Copy Content from another Canvas Site

This guide is for self-service copying of Canvas course sites. Don’t forget to complete the checklist and read the import exceptions at the end of the document.

A previous Canvas course site or iSites material can be copied for you; fill out the short Canvas setup request form to get this service.

<table>
<thead>
<tr>
<th>Copying a Canvas Site via the Canvas Import Content Tool</th>
<th>Import content from another Canvas course when you want to use or repurpose previously created content including course settings, syllabus, assignments, modules, files, pages, and discussions. You can also import and adjust events and due dates. You can only import content from your previous courses. *Not all content can be copied as part of a course. See exceptions on page 4.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Navigate to the current term site.</strong> (e.g. To copy content from Fall 2015 to Fall 2016, be sure you are on the Fall 2016 course site).</td>
<td></td>
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<tr>
<td><strong>Unpublish site</strong> Copied content comes over published!</td>
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</tbody>
</table>
| **Click “Settings”** from the course navigation. | Home  
Syllabus  
Discussions  
Files  
Settings  |
<p>| <strong>Click on “Import Content into this Course” button</strong> on the right side of the page. | Import Content into this Course |</p>
<table>
<thead>
<tr>
<th><strong>Select “Copy a Canvas Course”</strong> from the Content Type drop-down menu.</th>
<th><strong>Import Content</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select the course to copy.</strong> You can select a course from the drop down-menu or type in the course name.</td>
<td><strong>Import Content</strong></td>
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<tr>
<td>Be sure to check the box “Include completed courses” for all of your previous sites to appear.</td>
<td><strong>Import Content</strong></td>
</tr>
<tr>
<td><strong>Click on “Select specific content”</strong> to save yourself from deleting content no longer pertinent to the current course run (i.e. announcements and non-assignment discussions).</td>
<td><strong>Import Content</strong></td>
</tr>
<tr>
<td><strong>Click on “Adjust events and due dates” and “Remove dates”</strong> to remove old availability and due dates on assignments and calendar events. Remember to unpublish assignments or set new dates when the site copy is complete.</td>
<td><strong>Import Content</strong></td>
</tr>
<tr>
<td>(Note: The “Shift Dates” option is inaccurate and not recommended.)</td>
<td><strong>Import Content</strong></td>
</tr>
<tr>
<td><strong>Click “Import”</strong>.</td>
<td><strong>Import Content</strong></td>
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</tbody>
</table>
Click the “Select Content” button to the right of the current jobs list.

| Make your selection from the menu listing.
| You can check the box of the category (i.e. Files) and all files from the course will be copied over or you can expand and select individual content within the category (i.e. copy Problem Sets but not copy over Images).

* We do not recommend copying over announcements, non-assignment discussion topics or the syllabus body, as this content is generally term and enrollment-specific.

Click the “Select Content” button to finish.

* Note if there is a page on the current term site that shares the same name with the previous term site, the copy may be overwritten (i.e. syllabus page).

Monitor copy status to confirm completion.
Checklist

☐ Unpublish content not ready for student access. Copied content comes over published!

☐ Review the Syllabus page (if you uploaded a new syllabus and then copied an previous term’s site, the copy may have overwritten the newly uploaded syllabus).

☐ Adjust any content associated with dates (i.e. assignment availability and due dates, and calendar events).

☐ Remove term-specific announcements and non-assignment discussion topics.

Exceptions

⇒ Student groups:
   Currently, student group sets do not copy on import and must be recreated in new course sites. Any assignments or graded discussions assigned to group sets are now associates with a new, generic group set called “Project Groups.”

⇒ Assignments:
   When selectively importing assignments, assignments groups, rules, and weighted values are not automatically imported. In order to copy all assignment groups, rules, and weighting, you must import both “Assignments” and/or the assignment groups, and “Course Settings.” Quizzes, graded discussion topics as well as general assignments are all included when importing all assignments.

⇒ Dates:
   Whether you choose to remove, keep, or shift dates on import, please make sure to re-set or adjust dates according to your new term’s course schedule.

⇒ Lecture Videos and Web Conferencing:
   Before the start of each term, the Instructional Technology group sets-up all lecture video and web conferencing pages and navigation items. There is no need to worry about posting your links.

⇒ The Redirect:
   If you use the redirect tool to set custom Canvas site navigation, you must re-establish the Canvas page link after import or else the navigation will continue to direct to the previous term’s site and new students will encounter an error. We strongly discourage the use of the redirect tool within Canvas since it is not mobile-friendly nor compliant with current regulations on accessibility standards. Please make an appointment to discuss alternatives.

⇒ Issues during import:
   Occasionally the course site import will encounter an issue. Completed imports with issues are marked as complete, but shaded in orange. A brief report of the issues encountered during import are available for review. Please keep in mind that not all issues are critical. If you need help, or do not understand an issue, please contact the Instructional Technology group.

⇒ LTI tools:
   Some LTI tools need to be reinstalled after an import. Some of these will be reported in the import issues tracker, but others will not. For example, YouTube and Vimeo have non-critical issues on import; Proctorio will need to be reinstalled.
Contact us!

For help, questions and one-on-one appointments:

- Email InstructionalTechnology@dce.harvard.edu
- Make an appointment
- Check out our website
- Browse The Instructor’s Pocket Guide to Using Canvas