



Canvas-To-Canvas Migration Guide



Before we start we need to look at what this guide will teach you to do. The purpose of this guide is to show you how to migrate content from one to Canvas course to another. For example, if you teach HIST-1010-001 in Fall 2020 and you are teaching HIST-1010-001 in Spring 2021 Canvas will not automatically migrate your content. You would need to migrate your course from an older one into a newer one.

Step 1: Go into the new course that you are migrating content into.

Step 2: Find the *'Import Existing Content'* button at the top right of your home page.

A screenshot of a Canvas course home page. The page title is "Tester Sandbox". On the left is a navigation menu with items like Home, Announcements, Panopto Recordings, Syllabus, Modules, Discussions, Assignments, Quizzes, Google Drive, Office 365, Zoom, Rubrics, LockDown Browser, Grades, Collaborations, People, Outcomes, Files, Pages, and Conferences. The main content area shows "Recent Announcements" with a post titled "TEST" and "Tester Sandbox" with an "Edit" button. Below that is a "Welcome to [Course Name Here]" section with a description field and a placeholder image of a modern building. On the right, the "Course Status" section shows "Unpublished" and "Publish" buttons. Below that is a list of course management options: "Import Existing Content", "Import from Commons", "Choose Home Page", "View Course Stream", "Course Setup Checklist", "New Announcement", "New Analytics", and "View Course Notifications". A red arrow points to the "Import Existing Content" button. At the bottom right, there is a "Coming Up" section with a "View Calendar" link and the text "Nothing for the next week".

Step 3: In the new page that loads, select the drop down menu labeled *'Content Type'*.

- Sandbox
- Home
- Announcements 
- Assignments 
- Discussions
- Grades
- People
- Pages 
- Files 
- Syllabus
- Outcomes 
- Rubrics
- Quizzes 
- Modules 
- Conferences
- Collaborations
- Chat
- Attendance
- New Analytics
- Google Drive

Import Content

Content Type

Search for a course

Include completed courses

Content All content
 Select specific content

Options Adjust events and due dates

Current Jobs

No jobs have been queued

Content import files cannot be downloaded after 500 days.

Step 4: Select 'Copy a Canvas Course'.

Step 5: A new set of options will appear. In the search bar labeled 'Search for a course' enter the name of the course you are migrating from.

Step 6: Select 'All Content' and click on the red 'Import' button

Step 7: Once hitting the 'Import' button, an item will appear in under 'Current Jobs'. Be patient as depending on how much content you have it may take up to 10 min. You will know the migration is complete when you see a green 'Complete' icon.

Note that the content in your older courses will still be there. Your course and content will be copied but not moved.

Congratulations! You're all set! For further assistance feel free to email the Office of Academic Technology at OAT@csustan.edu