

Quick Content Migration Guide from Previously Offered Canvas Courses and Canvas Sandboxes to Official Canvas Courses

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Copying Content from a Previously Offered Canvas Course into Your New Semester's Official Course

Part A: Reset

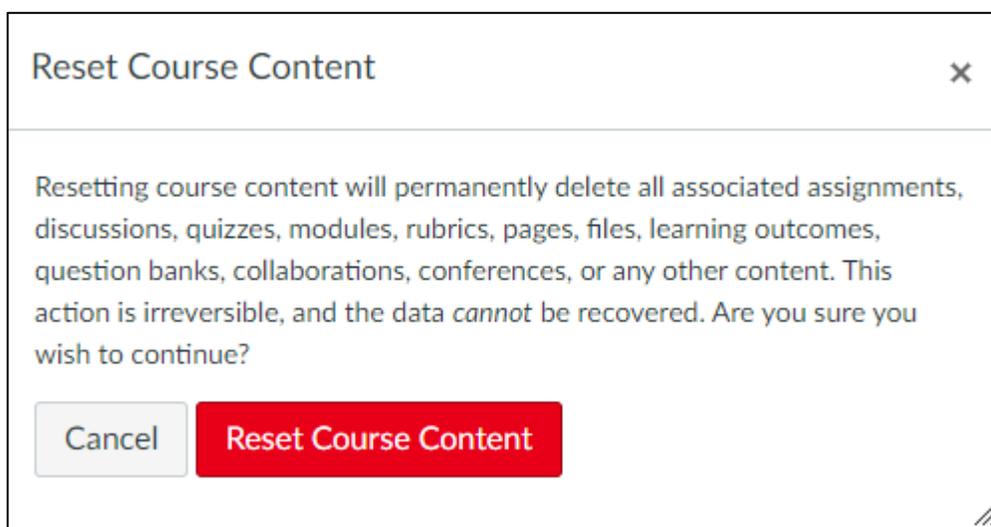
Resetting your new semester's Official Course before importing previous content will prevent your course from containing duplicate template elements.

Begin the Reset in the *destination* course (the new semester's Official Course). **IMPORTANT: DO NOT Reset your previously offered Course. Doing so would delete all work—yours and your students'.**

1. Go to your new semester's official course in Canvas. Click on the **Settings** in the course menu.
2. Click the button on the right side that says **Reset Course Content**.

 Reset Course Content

3. A dialog box appears. Choose **Reset Course Content**.



4. Once the course is Reset, proceed to Part B.

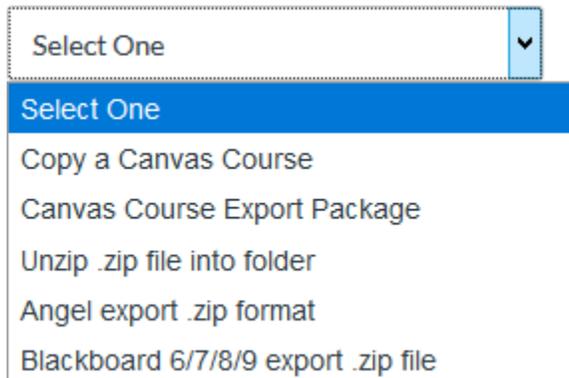
Part B: Import

Begin the Import in the *destination* course (the new semester's Official Course).

1. Go to your new semester's official course in Canvas. Click on the **Settings** in the course menu.
2. Click the button on the right side that says **Import Course Content**.

 Import Course Content

3. On the ensuing page, pull down the drop-down menu and select **Copy a Canvas Course**.



A screenshot of a dropdown menu. The menu is open, showing a list of options. The top option, 'Select One', is highlighted in blue. Below it are the following options: 'Copy a Canvas Course', 'Canvas Course Export Package', 'Unzip .zip file into folder', 'Angel export .zip format', and 'Blackboard 6/7/8/9 export .zip file'. The dropdown arrow is visible on the right side of the menu.

4. Once the selection is made, you will see the following:

Import Content

Content Type

Search for a course

Include completed courses

Content All content
 Select specific content

Options Adjust events and due dates

5. Type the name of your previously offered Course into the **Search for a Course** box. This will pull up only your courses. You may also search by course ID, with underscores between each part, e.g. ENG_1010_001. Once you begin typing, it will display a list of courses that fit your search criteria. Select the origin course for the copy from this list.
6. Under **Content**, select **All Content**. However, if you know you're only going to want to import some of your Canvas content, you can choose **Select Specific Content**. If you choose this option, you will be able to revisit this page after the copy is complete to select what it brings into the course. If you choose **All Content**, you do not need to revisit this page (except to find out if there were any issues with the copy).
7. Use the **Adjust events and due dates** option if desired. This will automatically change dates within the course, e.g. assignment due dates, to the corresponding date in the new semester. For example, if an assignment was due on the third Wednesday of the fall semester, this function will automatically set it to be due on the third Wednesday in the spring semester. For best results, set the beginning dates of each semester to the same day of the week.
8. Click **Import**.

Copying Content from a Sandbox Course into Your New Semester's Official Course

Part A: Reset

Resetting your Official Course before importing previous content will prevent your course from containing duplicate template elements.

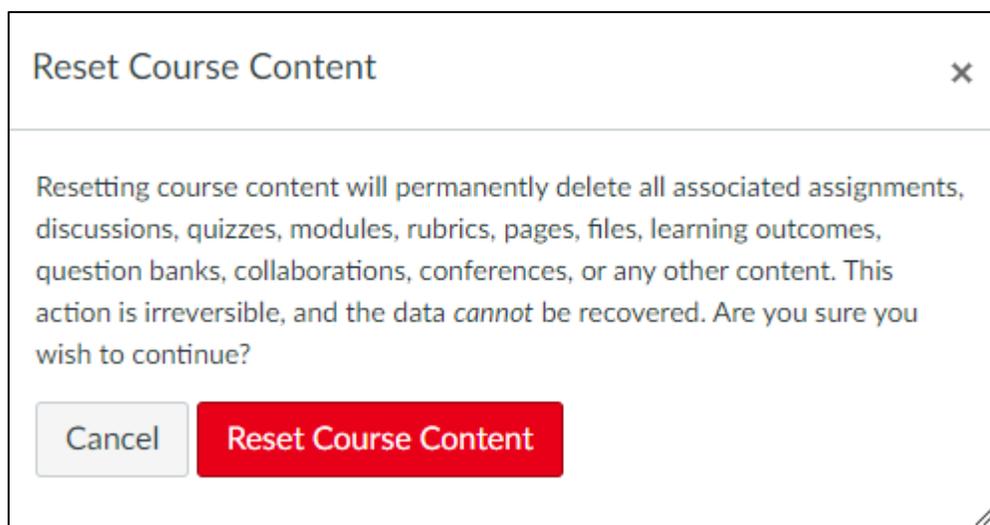
If your Sandbox Course contains a copy of the MU course template (8 or 16-week version), continue with Part A. If your Sandbox Course does not contain a copy of the MU course template, skip Part A and go to Part B.

Begin the Reset in the *destination* course (the Official Course). **IMPORTANT: DO NOT Reset your Sandbox Course. Doing so would delete all your work.**

1. Go to your official course in Canvas. Click on the **Settings** in the course menu.
2. Click the button on the right side that says **Reset Course Content**.

 Reset Course Content

3. A dialog box appears. Choose **Reset Course Content**.



4. Once the course is Reset, proceed to Part B.

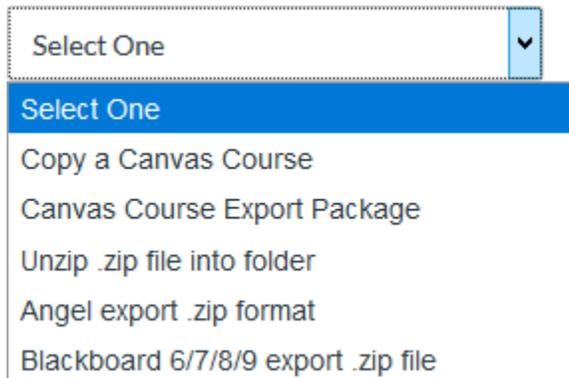
Part B: Import

Begin the Import in the *destination* course (the Official Course).

1. Go to your official course in Canvas. Click on the **Settings** in the course menu.
2. Click the button on the right side that says **Import Course Content**.

 Import Course Content

3. On the ensuing page, pull down the drop-down menu and select **Copy a Canvas Course**.



A screenshot of a dropdown menu. The menu is open, showing a list of options. The top option, 'Select One', is highlighted in blue. Below it are the following options: 'Copy a Canvas Course', 'Canvas Course Export Package', 'Unzip .zip file into folder', 'Angel export .zip format', and 'Blackboard 6/7/8/9 export .zip file'. The dropdown arrow is visible on the right side of the menu.

4. Once the selection is made, you will see the following:

Import Content

Content Type

Copy a Canvas Course

Search for a course

Course name

Include completed courses

Content

All content

Select specific content

Options

Adjust events and due dates

Cancel

Import

5. Type the name of your previously offered Course into the **Search for a Course** box. This will pull up only your courses. You may also search by course ID, with underscores between each part, e.g. ENG_1010_001. Once you begin typing, it will display a list of courses that fit your search criteria. Select the origin course for the copy from this list.
6. Under **Content**, select **All Content**. However, if you know you're only going to want to import some of your Canvas content, you can choose **Select Specific Content**. If you choose this option, you will be able to revisit this page after the copy is complete to select what it brings into the course. If you choose **All Content**, you do not need to revisit this page (except to find out if there were any issues with the copy).
7. Use the **Adjust events and due dates** option if desired. This will automatically change dates within the course, e.g. assignment due dates, to the corresponding date in the new semester. For example, if an assignment was due on the third Wednesday of the fall semester, this function will automatically set it to be due on the third Wednesday in the spring semester. For best results, set the beginning dates of each semester to the same day of the week.
8. Click **Import**.