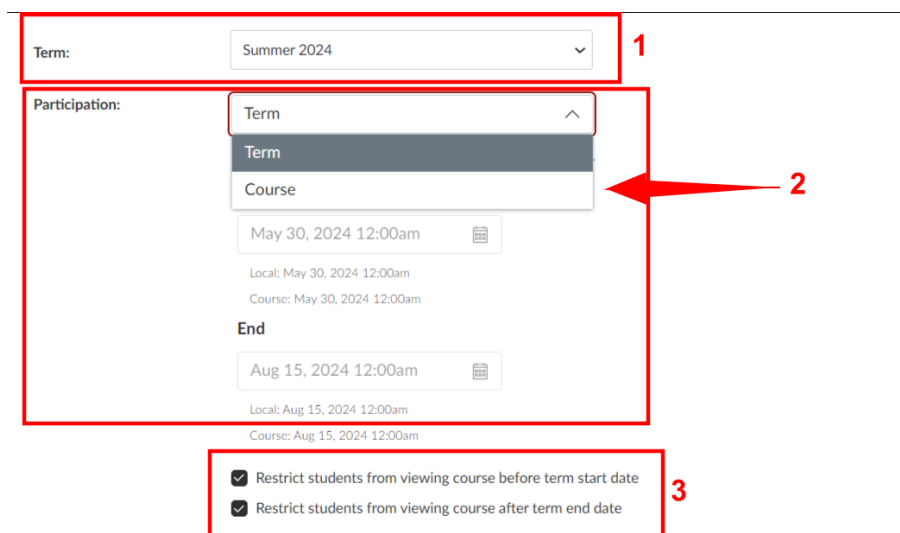
If you copy all content, or include course settings in selected content, the grade posting policy from the original course will override the grade posting policy in the new course. In addition, the participation dates from the original course will override the participation dates in the new course.

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.

- For these manually-created courses, if 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**.



Term: Summer 2024

Participation:

Term

Term

Course

May 30, 2024 12:00am

Local: May 30, 2024 12:00am

Course: May 30, 2024 12:00am

End

Aug 15, 2024 12:00am

Local: Aug 15, 2024 12:00am

Course: Aug 15, 2024 12:00am

Restrict students from viewing course before term start date

Restrict students from viewing course after term end date

## Reviewing content

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 reuse in future terms.

- If you copied over *Announcements*, make sure you review these so that students do not see a bunch of unrelated announcements in their new course. If they are no longer applicable, click the three dots and **Delete** them.
- If you want to have the option to use them later in your course, click **Edit**.
- Scroll to the bottom and click Delay posting and input a later date (you can put any date in the future and then update it when you're ready to post it).
- Click **Publish**.



Welcome to Class!

Ray Fallon

All Sections

test

This topic was edited by Danielle Howarth

Search entries or author

Unread

Edit

Delete

Mark All as Read

Open for Comments

Send To...


Copy To...

Share to Commons



## Options

Delay posting

Post At  

Allow users to comment

- Users must post before seeing replies
- Enable podcast feed
- Allow liking

3

Cancel

4

Publish

## 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?](#)

