

	Text / Script	On-Screen / Picture / Callouts
1.	In this tutorial I will teach you how to copy material from one Canvas course to another.	Learn how to copy material from one Canvas course to another.
2.	To begin this process, you should be logged into Canvas.	
3.	Hover over courses and click on <i>view all courses</i> .	
4.	The list of courses that you are enrolled in should be displayed. Click on the course you want to copy material into. NOTE: You will need to have <i>TA, Teacher, or Designer</i> access rights to the class in which you are trying to copy material from as well as the course you are copying material to.	NOTE: You will need to have <i>TA, Teacher, or Designer</i> access rights to the class in which you are trying to copy material from as well as the course you are copying material to.
5.	After you select the course you want to copy material into, click on course settings.	(move mouse to the nav menu on left side and click on <i>Settings</i>)
6.	Click on <i>Import Content into this course</i>	(move mouse to menu on the right side of the screen and click)
7.	Here you will have the option to click <i>Copy content from another Canvas course</i> or <i>Import content from a content package or another system</i> . For this tutorial, I am going to click <i>Copy content from another Canvas course</i> .	Use arrow call-outs to point to options. → <i>Copy content from another Canvas course</i> then → <i>Copy content from another Canvas course</i> Click on first option after “For this tutorial...”
8.	To select the course you want to copy material from, either type the name of the course into the <i>Search for Course</i> field or click on <i>Select from the List</i> drop down to select your course from a list. I prefer to use the drop down menu so that I can see all of the different options. You can decide which option you prefer after you've tried both ways. The course that I am going to copy from in this tutorial is the course named <i>26 Eastern Online Template – use to Copy</i>	Use arrow call-outs to point to options. → <i>Search for Course</i> then → <i>Select from the List</i> Click on drop down after “I prefer...”
9.	After you have found and clicked on your course, click	Use zoom for click

	<i>Copy from this Course.</i>	
10.	<p>You will now be given the option to <i>Copy everything from</i> the course you have selected.</p> <p>For this tutorial, I will click the radio button with the check-mark to deselect the <i>copy everything</i> option. Deselecting the <i>copy everything</i> option will allow me to select specific material from 26 Eastern Online rather than copying all of the material.</p>	<p>Use call-out to highlight the wording.</p> <p>Deselect <i>Copy everything</i></p>
11.	<p>Now that I am able to select specific material to copy, I will click the radio button next to <i>M1 Assignment: Title</i>. This is the only piece of material I want from 26 Eastern Online. However, if I wanted to copy all of the assignments, I would click the radio button next to <i>Assignments</i>. The other items I can copy as batches from 26 Eastern Online include: (on screen →)</p> <p>But I only want the assignment, so I will click on the radio button next to <i>M1 Assignment: Title</i>.</p>	<ul style="list-style-type: none"> • Discussions • Modules • Rubrics • Files, and • Wiki Pages
1.	<p>Now I scroll down to the end of the list of materials and click <i>Import Course Content</i>. During processing, there is a notification stating: <i>Copying ... this could take a few minutes</i>.</p>	<p>Display notification screen shot while import processes</p>
2.	<p>When the import is complete, there will be a screen displaying my import results. This shows me what my course looks like now that the import is complete. As you can see, <i>M1 Assignment: Title</i> came over successfully.</p>	<p>Highlight <i>M1 Assignment: Title</i> with square call-out or arrow.</p>
3.	<p>If you have any questions about this tutorial, or you would like to leave feedback, visit outreach.ewu.edu or email (insert email).</p>	<p>If you have any questions about this tutorial, or you would like to leave feedback:</p> <ul style="list-style-type: none"> • Display url • Display email address