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How do I copy a Canvas course into a new course shell?

 Document created by **Canvas Doc Team**  on Oct 7, 2017
 **Version 1**

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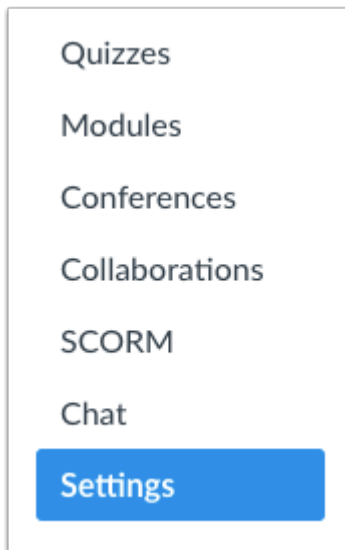
If you are allowed to create a canvas courses, you can copy a course and create a new course shell. New courses created through the Canvas interface are placed in the manually created courses subaccount.

Copy content from another Canvas course when you want to use or repurpose previously created content including course settings, syllabus, assignments, modules, files, pages, discussions, quizzes, and question banks. You can also copy or adjust events and due dates. Not all content can be copied as part of a course.

Notes:

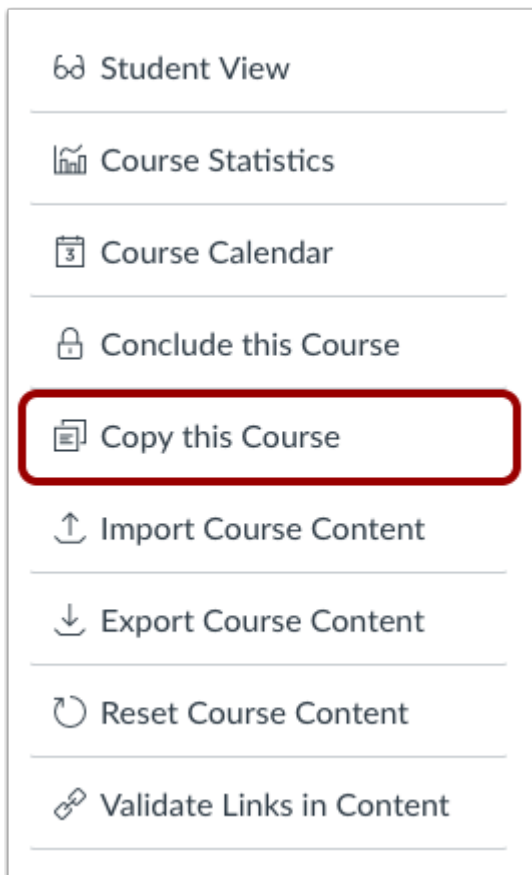
- Course imports may not include all content. For more details, please see the [import limitations](#) in the Canvas Basics Guide.
- Importing a course more than once may have unintended consequences. If you import content into a new course, edit the content in the new course, and later import the previous content again, the imported content will override the existing content.
- If the Copy this Course button does not appear in Course Settings, this feature has been restricted by your institution. However, if you already have access to a course shell, you can [copy a course through the Course Import Tool](#).

Open Settings



In Course Navigation, click the **Settings** link.

Copy Course Content



Click the **Copy this Course** link.

Create Course Details

Copy History 101

Please enter the details for the new course.

Name 1

Course Code 2

Start Date 3
Mon May 15, 2017

End Date 4
Sun Sep 3, 2017

Enter the Name [1], Course Code [2], Start Date [3], and End Date [4] for the new course.

Note: If the current course includes course override dates in Course Settings, the Start and End date fields will be populated with those dates.

Select Migration Content

Content All content 1
 Select specific content 2

To import all content from the course, select the **All Content** radio button [1].

If you want to [select specific content](#), click the **Select specific content** radio button [2].

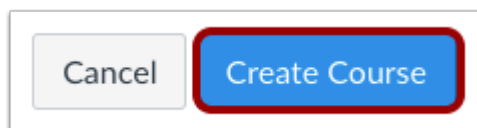
Note: If you select the specific content option, you are required to select the content you want to import; this action cannot be cancelled.

Adjust Events and Due Dates

Adjust events and due dates

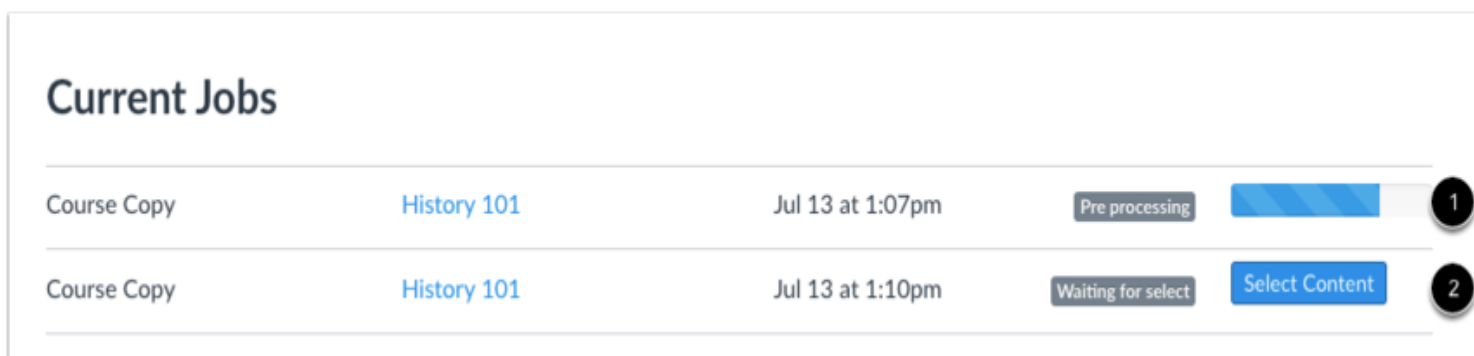
If you want to [adjust the due dates](#) associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

Create Course



Click the **Create Course** button.

View Current Jobs



Current Jobs				
Course Copy	History 101	Jul 13 at 1:07pm	Pre processing	1
Course Copy	History 101	Jul 13 at 1:10pm	Waiting for select	2

The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must [select the content you want to import](#).

The import may also display other status indicators as part of the import process. Learn more about [course import statuses](#).

View the content from any completed imports by accessing any link in Course Navigation.

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