

## Import Selected Content – Modules

Look at your Canvas course Files. Do you see multiple instances of syllabi you have used over the years? Do you see File folders you weren't aware existed in your course? Because of the Accessibility requirements, Spring 2027 needs to be the semester to clean out the old, unused content. An effective way to clean up a Canvas course that has been copied multiple times over the years is to use the **Import Existing Course Content > Copy a Canvas Course > Select specific Content**.

Before you use this method, set up modules in your existing Canvas course. We suggest naming your modules by week or topic. (Note: if you cannot manipulate the past semester's content, reach out to [CanvasSupport](#). One of us will make an editable copy of the course or a blank Canvas course for you to use.)

Include in each module the files/documents/pages that pertain to that week or topic's content. Also include the assignment/discussion/quiz you would like your students to complete for that week. Here is a great [Angie Teaches Canvas video that walks you through the versatile uses of modules](#).

Once you have your previous semester's Canvas course content organized in modules with only the content you will use this coming semester, you are ready to use the **Import Existing Content > Select Specific content**. Go to the blank course where you want to add content from an existing course.

- Click **"Copy Existing Course Content."**
- Select **"Copy a Canvas Course."**
- Search for and click on the course you have organized the modules.
- Click the button next to **"Select Specific Content."**
- Click **"Add to Import Queue."**

Select Content Type

Copy a Canvas Course

Search for a course

Sample Course for Importing Modules

☒ Include completed courses

Content \*

☐ All content

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.

Feature: Options aren't imported and must be enabled manually in the new course's Settings.

☒ Select specific content

Options

☐ Convert content to New Quizzes ?

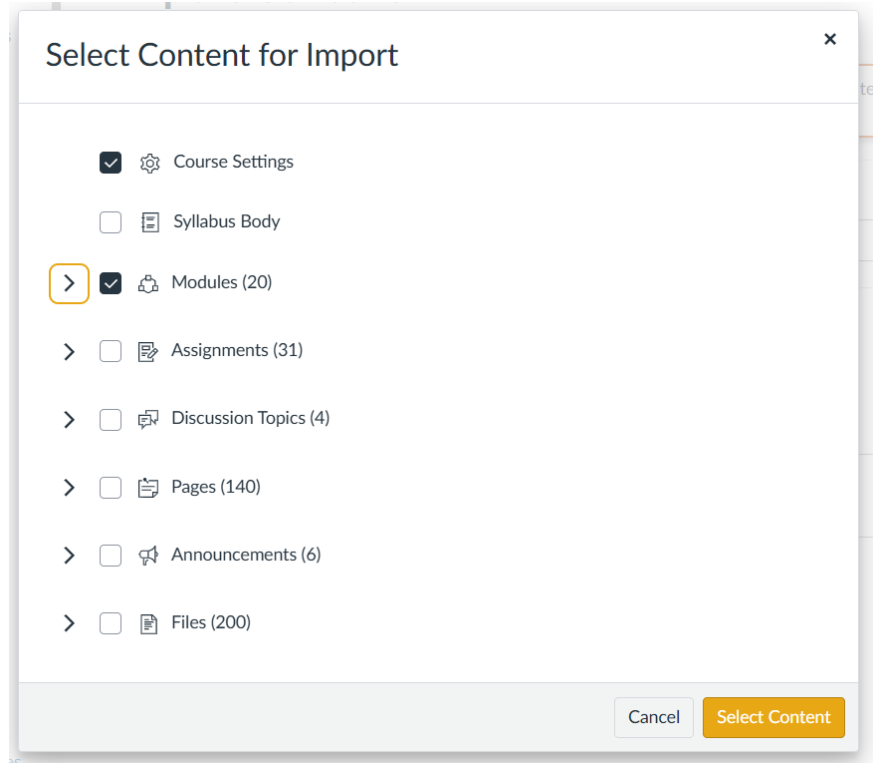
☐ Adjust events and due dates

Clear

+ Add to Import Queue

| Content Type | Source Link                                         | Date Imported    | Status                | Progress | Action                         |
|--------------|-----------------------------------------------------|------------------|-----------------------|----------|--------------------------------|
| Course Copy  | <a href="#">Sample Course for Importing Modules</a> | Oct 13 at 2:57pm | Waiting for selection |          | <a href="#">Select content</a> |

- Click the “**Select Content**” button to choose what you want to copy for your new course.



- Click the box next to **Course Settings**.
- Click the box next **Modules**.
- If you have **Pages** that you alternate but are not part of a module, click the arrow next to Pages to expand the list. Click only the pages you will use in the upcoming course.

*If you have added your Assignments, Discussions, Quizzes directly to modules, DO NOT select the buttons.*

- Click **Select Content**.

Once the process is complete, check your files of your original course and the files of your upcoming semester course to see the difference. Your accessibility workload has dramatically decreased.

I do recommend using the “**Student View**” to ensure everything works correctly in your upcoming semester course.

Don’t forget to run the “**Validate Links in Content**” under the Settings of your Canvas course.