

Copying from one Canvas site to another

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This article provides explains how to copy content from one course site to another.

Using the Import Tool

Canvas provides an **import tool** that allows you to choose which items to copy. Choose **Select specific content** instead of copying everything. Since you can import content repeatedly, it pays to be conservative.

Please make sure to review all copied material.

- **Unpublish or restrict files** that should not be visible to students.
- Ensure that all assignments and quizzes are published or unpublished, as you prefer.
- Revise assignments, quizzes and calendar events to ensure they reflect the new due/**availability** dates.
 - You may set new dates by checking **Adjust events and due dates** when importing content. (You can also define day substitutions, like moving all Tuesday items to Wednesdays.) Canvas extrapolates these new dates, but you should carefully review dates for accuracy.
- Check carefully to ensure that all copied group assignments are linked to existing group sets in **People**.
- Do not attempt to copy the link to **Study.Net** materials; each coursepack is unique and specific to the course for which it is created.

Questions?

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