

# Canvas course copy

In this manual, you will learn how to copy the content from an old Canvas course to a newly created course.

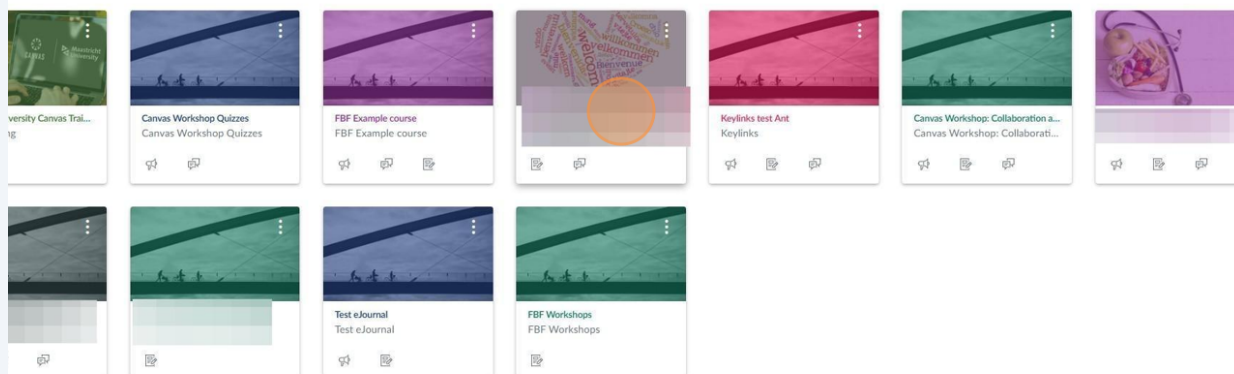


Before copying a course, you must delete the template in the new course to prevent duplicates. However, the pages 'Overview' and 'For teachers only' should not be removed, as they may contain new information

## 1 Open the NEW course in Canvas

ard

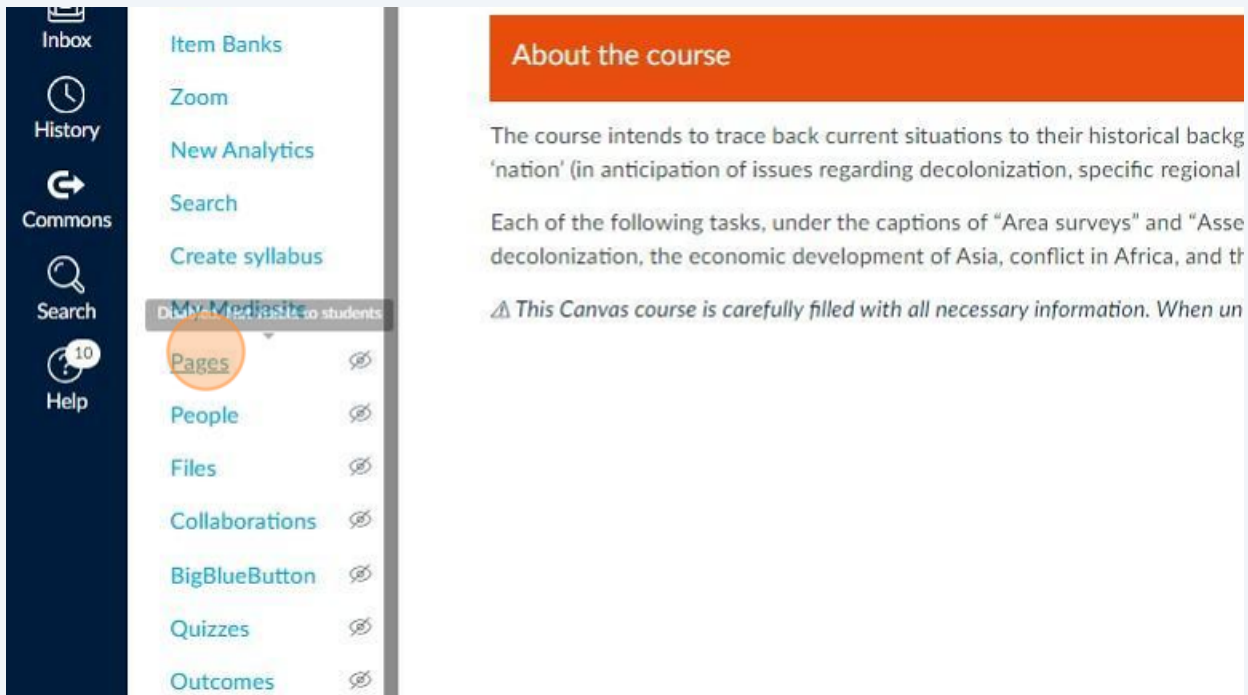
d Courses (11)



hed Courses (1)

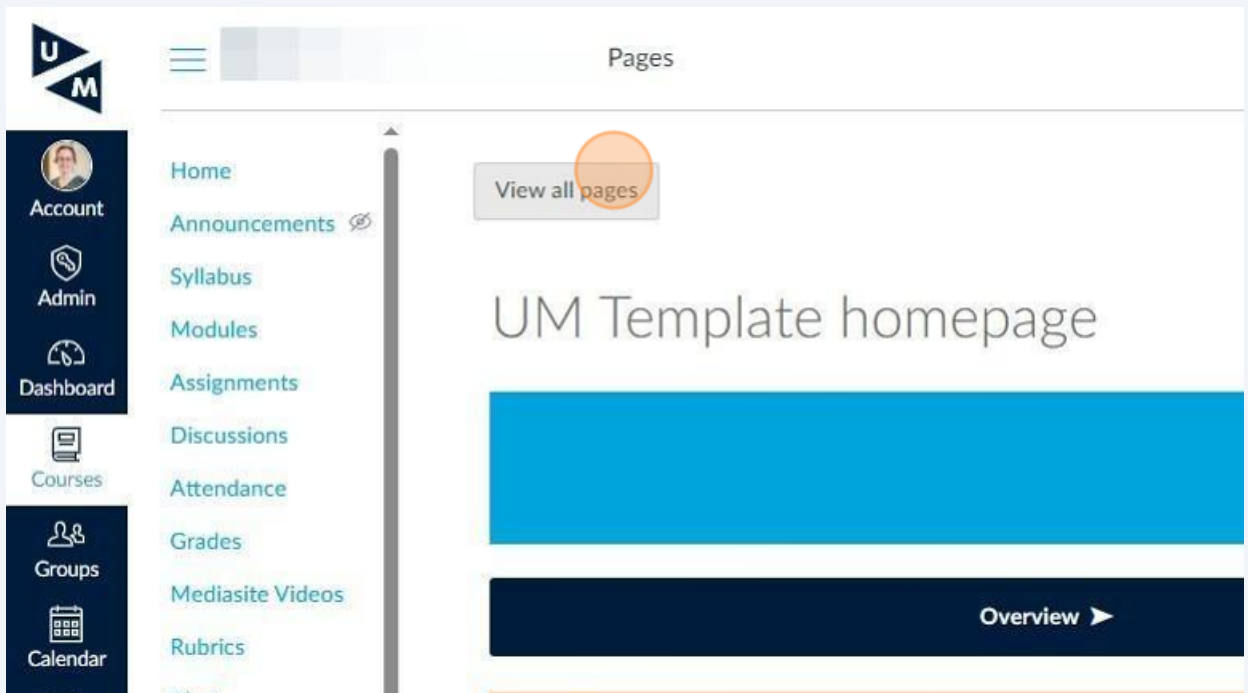


## 2 Click "Pages"



The screenshot shows the Canvas LMS interface. On the left is a dark blue sidebar with icons for Inbox, History, Commons, Search, and Help. To the right of the sidebar is a list of links: Item Banks, Zoom, New Analytics, Search, Create syllabus, My Mediasite, Pages, People, Files, Collaborations, BigBlueButton, Quizzes, and Outcomes. The 'My Mediasite' link is highlighted with a grey bar, and the 'Pages' link is circled in orange. To the right of the links is a section titled 'About the course' with an orange header. Below the header, there is text about the course's intent to trace back current situations to their historical background, followed by a paragraph about tasks under the captions of "Area surveys" and "Assessing decolonization, the economic development of Asia, conflict in Africa, and the role of the United States in the world." The text is partially cut off at the bottom.

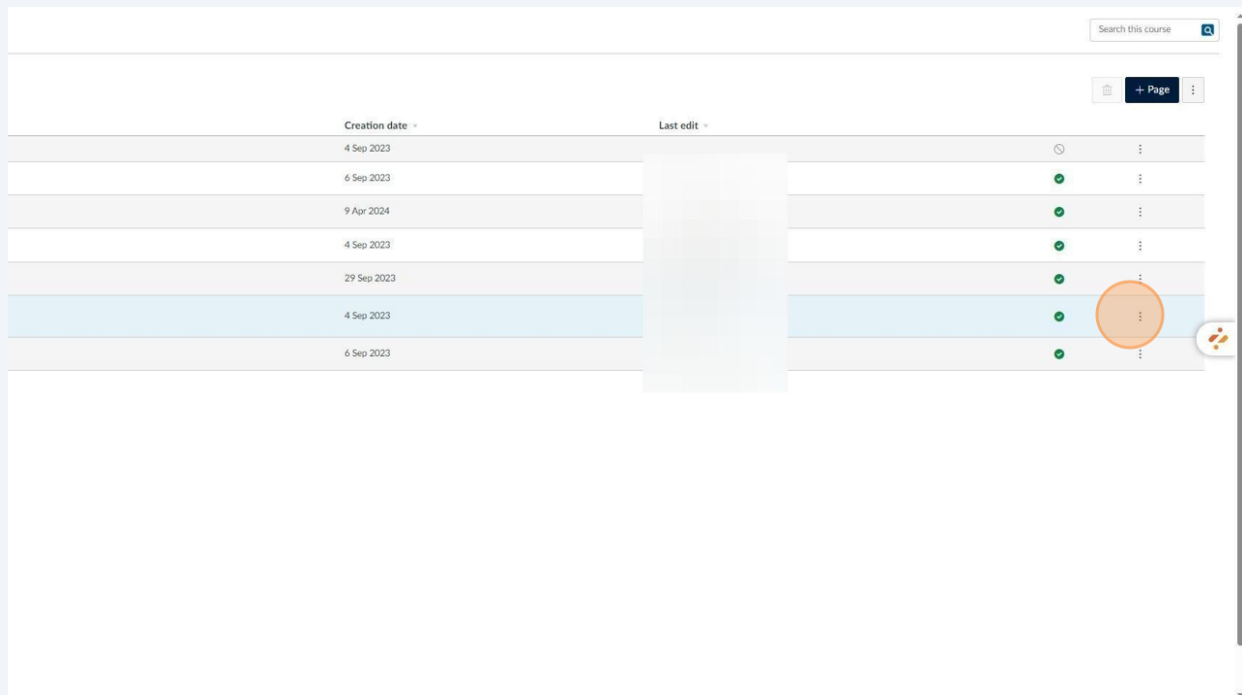
## 3 Click "View all pages"



The screenshot shows the Canvas LMS 'Pages' view. On the left is a dark blue sidebar with icons for Account, Admin, Dashboard, Courses, Groups, and Calendar. To the right of the sidebar is a list of links: Home, Announcements, Syllabus, Modules, Assignments, Discussions, Attendance, Grades, Mediasite Videos, Rubrics, and Outcomes. The 'View all pages' button is highlighted with a grey bar and circled in orange. Below the button is a large blue banner with the text 'UM Template homepage'. At the bottom right of the banner is a dark blue button with the text 'Overview' and a right-pointing arrow.

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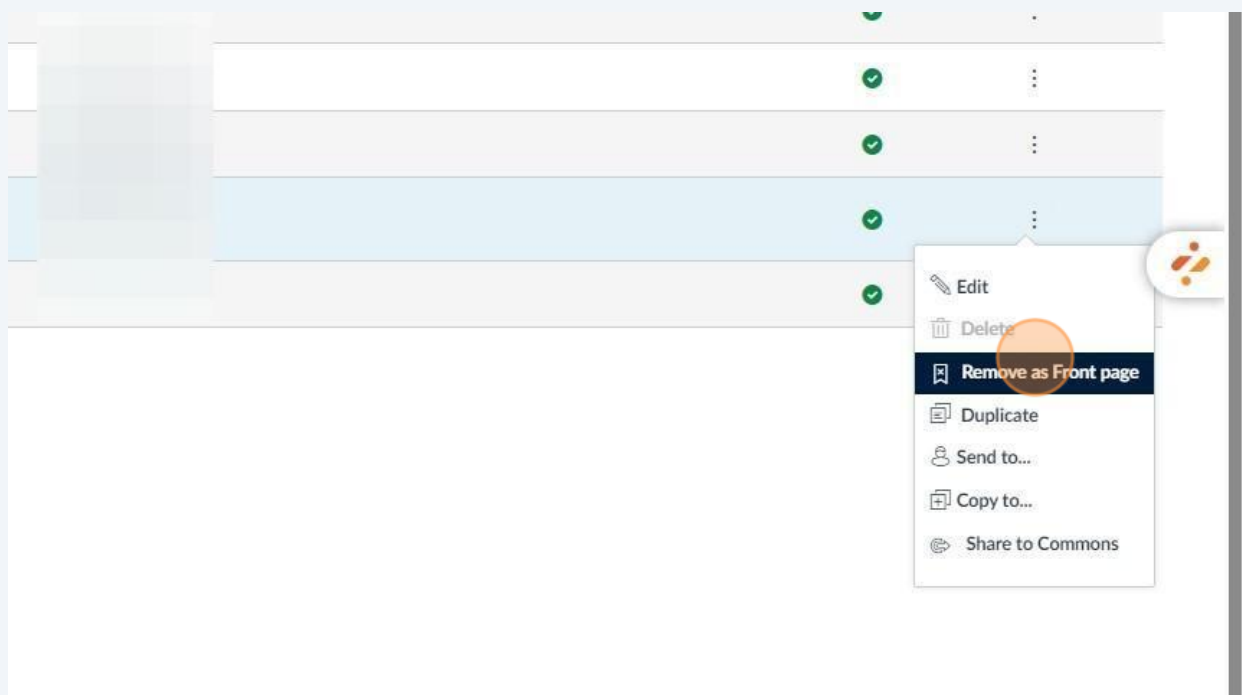
Select the pages you want to remove. In order to remove the front page click on the three dots after UM - template page.



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"



6 Select the pages you want to remove.

The screenshot shows a course management interface. On the left is a dark sidebar with icons and labels for various course management functions: Dashboard, Courses, Groups, Calendar, Inbox, History, Commons, and Search. To the right of the sidebar is a list of course components. The 'UM Template homepage' item is highlighted in light blue, and its selection checkbox is circled in orange. The list of items includes: Informatie over topic 1, No submission assignment, Overview, Similarity report in Turnitin, UM Template homepage, and Welkom.

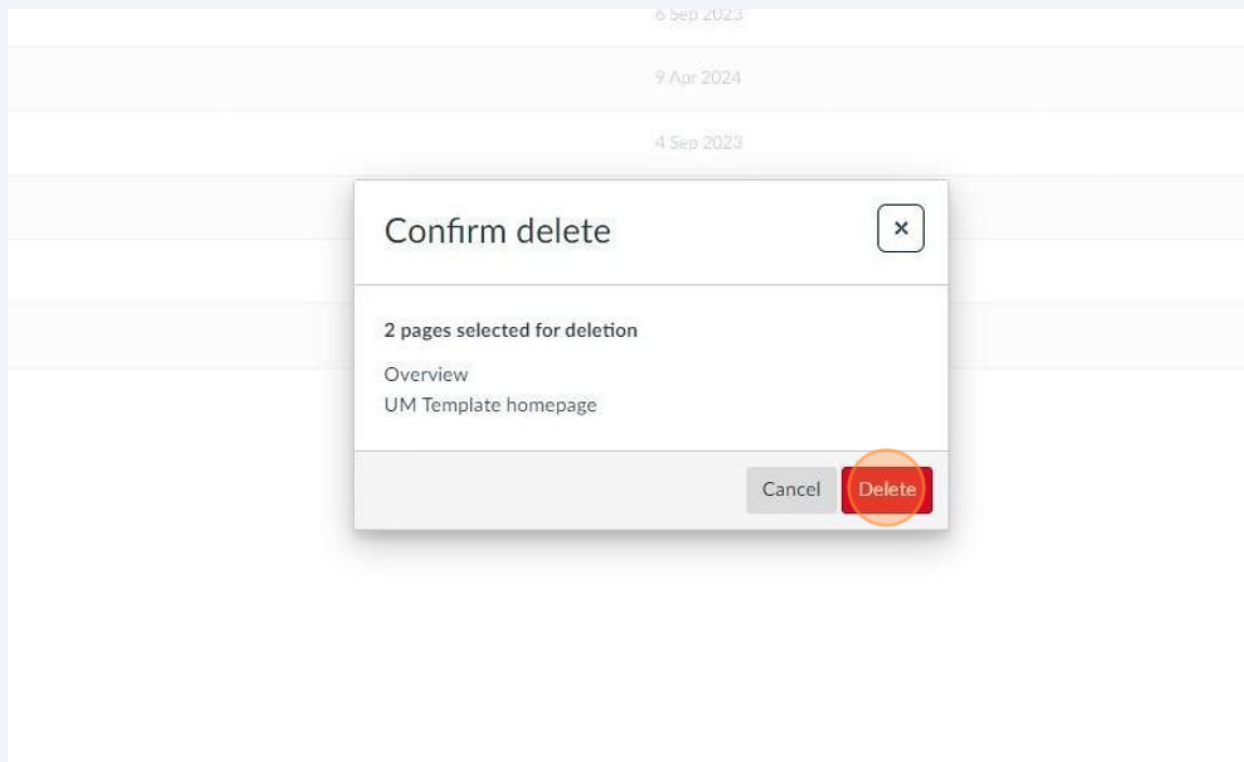
Selection	Page Name
<input type="checkbox"/>	Informatie over topic 1
<input type="checkbox"/>	No submission assignment
<input type="checkbox"/>	Overview
<input type="checkbox"/>	Similarity report in Turnitin
<input checked="" type="checkbox"/>	UM Template homepage
<input type="checkbox"/>	Welkom

7 Delete all selected pages.

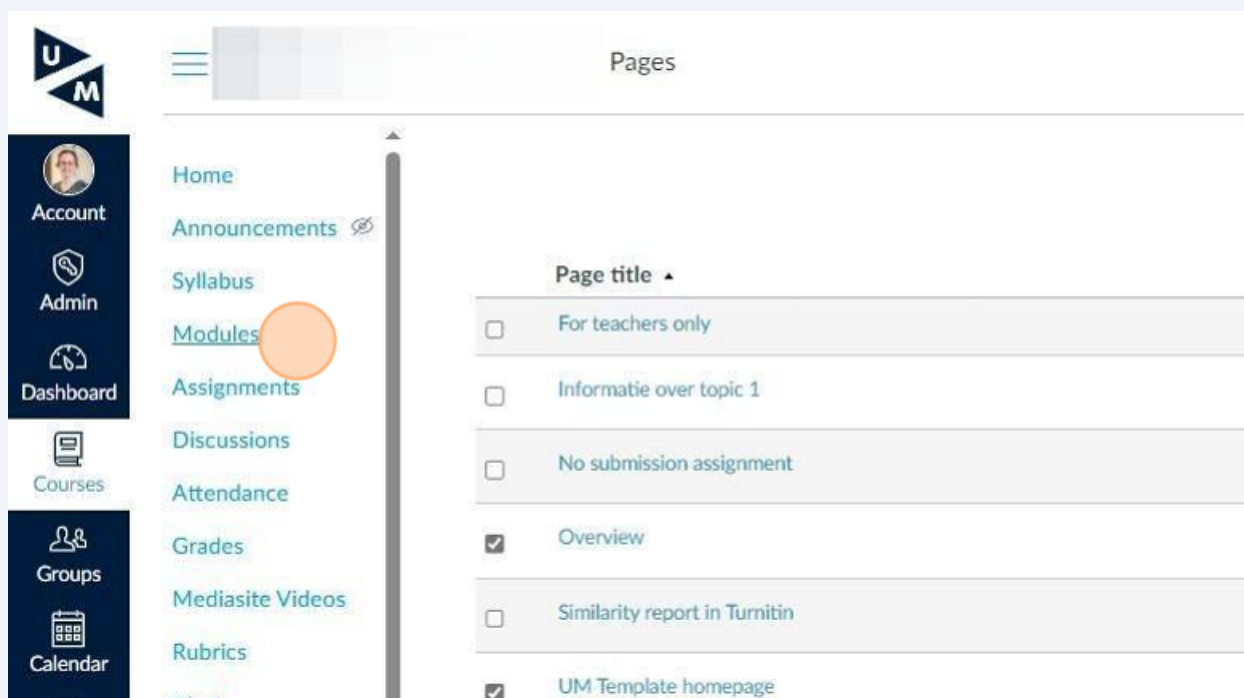
The screenshot shows the same course management interface as in step 6, but now displaying a list of pages. At the top right, there is a search bar labeled 'Search this course'. Below it, a toolbar contains a trash can icon (circled in orange), a '+ Page' button, and a three-dot menu icon. The list of pages below has five rows. The first row has a circle with a diagonal line through it. The remaining four rows each have a green checkmark in the first column and a three-dot menu icon in the second column.

Page Status	Actions
⊘	⋮
✓	⋮
✓	⋮
✓	⋮
✓	⋮

8 Click the Delete to confirm.

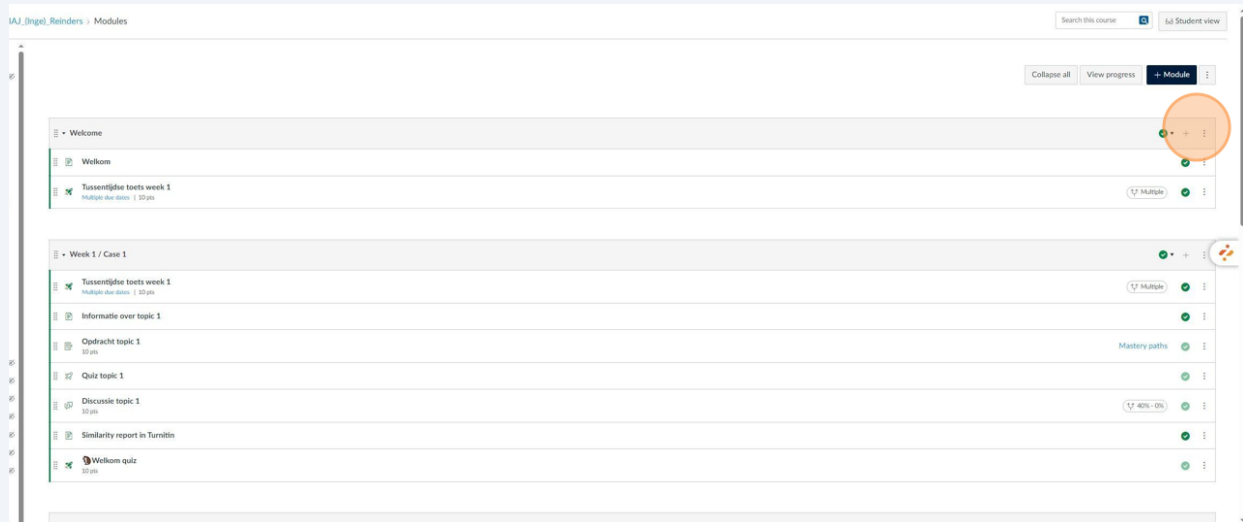


9 Go to Modules.



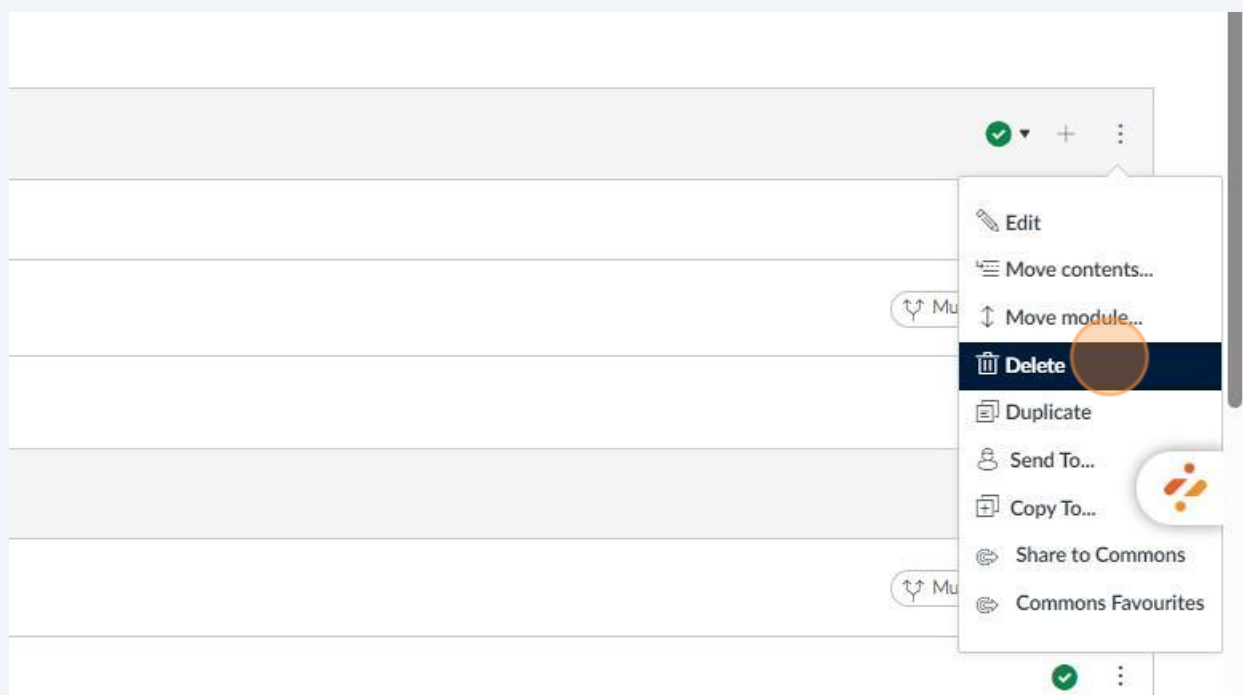
10

Delete all modules except for teachers only. To delete a module click on the three dots.



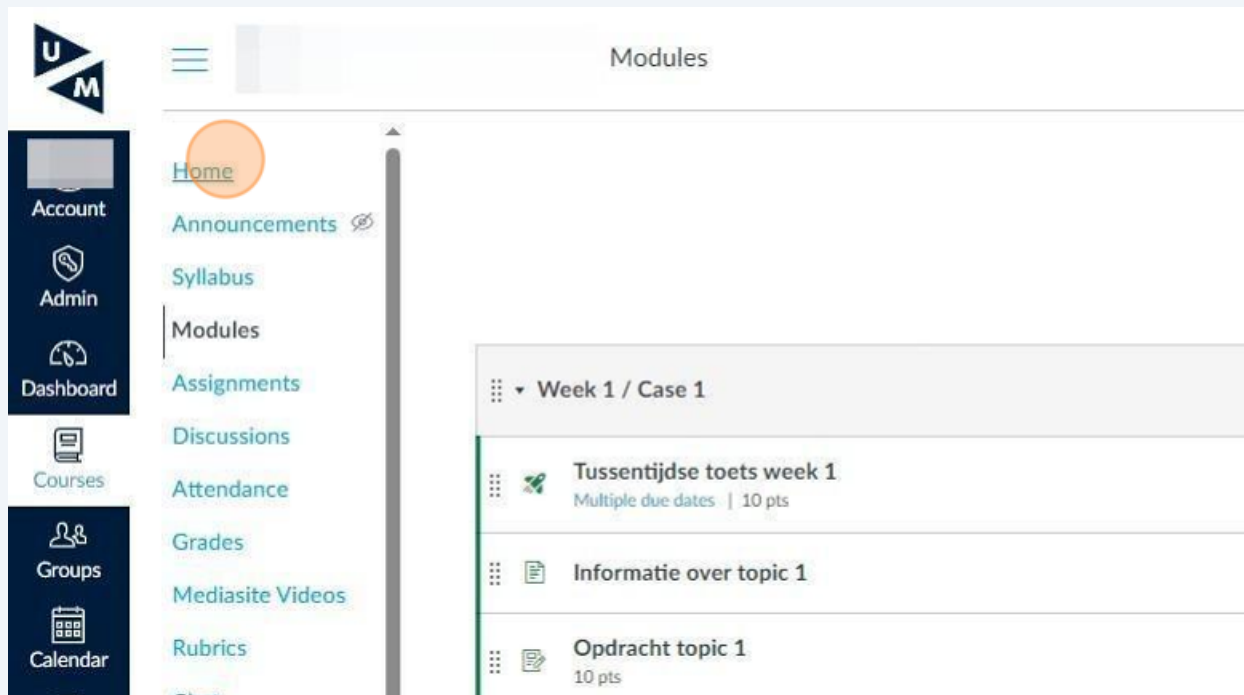
11

Click "Delete"



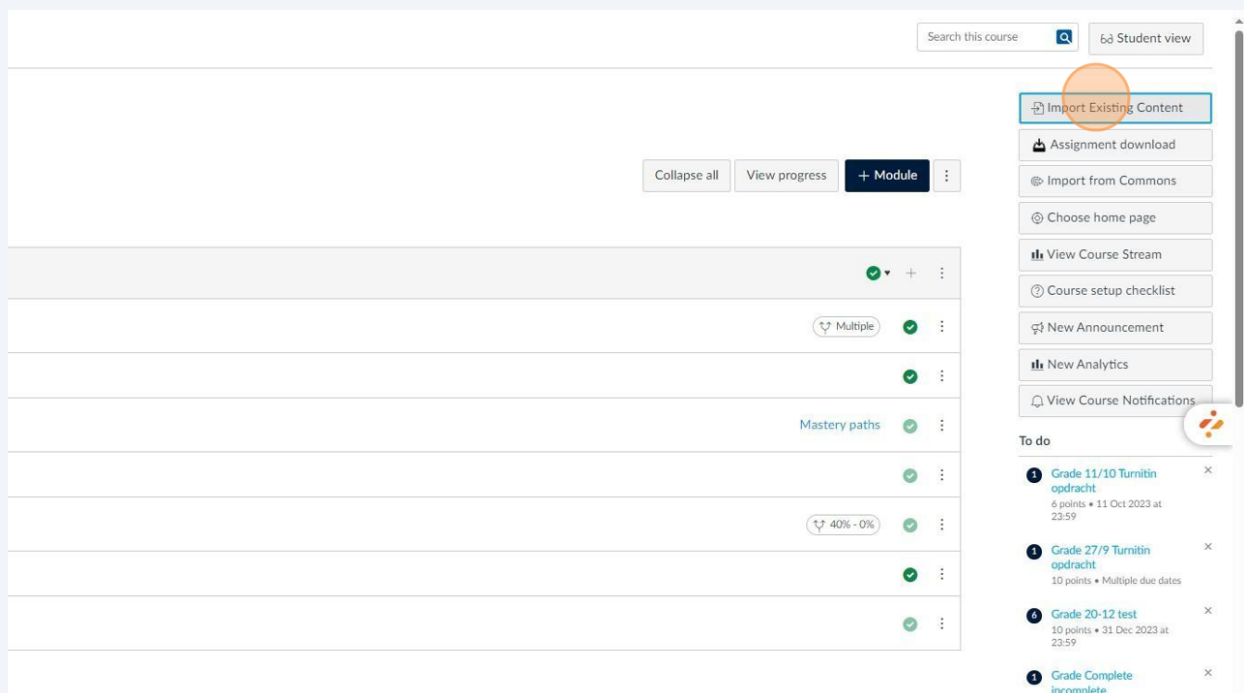
Now you can copy (parts of) your old course to this new course.

## 12 Click "Home"



The screenshot shows the Canvas LMS interface. On the left, a dark blue sidebar contains navigation links: Account, Admin, Dashboard, Courses, Groups, and Calendar. To the right of the sidebar, a light blue menu lists various course items: Home, Announcements, Syllabus, Modules, Assignments, Discussions, Attendance, Grades, Mediasite Videos, and Rubrics. The 'Home' link is circled in orange. The main content area, titled 'Modules', displays a list of items for 'Week 1 / Case 1': 'Tussentijdse toets week 1' (Multiple due dates | 10 pts), 'Informatie over topic 1', and 'Opdracht topic 1' (10 pts).

## 13 Click "Import Existing Content"



The screenshot shows the 'Import Existing Content' dialog box in Canvas LMS. The dialog is titled 'Import Existing Content' and has a search bar at the top. Below the search bar, there are buttons for 'Collapse all', 'View progress', and '+ Module'. The main area of the dialog is a table with columns for 'Import Existing Content', 'Assignment download', 'Import from Commons', 'Choose home page', 'View Course Stream', 'Course setup checklist', 'New Announcement', 'New Analytics', and 'View Course Notifications'. The 'Import Existing Content' button is circled in orange. Below the table, there is a 'To do' section with a list of tasks: 'Grade 11/10 Turnitin opdracht' (6 points • 11 Oct 2023 at 23:59), 'Grade 27/9 Turnitin opdracht' (10 points • Multiple due dates), 'Grade 20-12 test' (10 points • 31 Dec 2023 at 23:59), and 'Grade Complete incomplete'.

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

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## Import content

Content type

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## Current jobs

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Course copy	Maastricht University...	9 Apr at 14:32	Comp
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- 15 Search for the course you want to copy.

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## Import content


Content type

Search for a course

☒ 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 AM

☒ 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

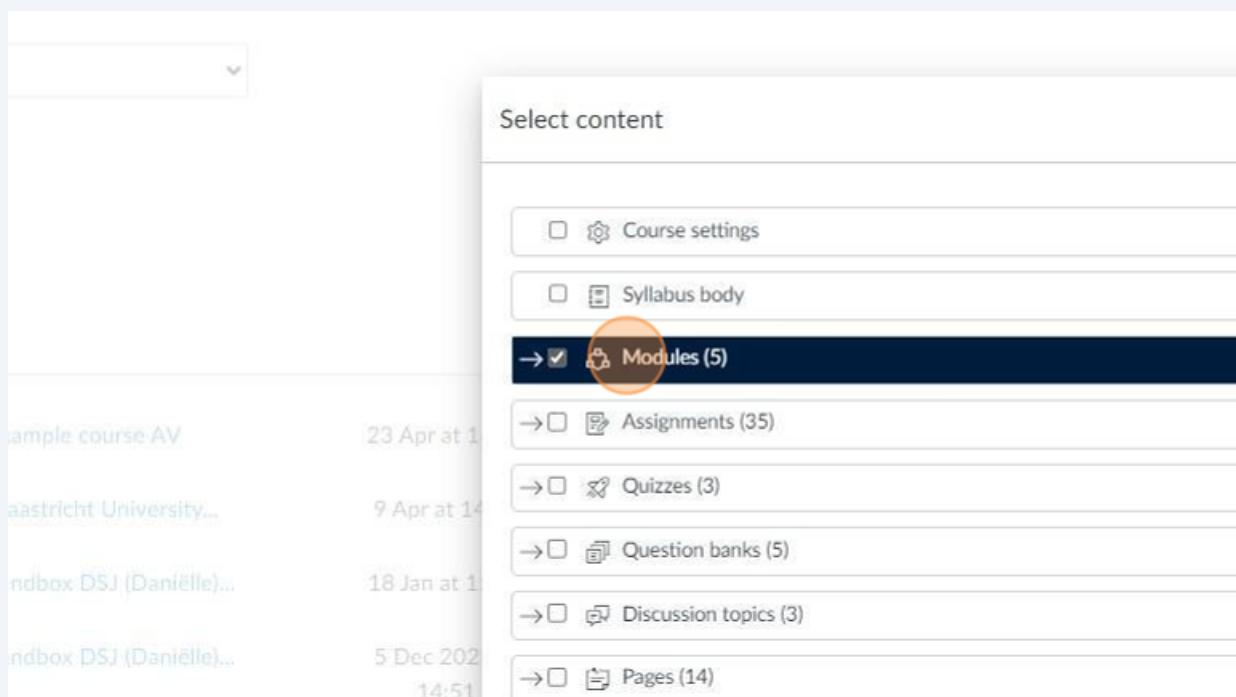
Current jobs

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	

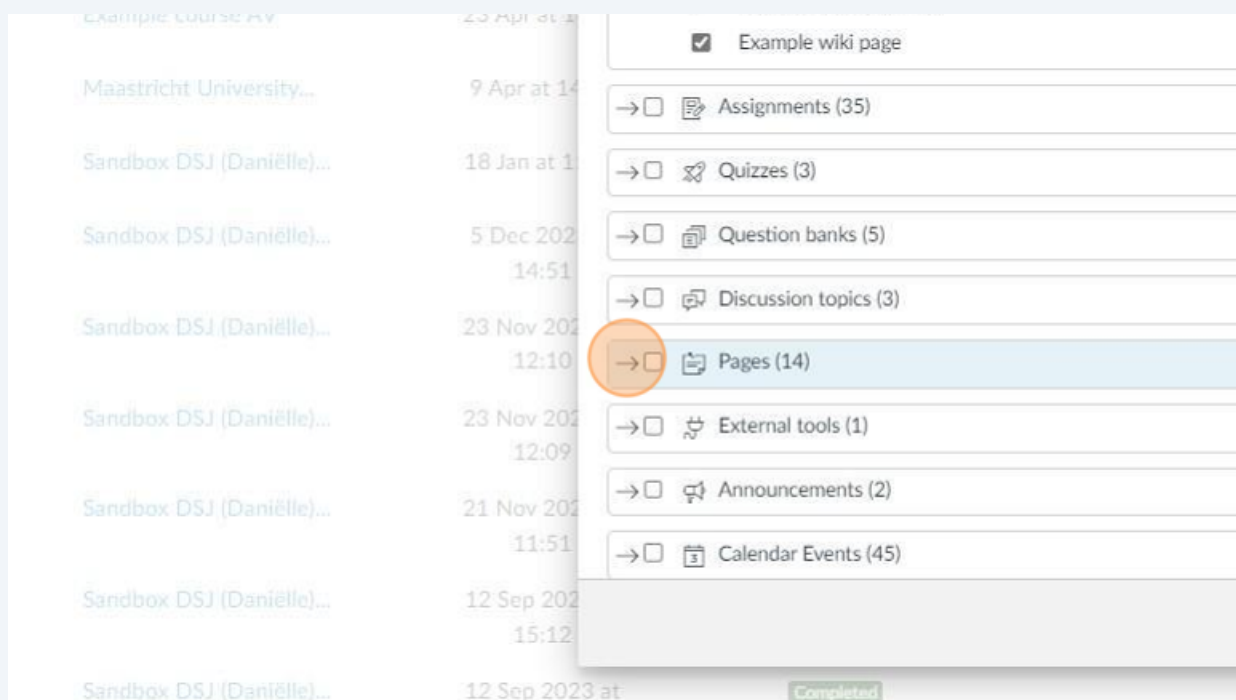
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Now you can select which parts of the content of your old course you want to copy to your new course. You can either copy all items of one type

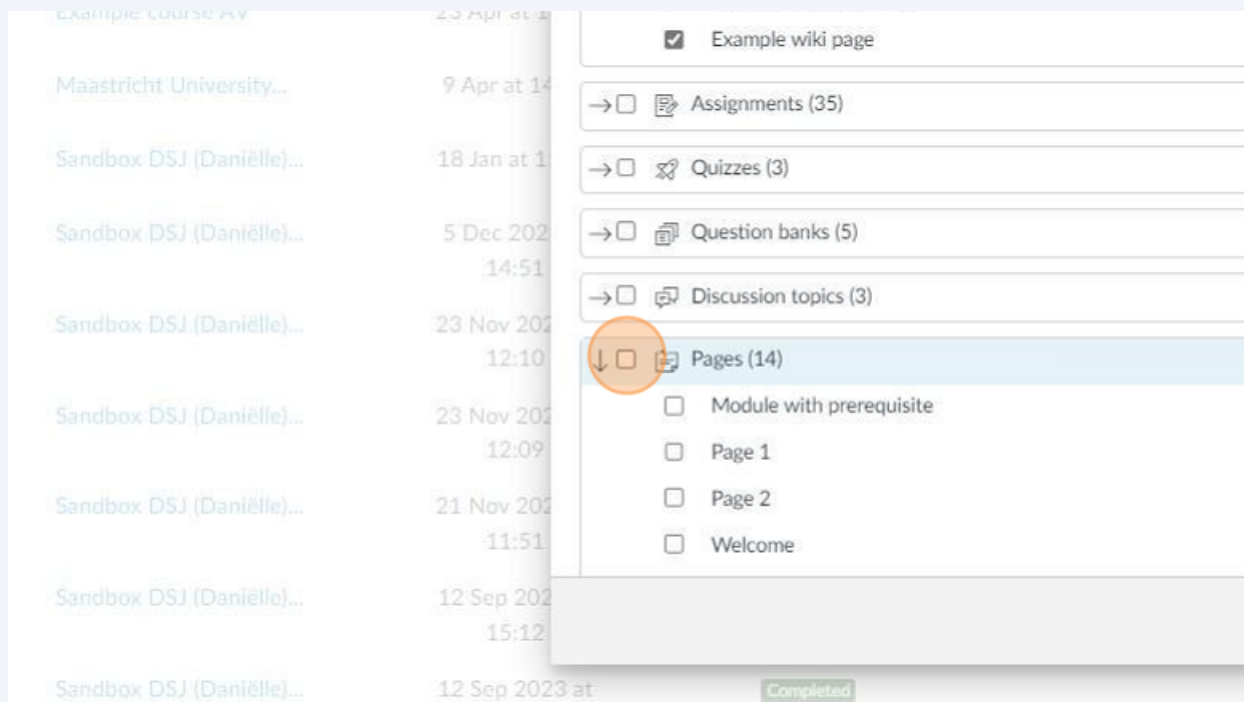


21

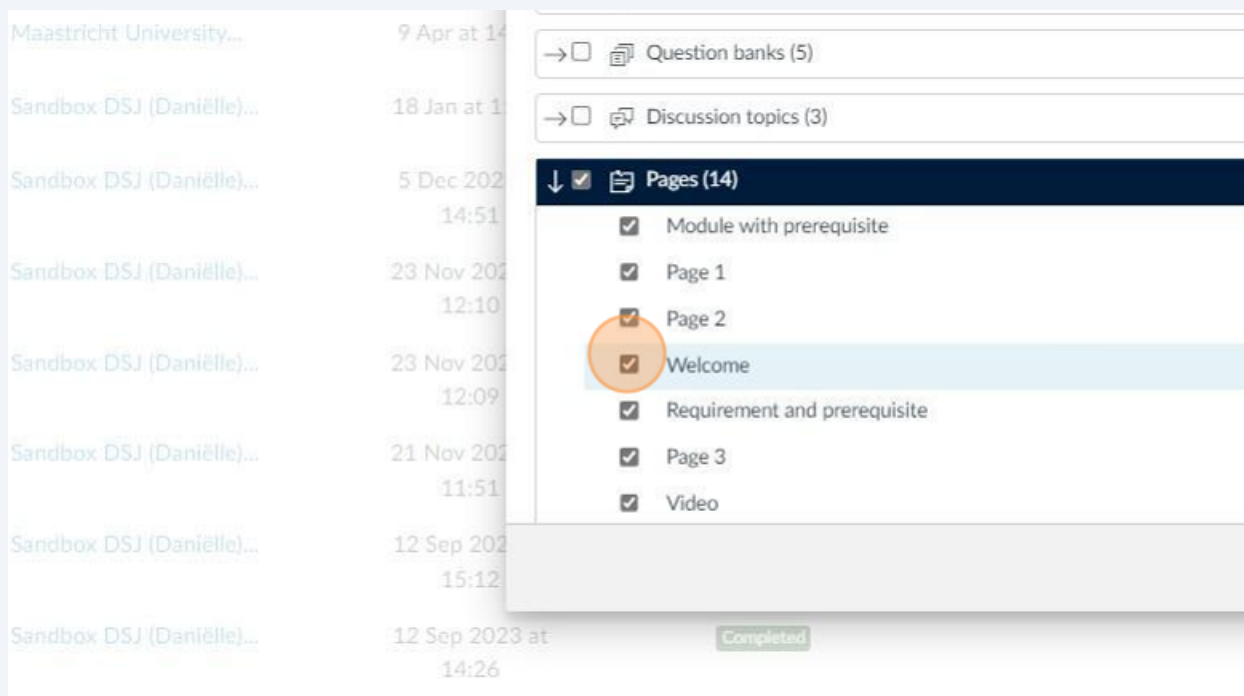
or selected items only. Click on the arrow to open up a list of items of a type.



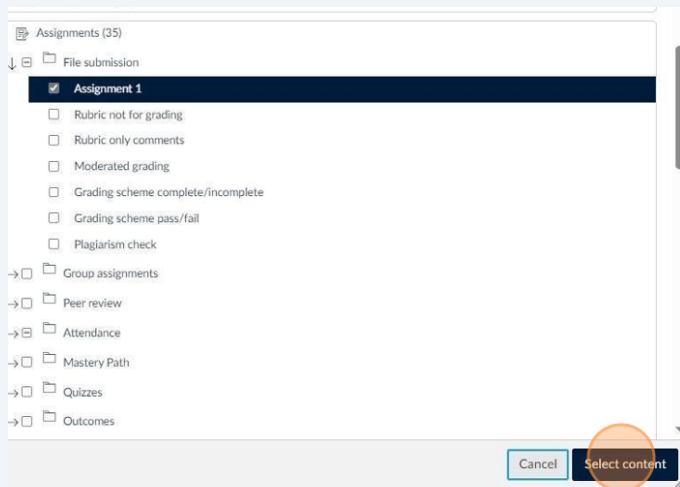
## 22 First you can select all.



## 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>