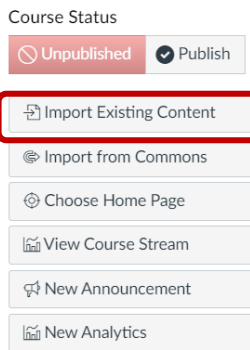


Copy an Archived Course to your Fall, 2021 Canvas Shell

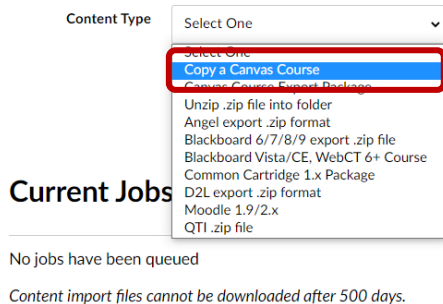


1. Go to the *Dashboard* and open the **Fall Course** where the imported content will land



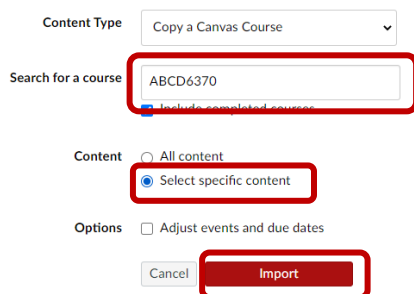
2. Click **Import Existing Content**

Import Content



3. Click the **dropdown list** under *Import Content* and choose **Copy a Canvas Course**

Import Content

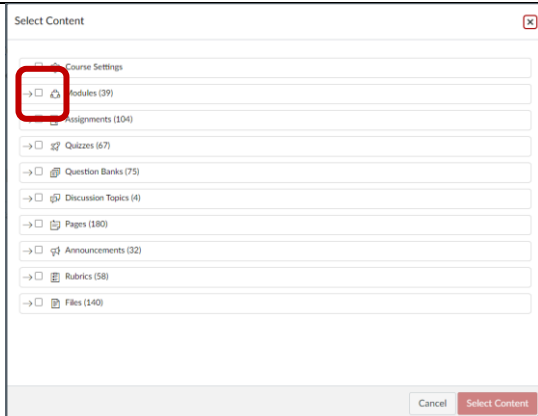


4. Under *Search for a Course*, type in the **course name** or **course ID** of the course being imported
5. Under *Content*, click **Select Specific Content DO NOT SKIP THIS STEP!**
6. Click **Import**

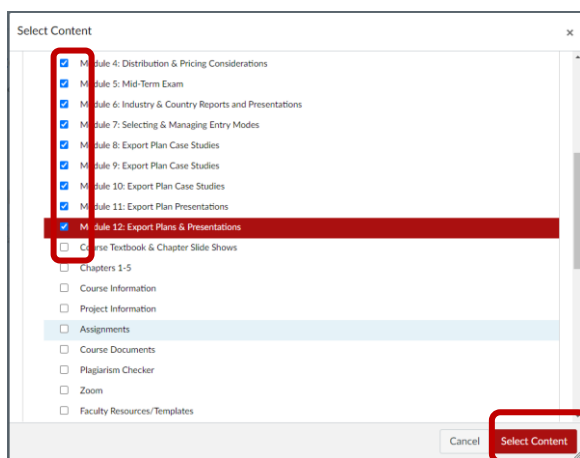
Waiting for Selection

Select Content

7. When the import is complete, Click **Select Content**



8. Click the **arrow** next teach content area to open it



9. Choose the content you want to keep in your course by clicking the **checkbox** next to each content item. Selected Content will be noted by a **checkbox**

10. *Review and select* content in **Modules, Quizzes, Discussion Topics, and Announcements**

11. Select **ALL** of the **Files**



12. **DO NOT** select **Assignments, Rubrics** or **Pages**

13. Click **Select Content**

14. When completed, the *Running* icon will show as **Complete**

15. You are now ready to review and edit your course

Best Practices

- Be sure to review and delete any files that you will not use in the upcoming before importing them.
- Select and import **ALL** of your files.
- If copying a Blackboard Course Archive, *Rubrics, Assignments, and Pages* should **NOT** be imported to Canvas.
- Most course content will not be published. Click the  icon and it will turn into the checkmark  icon.
- Content will be placed in an Assignment Group called Imported Content. Be sure to change the Assignment Groups to the appropriate categories, i.e. Quizzes, Assignments, and so on.