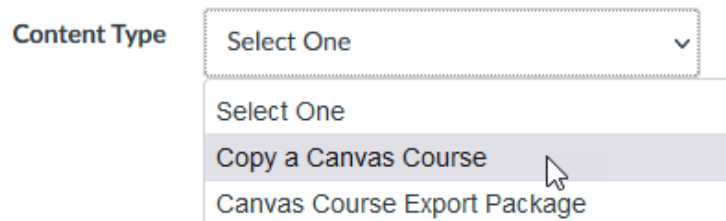


Copying Content into an Official Course Site

If you are copying from your development site or a course you previously taught, proceed to Step 1 below. If you are copying content from another instructor's course, please ask that instructor to send an email to canvas@fsu.edu, giving you permission to the course content. A member of our ODL Canvas Support Team will create a copy of the content and enrolled you into the copied course. Then, proceed to Step 1.

1. Go to your official course site (that you want to copy content *into*).
2. Select **Settings** from the left-hand menu at the bottom.
3. Select **Import Course Content** from the right-hand menu.
4. For "Content Type," choose **Copy a Canvas Course**.

Import Content



5. Enter the code of the course you want to copy content from (e.g. ABC1101-0001.fa21).
6. Select **All content**.

If you choose **Select Specific Content** instead, you will have to manually select the Assignments, Quizzes, etc. to import into your course.

7. Select **Import**. The course copy status will be **Queued** > **Running** > **Completed**.
8. You can leave this page and the course copy will continue running in the background. During periods of high activity, this process can take several minutes.

For additional support, please reach out to the Canvas Support Team at canvas@fsu.edu.