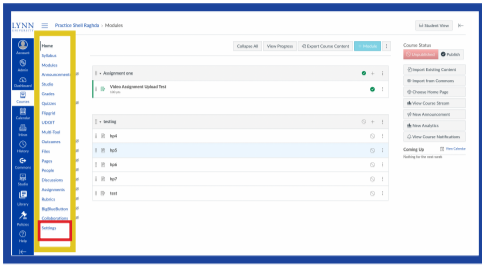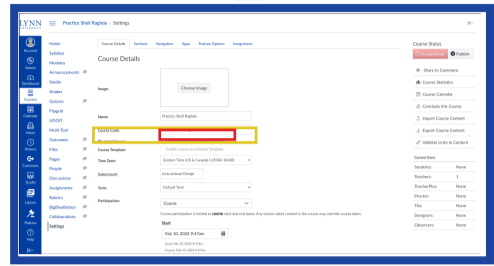# LYNN UNIVERSITY

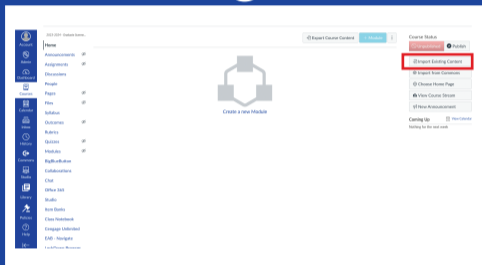# How to Copy a Course in Canvas

1

- First open the course you want to copy content from.
- On the right side next to the "Global Navigation" you will be able to locate the "Course Quick Links"
- scroll all the way down then select "Settings"

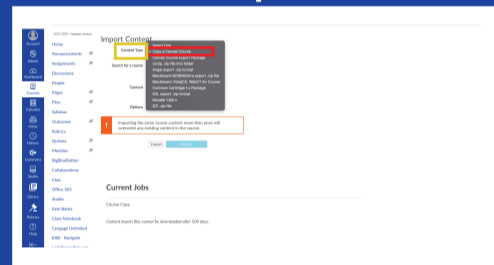## 2

- At the center of the page under "Course Details"
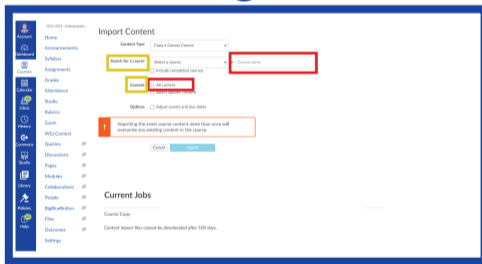- Go to "Course Code" and Copy the code.

3

- Next open the "Empty Course Shell" that needs content
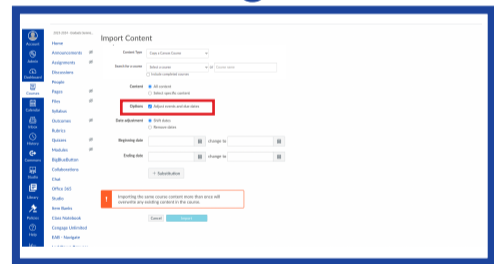- On the Homepage, go to the right side and select "Import Existing Content"

4

- At the center of the page under "Import Content"
- Open "Content Type" drop menu
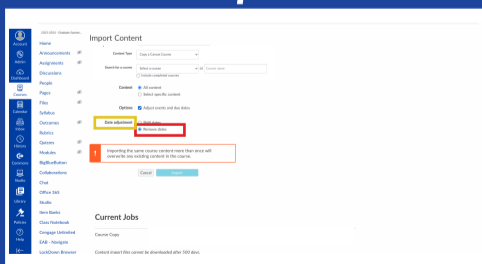- Select "Copy a Canvas Course"

5

- Under "Content Type" find " Search for a Course"
- Paste the code you copied from the course you want to copy from
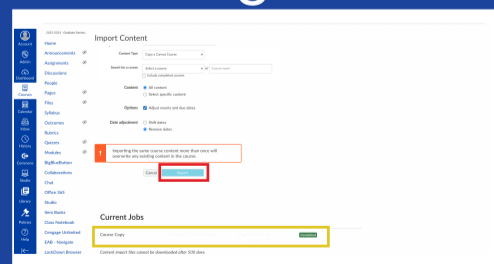- Next you need to select All Content if you are copying the whole course

6

- After choosing "All Content"
- Go to "Options"
- Select "Adjust events and due dates"

7

- Under "Options" find "Date adjustment"
- Select "Remove dates"

8

- After making sure you selected all the needed options, your last step will be selecting the "Import Button"
- When the copy order is successfully completed, you will be able to to see the green "Complete Button" next to the "Course Copy" order