

## Copying Courses Within MyCanvas

In MyCanvas, the development of a course- the addition of files, the organization of modules, the creation of assignments and quizzes- can occur in any course space. It is normal practice to develop entire courses, or components of courses, in advance of their need within Sandbox or Blueprint courses.

Typically, a course is developed and built within a Sandbox shell, and eventually copied to a Blueprint to serve as the course Master. It is usually, but not always, the Blueprint course that is copied into the empty shells used to deliver courses to students. A course that is to be delivered to students will show student enrollments in the course's **People** tool; Sandboxes and Blueprints are never used to deliver to students and hence will never have student enrollments.

The copying of an entire course, or selected components, into another course is easily accomplished using the **Import Course Content** tool. In order to be able to copy a course from one shell to another, you need to be enrolled in both courses as a **Teacher**.

### Notes:

- The ability to enroll other users into your courses as Teachers is limited to MyCanvas administrators, like those in the Center for Teaching & Learning.
- While it is common for instructors to copy their own materials, in some departments a third party performs the copying on behalf of the instructor.

## Copying From One Course to Another Course

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In order to copy a course or a course component- a quiz, an assignment, a Module, a page, etc.- from one course to another, follow this procedure.

To begin, enter the shell in which you want to add the component(s). Before the beginning of a new semester, this is often the new course with student enrollments.

1. From the Course Navigation menu, choose **Settings**.
2. Choose **Import Course Content** from the sidebar function.

Post Secondary Winter 2020

Course Details Sections Navigation Apps Feature Options

Share to Commons

Student View

Course Statistics

Course Calendar

Conclude this Course

Delete this Course

Copy this Course

Import Course Content

Export Course Content

Reset Course Content

Validate Links in Content

Current Users

Students: 76

Teachers: 1

Home

Chat

Announcements

Modules

Assignments

Quizzes

Grades

People

Files

Conferences

Discussions

Pages

Collaborations

Outcomes

Syllabus

Settings

Course Details

Course is Unpublished

Image:

Name: Hydraulics 2 - STEN-MF:

Course Code: 25779.202015

Blueprint Course:  Enable course as a Blueprint Course

Time Zone: Eastern Time (US & Canada) ( )

SIS ID: 25779.202015

Subaccount: Transportation and Industr

Term: Post Secondary Winter 2020

3. In the Content Type dropdown, select **Copy a Canvas Course**.

Import Content

Content Type

Select One

Select One

Copy a Canvas Course

Canvas Course Export Package

Unzip .zip file into folder

4. In the **Search for a course** field, enter the name or partial name of the course that contains the components you wish to copy. Click or press on the course name when it appears in the search.

Import Content

Content Type

Copy a Canvas Course

Search for a course

Hydraulics

Basic Hydraulics - MECH-10099-0  
Apprenticeship Fall 2019

Content

Basic Hydraulics - MECH-10099-0  
Apprenticeship Fall 2019

Options

Blueprint - STEN MF201 - Intro Hydraulics  
Blueprint

eLearn - Hydraulics 2 - STENMF354 - 21905.201920  
Default Term

eLearn-Introductory Hydraulics - STENMF201 - MASTER-STEN-MF201 Introductory Hydraulics  
Default Term

- Select if you want to copy **All content** (the entire course with all files and components) or if you want to **Select specific content**. (Jump to #8 below for more detail). If you do not care to have any course dates that you have added- for assignments, tests, etc.- updated automatically, click/press the **Import** button.

Content Type: Copy a Canvas Course

Search for a course: eLearn - Hydraulics 2 - STENMF3!

Include completed courses

Content:  All content,  Select specific content

Options:  Adjust events and due dates

Buttons: Cancel, Import

- If you want MyCanvas to automatically update or remove all the dates that you used in the course, select **Adjust events and due dates**. Choose to **Remove dates**, or select **Shift dates** to enter the appropriate dates in order to create the necessary offset, and add any **Substitutions** if desired. Finally, click or press the **Import** button.

Date adjustment:  Shift dates,  Remove dates

Beginning date: Sep 3, 2019 (Tue Sep 3, 2019) change to Sep 8, 2020 (Tue Sep 8, 2020)

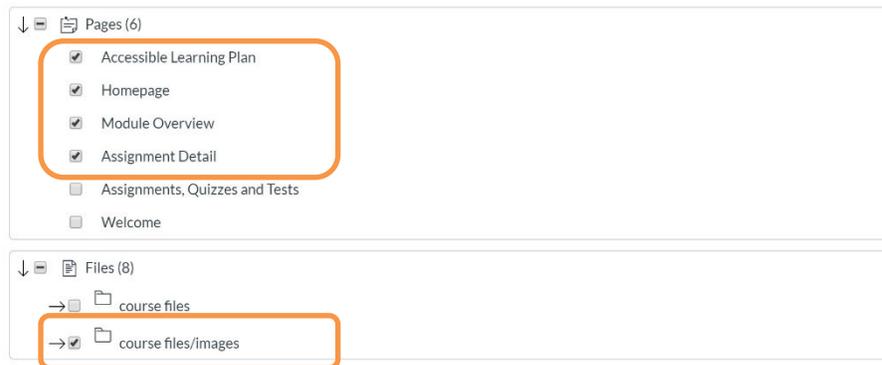
Ending date: Dec 14, 2019 (Sat Dec 14, 2019) change to Dec 19, 2020 (Sat Dec 19, 2020)

Move from: Sunday to Monday

- The job will queue, and will indicate when it is completed. If there are issues with the import process, they will be indicated here.

Current Jobs			
Course Copy	eLearn - Hydraulics 2...	Apr 10 at 1:59pm	Completed
<i>Content import files cannot be downloaded after 500 days.</i>			

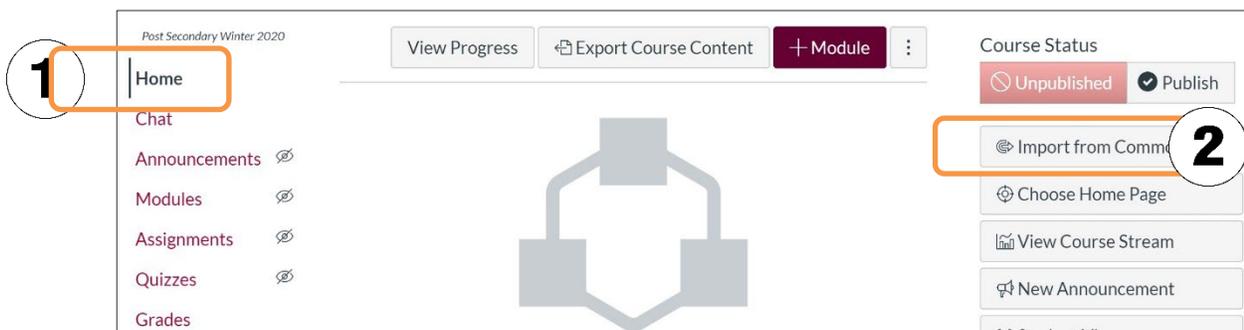
- If you chose to **Select specific content**, you will need to click or press on the Select **Content** button. That will display a screen where you will select the specific files and components to copy.



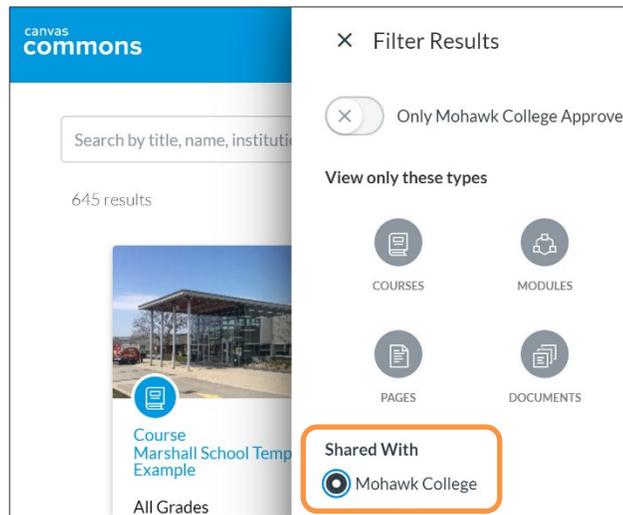
## Copying a Course or Components from the Commons

Sometime the course or the component package to be copied will be stored in the Canvas Commons. The Commons is a learning object repository that MyCanvas instructors use to share learning resources, and entire courses.

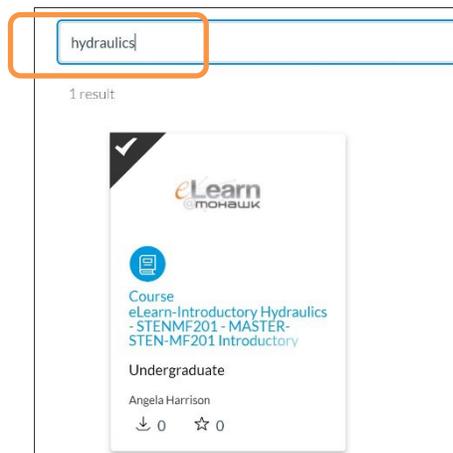
- Enter the shell in which you want to add the component(s).
- Visit **Home** from the Course Navigation menu, and choose **Import from Commons** from the sidebar function. (Alternatively, you can choose to access the Commons from Global Navigation, not via a course.)



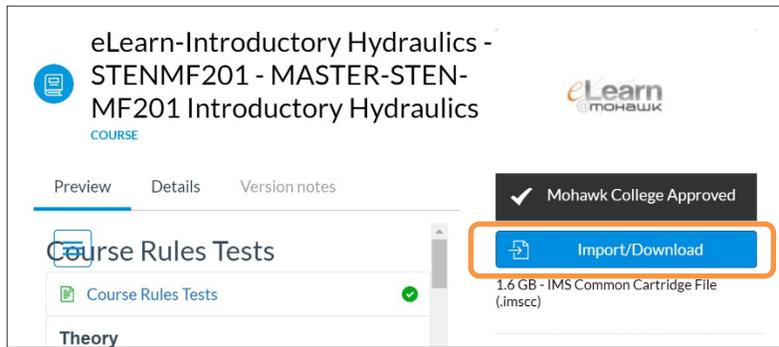
- Once in the Commons, click/press the **Filter** button on the far right, and on the fly-out panel be sure to select **Mohawk College** near the bottom of the screen.



- Scroll through the displayed courses and components, or enter the name or partial name of the course or package or component for which you are searching.



- When the course or package is displayed, click or press the name to display the package details.



6. Confirm that this is the correct course or package, and click/press the **Import/Download** button.
7. Select the course shell or shells in which you want to import the package or course, and click the Import into Course button. Alternatively, you can choose to download the package as a .zip file, to store it for future import.

