Before we start we need to look at what this guide will teach you do to. 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.

Step 3: In the new page that loads, select the drop down menu labeled 'Content Type'.
Congratulations! You’re all set! For further assistance feel free to email the Office of Academic Technology at OAT@csustan.edu.

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.