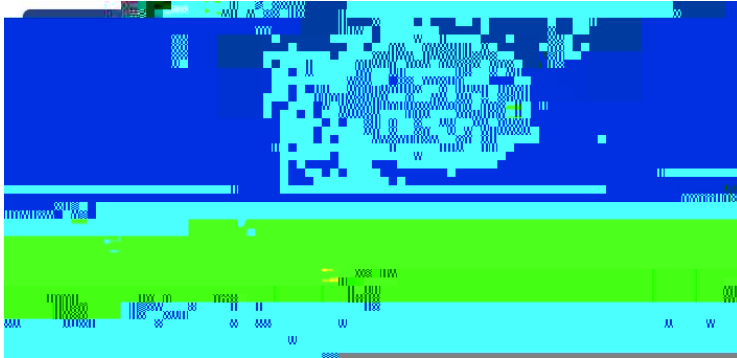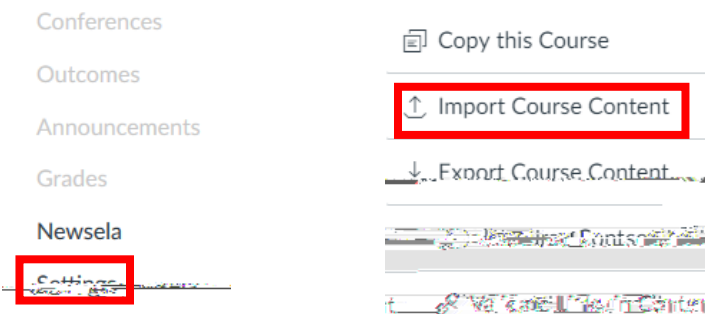# Quick Guide:
Copying Course Content

Goal: Share content with another teacher or move content from a previous course.

**Note: If you are planning to "cross-list" (combine) your sections, you should do this first.

Step 1: Click on the New Course.

Step 2: Click Settings. Click Import Course Content.

Conferences

Outcomes

Announcements   ↑ Import Course Content

Grades   ↓ Export Course Content

Newsela
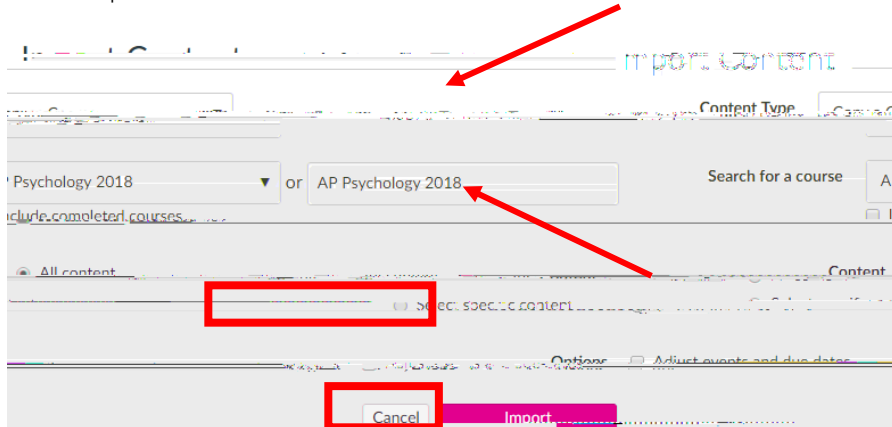
Settings

Copy this Course

Step 3:

Select Content Type Copy a Canvas Course.
Select the course under Search for a course.
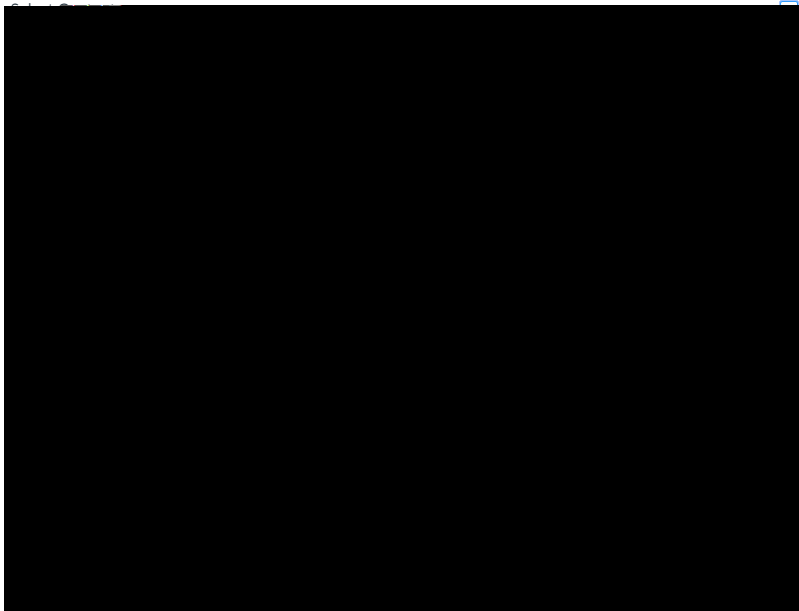Select Specific Content.
Click Import.

Step 4: Choose Select Content

Current Jobs

Course Copy 7th grade science- Oct 22 at 8:32am Waiting for Selection Select Content

Content import files cannot be downloaded after 500 days.

Step 5: Pick the content you wish to copy and then choose Select Content.

(Wait for the job to process. The content will move to your course momentarily).

Current Jobs

Queued Course Copy 7th grade science- Oct 22 at 8:32am