

Copy Individual Items from One Course to Another



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Do you need to get an item or two from one Canvas shell to another? You do not need to copy the whole course to get items you may need.

1. Go to the course “**Settings**” of the course you’d like to get the material into.
2. On the right hand menu, select “**Import Course Content**”.
3. Make sure to select “**Copy a Canvas Course**”, Check the box “**Include Completed Courses**”, and check the box “**Select Specific Content**”.
4. Click the “**Import**” button.
5. Shortly after you import, you will see a “**Select Content**” button appear below. Click it to select the content you’d like to copy over.
6. You can expand each area by clicking the arrow beside the content header. You can import individual items by checking the box beside each item.

If you have any questions about how to do this, please reach out to DE Support.

(661) 763-7894 or (661) 763-7917



Distance Education

Going the Distance for our students!

The screenshot shows the Canvas LMS interface. At the top, there is a 'Settings' button. Below it is a button labeled 'Import Course Content'. The main section is titled 'Import Content'. It has a 'Content Type' dropdown menu set to 'Copy a Canvas Course'. Below that is a search box containing 'First Friday Trainings'. There are three checkboxes: 'Include completed courses' (checked), 'All content' (unchecked), and 'Select specific content' (checked). There is also an 'Options' section with 'Adjust events and due dates' (unchecked). At the bottom of this section are 'Cancel' and 'Import' buttons. Below the 'Import Content' section is a 'Waiting for Selection' button and a 'Select Content' button. The 'Select Content' section shows a list of content items under the heading 'Modules (11)'. The items are: 'Questions and Suggestions', 'Distance Education Resources', 'Course Settings Help', 'Home Page Help' (which has a red 'x' next to it), 'Course Modules', 'Content Pages, Did You Know?', and 'Course Settings Help'. At the bottom of the 'Select Content' section is a button labeled 'Assignments (11)'.