Copy Course Content in Canvas

Why? To Save Time!

Once you build a course, you'll want to save time by copying content instead of starting from scratch.

How? Three Methods

❶ **Copy To**: Send a single piece of your course to a different course.

❷ **Import Course Content – Select Content**: Pull pieces of your course into a different course.

❸ **Import Course Content – All Content**: Pull an entire course into a different course.

Common Questions

When are academic courses available in Canvas? Courses are created from info in Banner approximately 60 days before the fall, spring, and summer terms. Estimated dates for each term:

Fall - 3rd week of June | Spring - 2nd week of Nov | Summer - 2nd week of March

What if I can't find the course I'm teaching? If the course is not on your Dashboard or in your All Courses list, you need to be added as the instructor of the course in Banner. Your school will have a Banner contact who handles assigning faculty and Canvas will automatically update every few hours each day as they make corrections in Banner.

Why is my previous course no longer on my Dashboard? After the course end date passes, the course moves to past enrollments found at the bottom of your All Courses list unless you manually ensure the course is stuck by clicking the **orange star icon (⭐)** in your All Courses list before the end date passes.

How do I tell the difference between courses? Your Dashboard tiles show the course name, course ID, and term the course was taught. Look for Fall 2022.

What do I do with the Blueprint information that is in my academic course? The Blueprint items are there to help you ensure your course has some foundation features for all UIW students. Once you've built these pieces the first time, you'll do a few clean up steps to manage it moving forward. Refer to our UIW Canvas Blueprint Component Guide for complete details.

Related Instruction Videos

Watch a video demonstration of the method that will work best for you:

Canvas Copy To — Send a single piece of your course to a different course!

Canvas Copy Select — Pull pieces of your course into a different course!

Canvas Copy All Content — Pull an entire course into a different course!