

Copying over course content and adjusting quizzes

When copying over course content, make sure your quizzes function properly by doing the following:

- On the homepage - Select **Import Existing Content**
- Select **Copy a Canvas Course** within Content Type
- Within Search for a course - paste in the exact name of your Fall 2023 course
- Go through and select the appropriate options (Content, Options, etc.)
- **IMPORTANT:** If you have quizzes, make sure to select **Adjust events and due dates** -- under Date adjustment select **Remove dates** (so that your quizzes function properly)
- Select **Import**

See the screen shot of the **Import Content** page below with the options selected.

Import Content

Content Type: Copy a Canvas Course

Search for a course: Sample Name

Include completed courses

Content: All content
Note the following content types will be imported: Course Settings, Syllabus Body, Modules, Assignments, Quizzes, Question Banks, Discussion Topics, Pages, Announcements, Rubrics, Files, and Calendar Events.
 Select specific content

Options: Import existing quizzes as New Quizzes Adjust events and due dates

Date adjustment: Shift dates Remove dates

Importing the same course content more than once will overwrite any existing content in the course.

Cancel Import

Paste EXACT name of the Canvas course you would like to copy here

Remove the dates of your quizzes and assignments so that they function properly

Already copied your content (assignments, quizzes, etc.) over and they are not functioning properly?

No problem! You can bulk edit or remove dates within **Assignments** after content has been imported from another course. See [this Canvas guide](#) to walk you through the process.

