Canvas: Importing an Existing Course into a New Course

Summary

Use this article to learn about the process of importing an existing course in Canvas into a new course, importing links that exist in Course Navigation that use the redirect tool, and what to do if duplicate links appear in Course Navigation after importing course settings.

Step-by-step guide

1. Navigate to Canvas, https://canvas.yale.edu/, and login
2. Begin in the course you would like to import content into
3. In Course Navigation, click Settings
4. In the right navigation bar, click Import Content into this Course:

5. In the Content Type drop-down, select Copy a Canvas Course:

6. In the Search for a course box, begin typing in the name of the course you would like to copy, the course should then populate
   1. Keep in mind that the course you are importing may be listed several times. If you do not select the correct one, repeat the steps until the correct course is added.
   2. By selecting Include completed courses, all completed courses will populate
7. In the Content section, choose Select specific content
   1. This will allow you to select the content you want to transfer after clicking the Import button
   2. When importing links that exist in Course Navigation that use the redirect tool, keep in mind these will still link back to the course you copied from. Be sure to edit the link to redirect to the appropriate current course page. For instructions, visit the Changing the Redirect Tool after Transferring a Canvas Course Confluence page.
8. Under Current Jobs, you will see the course you selected. Click Select Content to begin selecting course content.
9. Once you select the content, click **Select Content** to begin the transfer:

10. If you imported the Course Settings, go through each tool on the left navigation bar to ensure all tools transferred correctly.

   1. Added tools using the Redirect Tool may cause duplicate tabs in Course Navigation that you will need to manually delete

11. Navigate to the **Files** tab:

![Files Tab](image)

12. Click on the cloud icon, and select **Unpublish**. You must unpublish all folders in the Files section until you get approval from the instructor to publish them. There may be important materials in there that cannot be seen by students. In some cases the files will not transfer into a folder. In this case, you will need to unpublish individual files.
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