Canvas course copy

In this manual, you will learn how to copy the content from an old Canvas course to a newly created course.
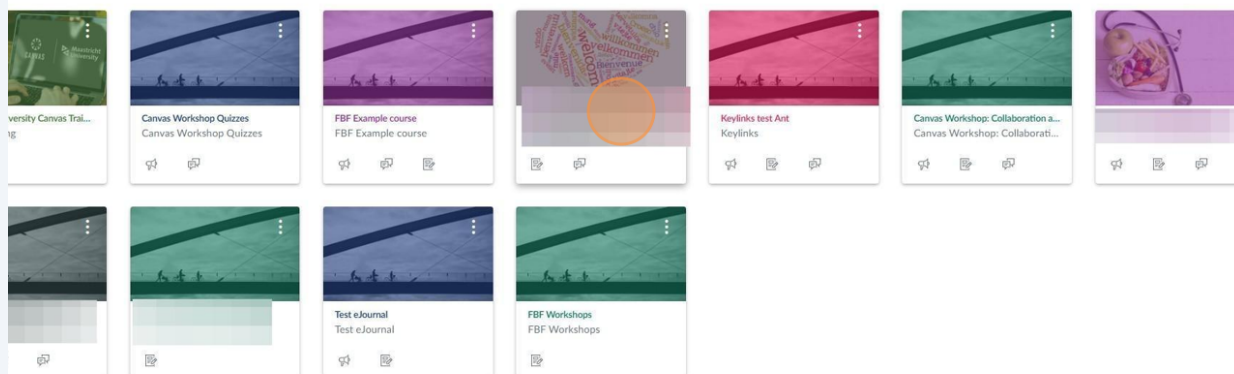
ⓘ Before copying a course, you must delete the template in the new course to prevent duplicates. However, the pages 'Overview' and 'For teachers only' should not be removed, as they may contain new information
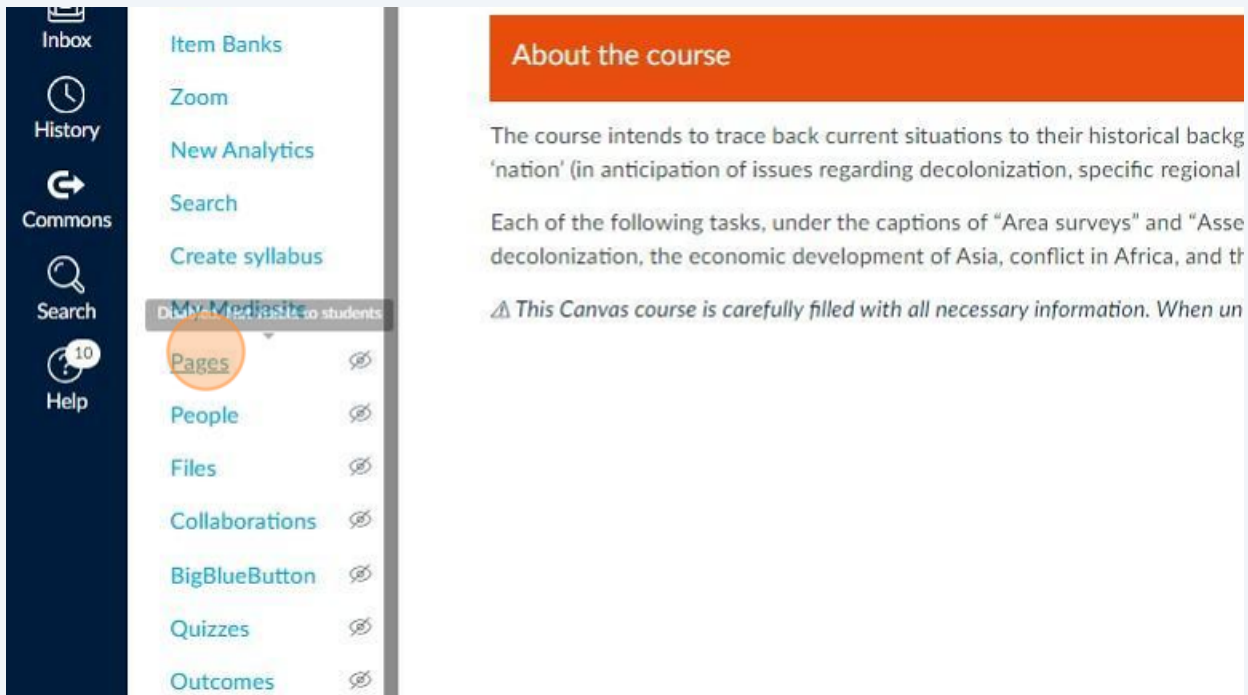
1   Open the NEW course in Canvas
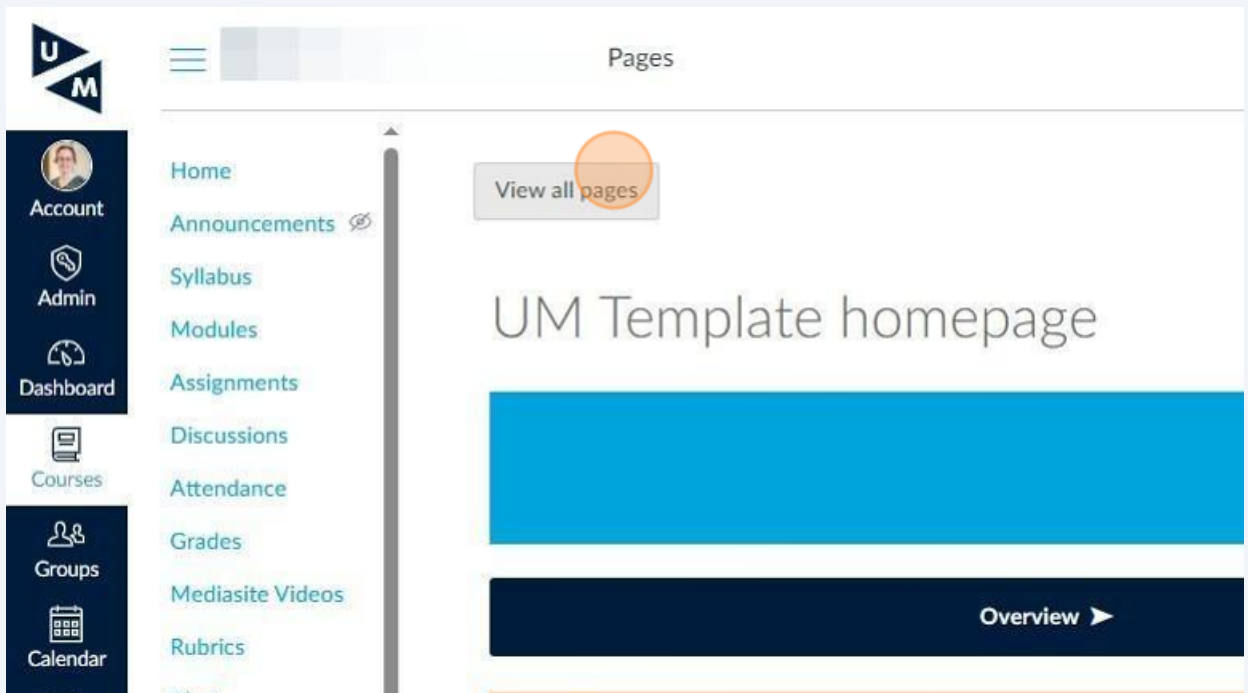
2 Click "Pages"

3 Click "View all pages"

4 Select the pages you want to remove. In order to remove the front page click on the three dots after UM - template page.

	Creation date	Last edit		
	4 Sep 2023		⊘	⋮
	6 Sep 2023		✓	⋮
	9 Apr 2024		✓	⋮
	4 Sep 2023		✓	⋮
	29 Sep 2023		✓	⋮
	4 Sep 2023		✓	⋮
	6 Sep 2023		✓	⋮

5 Click "Remove as Front page"

- ✏️ Edit
- 🗑️ Delete
- 🔖 **Remove as Front page**
- 📄 Duplicate
- 👤 Send to...
- 📑 Copy to...
- 🌐 Share to Commons

6 Select the pages you want to remove.

Dashboard	Assignments
Courses	Discussions
	Attendance
Groups	Grades
	Mediasite Videos
Calendar	Rubrics
	Chat
Inbox	Item Banks
History	Zoom
	New Analytics
Commons	Search
	Create syllabus
Search	My Mediasite

☐ Informatie over topic 1

☐ No submission assignment

☐ Overview

☐ Similarity report in Turnitin

☐ UM Template homepage

☐ Welkom

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7 Delete all selected pages.

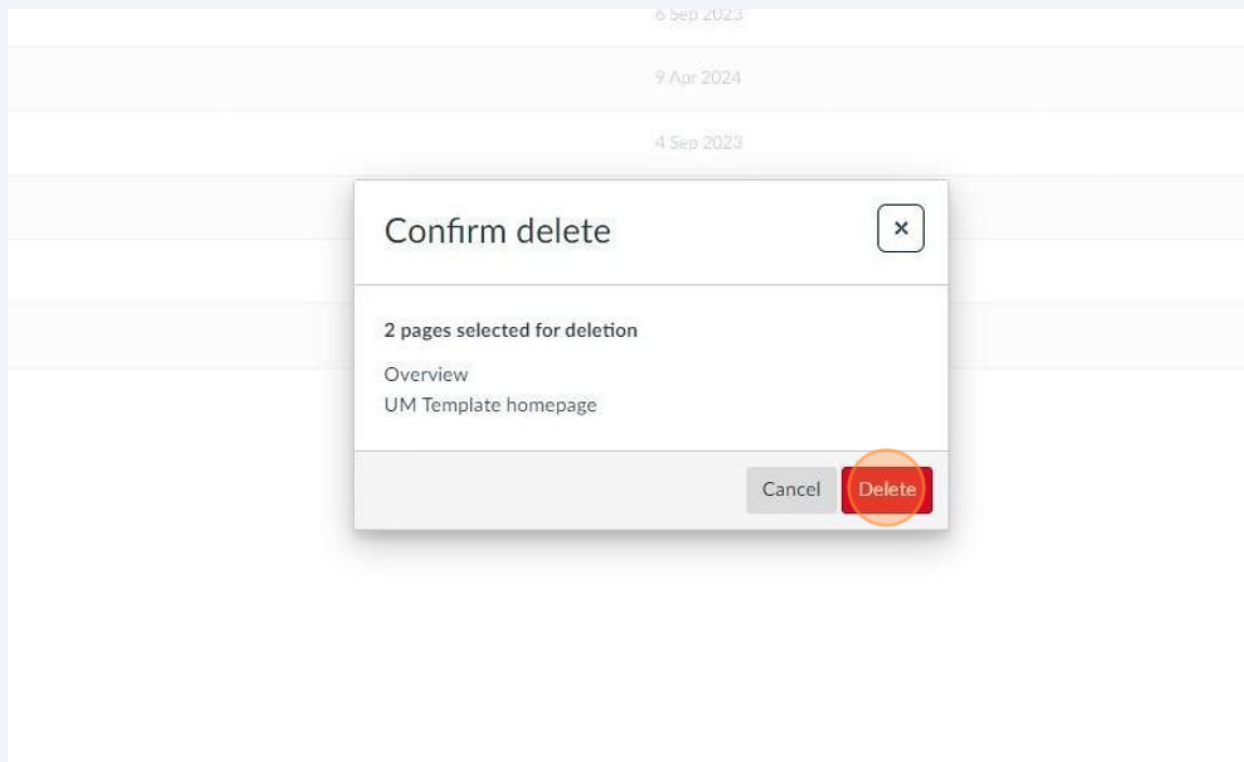Search this course 🔍

🗑 + Page ⋮

⊘ ⋮

✓ ⋮

✓ ⋮

✓ ⋮

✓ ⋮

8 Click the Delete to confirm.

6 Sep 2023

9 Apr 2024

4 Sep 2023

Confirm delete

2 pages selected for deletion

Overview
UM Template homepage

Cancel   Delete

9 Go to Modules.

Pages

Home

Announcements

Syllabus

Modules

Assignments

Discussions

Attendance

Grades

Mediasite Videos

Rubrics

	Page title ▲
☐	For teachers only
☐	Informatie over topic 1
☐	No submission assignment
☑	Overview
☐	Similarity report in Turnitin
☑	UM Template homepage

Account

Admin

Dashboard

Courses

Groups

Calendar

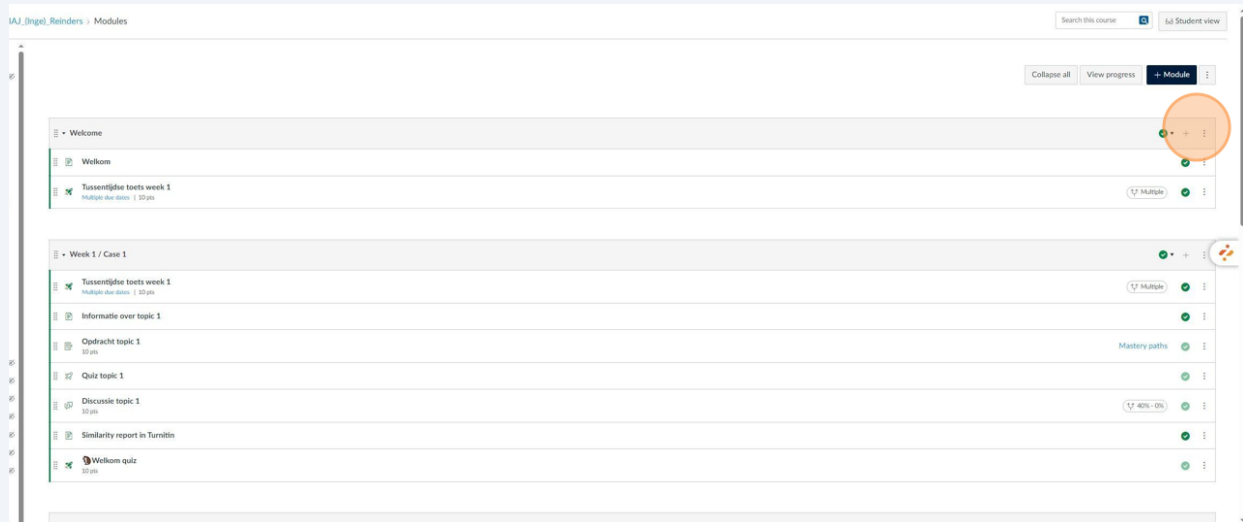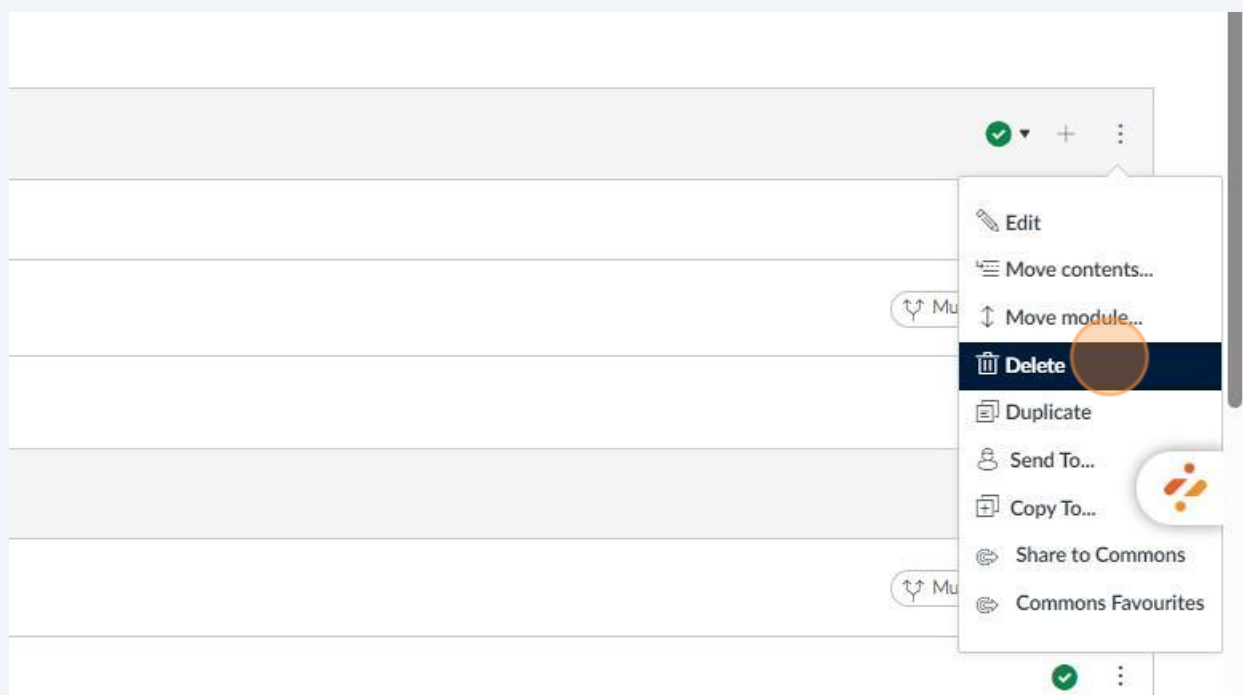**10** Delete all modules except for teachers only. To delete a module click on the three dots.
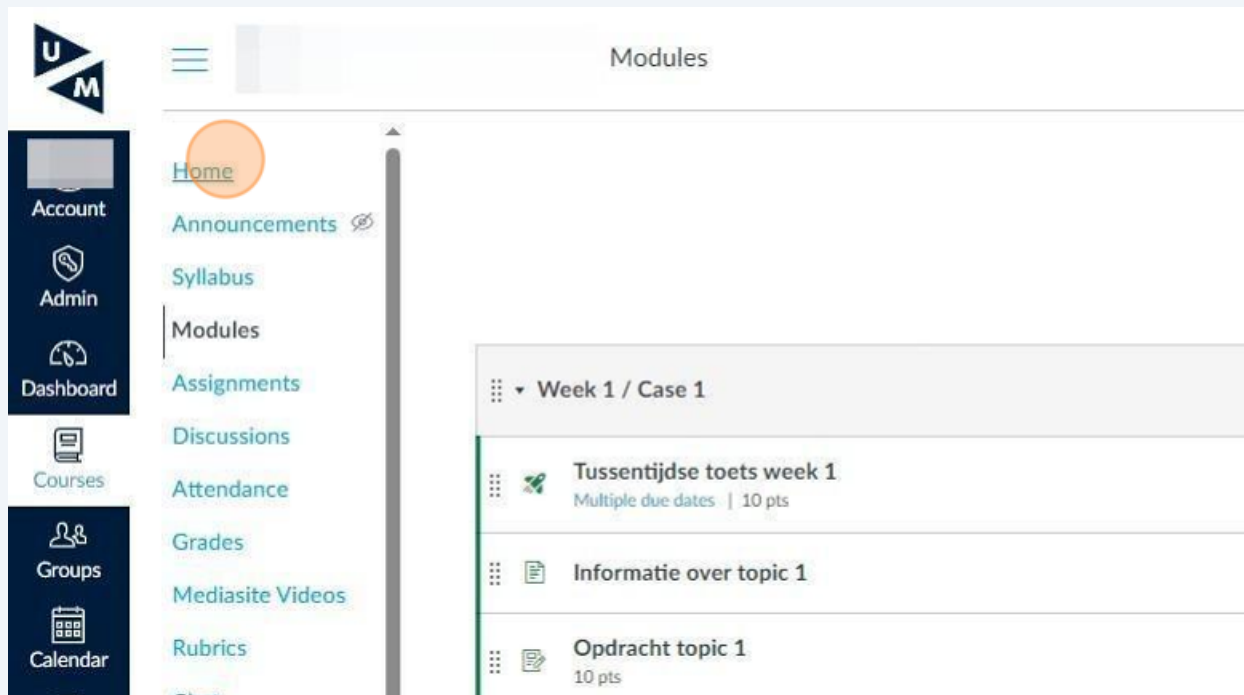
11 Click "Delete"
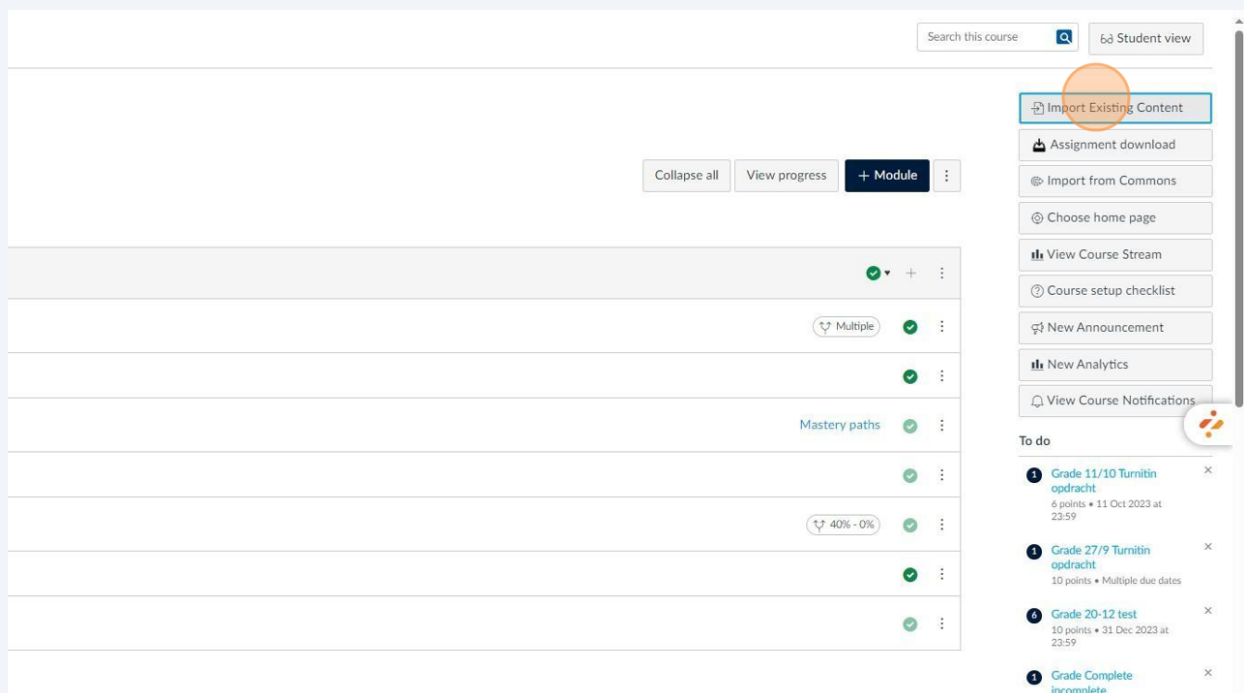
(i) Now you can copy (parts of) your old course to this new course.

12 Click "Home"

13 Click "Import Existing Content"

14 Select "Copy a Canvas course" for Content type.

J_(Inge)_Reinders

Import content

Content type   Select one   ⌄

Current jobs

Course copy   Maastricht University...   9 Apr at 14:32   Comp

15 Search for the course you want to copy.

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

Importing the same course content more than once will

16 Select the course you want to copy.

Import content

Content type | Copy a Canvas course ⌄

Search for a course | example course av

Example course AV
Default term

Content | ○ All content
○ Select specific content

Options | ☐ Adjust events and due dates

⚠ Importing the same course content more than once will overwrite any existing content in the course.

17 Click "Select specific content".

Import content

Content type | Copy a Canvas course ⌄

Search for a course | Example course AV
☑ Include completed courses

Content | ○ All content
○ Select specific content

Options | ☐ Adjust events and due dates

⚠ Importing the same course content more than once will overwrite any existing content in the course.

Cancel | Import

18 Click Import.

Content ○ All content
⊙ Select specific content

Options ☐ Adjust events and due dates

> **!** Importing the same course content more than once will overwrite any existing content in the course.

Cancel   Import

Current jobs

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19 Click "Select content"

23 Apr at 16:11	Waiting for selection	Select content
9 Apr at 14:32	Completed	
18 Jan at 15:53	Completed	
5 Dec 2023 at 14:51	Completed	
23 Nov 2023 at	Completed	

20 Now you can select which parts of the content of your old course you want to copy to your new course. You can either copy all items of one type
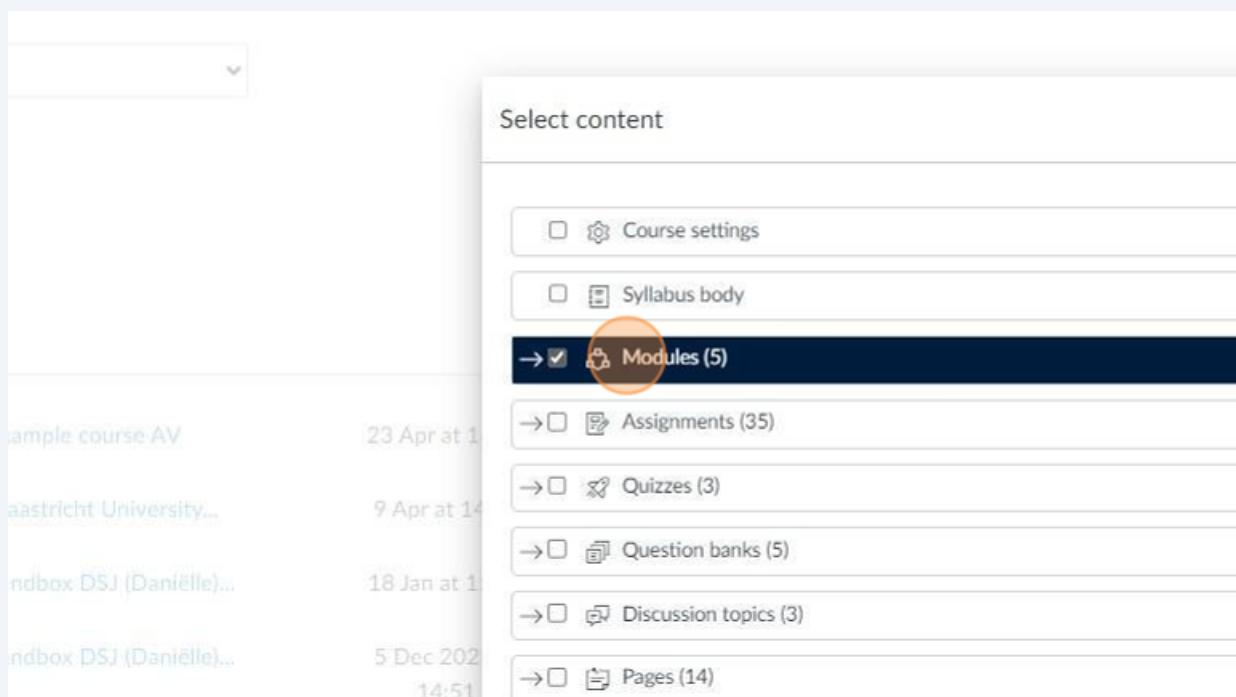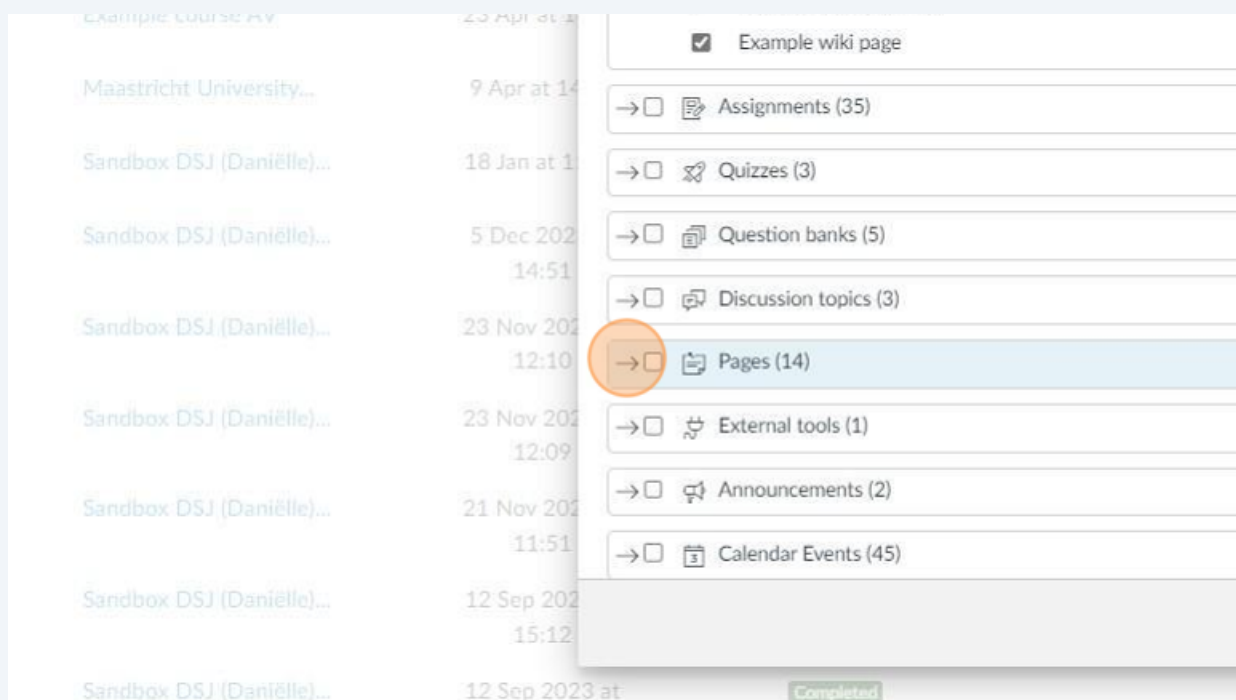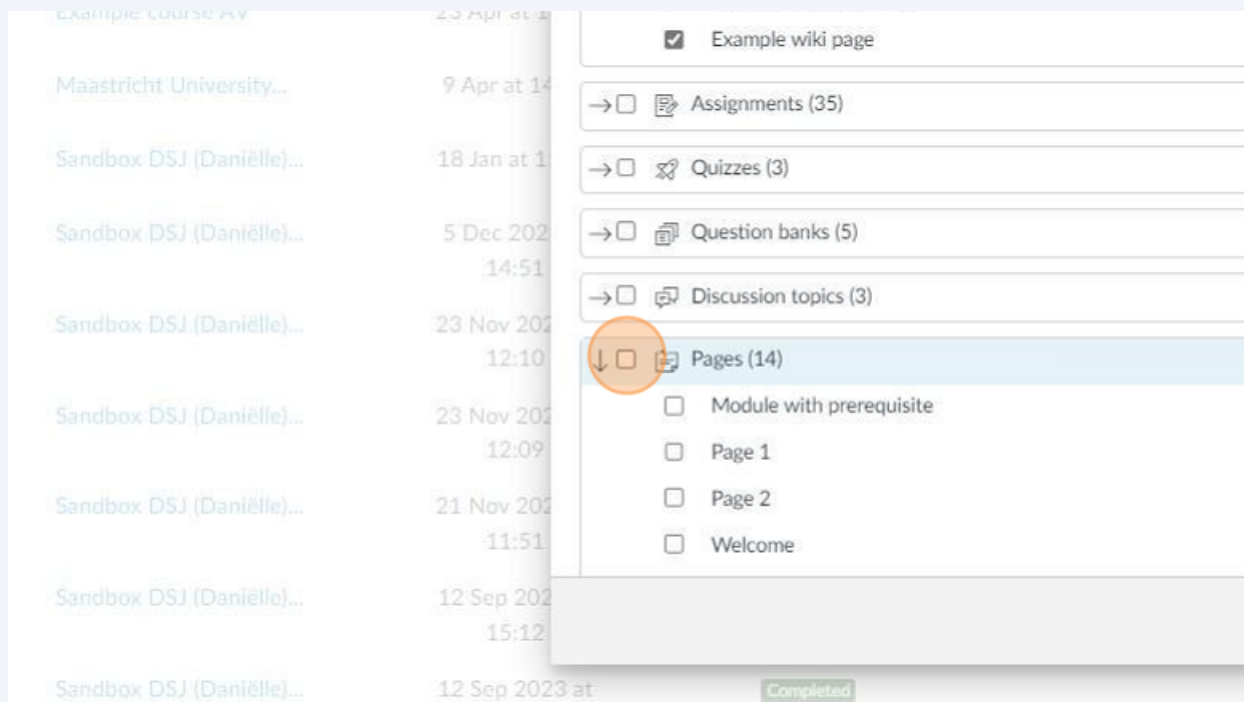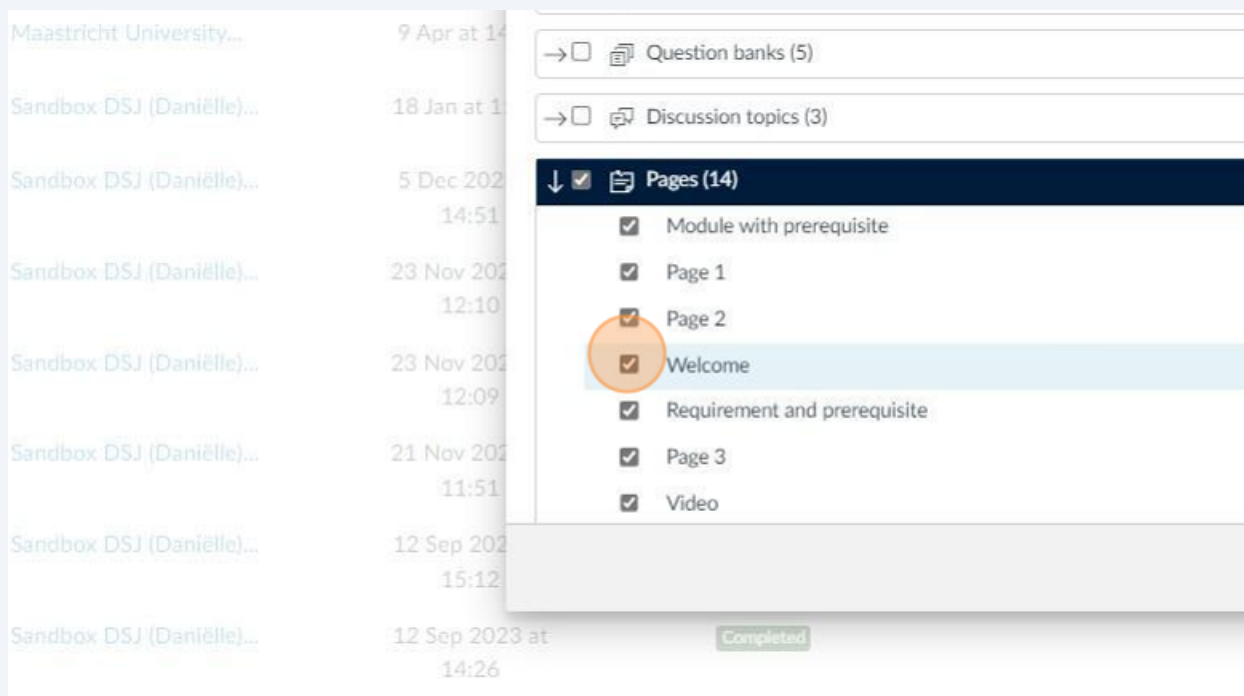
Select content

- ☐ ⚙ Course settings
- ☐ 🗒 Syllabus body
- → ☑ 🔗 Modules (5)
- → ☐ 📝 Assignments (35)
- → ☐ 🚀 Quizzes (3)
- → ☐ 📑 Question banks (5)
- → ☐ 🗨 Discussion topics (3)
- → ☐ 🗒 Pages (14)

ample course AV   23 Apr at 1
aastricht University...   9 Apr at 14
ndbox DSJ (Daniëlle)... 18 Jan at 1
ndbox DSJ (Daniëlle)...   5 Dec 202
                          14:51

21 or selected items only. Click on the arrow to open up a list of items of a type.

- ☑ Example wiki page
- → ☐ 📝 Assignments (35)
- → ☐ 🚀 Quizzes (3)
- → ☐ 📑 Question banks (5)
- → ☐ 🗨 Discussion topics (3)
- → ☐ 🗒 Pages (14)
- → ☐ 🔧 External tools (1)
- → ☐ 📢 Announcements (2)
- → ☐ 📅 Calendar Events (45)

Example course AV   23 Apr at 1
Maastricht University...   9 Apr at 14
Sandbox DSJ (Daniëlle)... 18 Jan at 1
Sandbox DSJ (Daniëlle)...   5 Dec 202
                            14:51
Sandbox DSJ (Daniëlle)... 23 Nov 202
                            12:10
Sandbox DSJ (Daniëlle)... 23 Nov 202
                            12:09
Sandbox DSJ (Daniëlle)... 21 Nov 202
                            11:51
Sandbox DSJ (Daniëlle)... 12 Sep 202
                            15:12
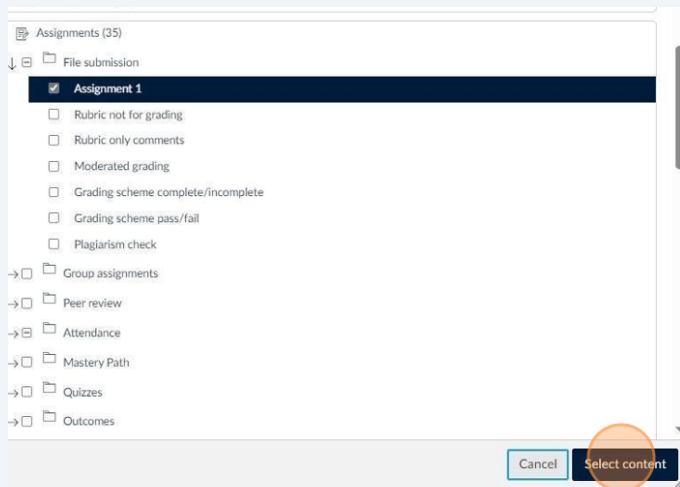Sandbox DSJ (Daniëlle)... 12 Sep 2023 at   Completed

22 First you can select all.

23 Deselect the content you don't want to copy.

24 Click Select content

25 Now your course content will be transferred into this new course.

⚠️ If you copied an assignment with Ouriginal turned on, make sure to change this to Turnitin Originality in the settings of the assignment. For more information about Turnitin: **https://umlib.nl/turnitin**