HOW TO: Make a Copy of a Canvas Course

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Making a Copy of a Canvas Course

When you are creating a new course in Canvas you may want to copy an existing course in order to save time.

1. Click **Settings** in the **Course Navigation** of the course that you want to copy.
2. Click the **Copy this Course** button in the right column.
3. Enter a name for the new course in the **Name** box.
4. Enter a code for the course in the **Course Code** box.
5. Click the **Calendar** button on the **Start Date** box and select a date from the resulting calendar.
6. Click the **Calendar** button on the **End Date** box and select a date from the resulting calendar.
7. Select the type of content you want to copy in the **Content** section.
8. *Optional:* Check the **Adjust events and due dates** box.
9. Click the **Create Course** button.

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