



Canvas: Course Rollover

April 2018

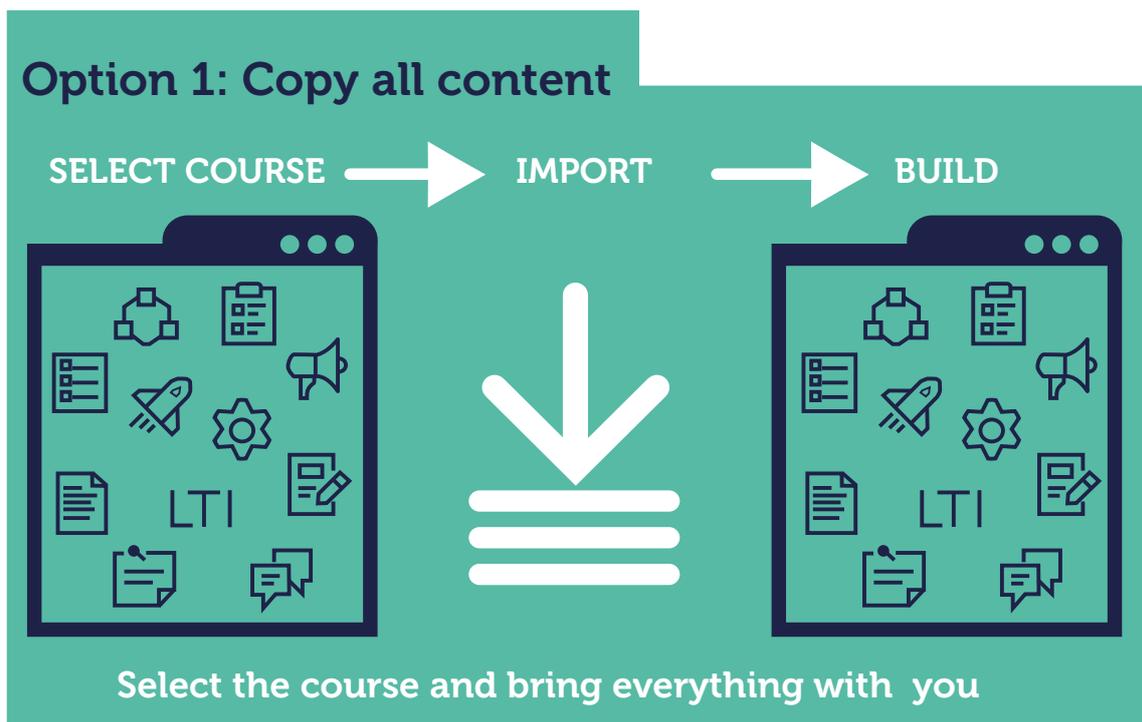
OVERVIEW

When rolling over previous course content, you have two options available to you:

1. copy all content or
2. curate selected content.

Both options allow you to [Adjust events and due dates](#) to reflect new course dates.

Option 1: Copy all content



Option 2: Curate selection content



OPTION 1

Rollover all existing content into a new course

Step 1: Open the course you wish to copy content into.

Step 2: Select **Settings** from the course navigation menu.

Settings

Step 3: Select **Import content into this course** located on the right hand side of the screen under course details menu.

[↑ Import Course Content](#)

Step 4: Select **Copy a Canvas course** in 'Content type'.

Content type

Step 5: Select the course that you wish to copy in **Search for a course**.

Search for a course

Step 6: Select **All content** as desired import option.

Content All content
 Select specific content

Step 7: (Optional) Choose desired options under **Adjust events and due date**.

Options Adjust events and due dates

Step 8: Select **Import**.

Import

Depending on the size of the course, this may take a few minutes to copy. You can wait for the progress bar to complete, or you can click into another page while the rollover continues.

When completed, make sure to review for broken links ([Link Validator](#)) and update your course to meet the [14 Elements](#) for the new course offering.

OPTION 2

Curate content for a new course

Step 1: Open the course you wish to copy content into.

Step 2: Select **Settings** from the course navigation menu.

Settings

Step 3: Select **Import Course Content** located on the right hand side of the screen under the course details menu.

[↑ Import Course Content](#)

Step 4: Select **Copy a Canvas** course in the 'Content type' dropdown.

Content type

Step 5: Select the course that you wish to copy in **Search for a course**.

Search for a course

Step 6: (Optional) Please select this prior to the content import option. Choose desired options under **Adjust events and due date**.

Options Adjust events and due dates

Step 7: Choose **Select specific content** as desired import option.

Content All content
 Select specific content

Step 8: Click **Select content** to curate the specific content you want to add.

When importing content, it is recommended that you also select the pages ('Wiki Pages') relating to the 14 Elements making it easier for you to update.

Step 9: Curate the content to import from the list of content types.

-  Course settings
-  Syllabus body
-  Modules (14)
-  Assignments (19)
-  Quizzes (12)
-  Discussion topics (4)
-  Wiki pages (33)
-  LTI External tools (3)
-  Announcements (1)
-  Rubrics (4)
-  Files (282)

Step 10: Select the content types you want to import

-  Course settings
-  Syllabus body
-  Modules (14)
-  Assignments (19)
-  Quizzes (12)
-  Discussion topics (4)
-  Wiki pages (33)
-  LTI External tools (3)
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Step 11: Confirm import of content by pressing **Select Content**.

Depending on the size of the course, this may take a few minutes to copy. You can wait for the progress bar to complete, or you can click into another page while the rollover continues.



When the content has imported you will see a green completed icon.

