

Canvas – Exporting and Importing Course Sections

This will describe how to copy a course from one of your own sections to another.

Link to the video tutorial: https://calbaptist.mediaspace.kaltura.com/media/Canvas+Exporting+and+Importing+Courses/1_5o15sa1g

Exporting Course

1. Login to Canvas
2. Open Source course section you are looking to copy
3. Click on **Settings** in left side navigation
4. Click on **Export Course Content** on right side options

Course Status

⊘ Unpublished ▾

📊 Course Statistics

📅 Course Calendar

🔒 Conclude this Course

⬆ Import Course Content

⬇ Export Course Content

🔄 Reset Course Content

🔗 Validate Links in Content

5. Under **Export Type** select **Course** and click **Create Export**
6. If course export is taking a while, you will receive an email when it is complete
 - a. When course export is complete you can refresh page or return to **Export Course Content** from step 4 and you will find a link with the date and time of the course Export if it is different than today.

Content Exports

Course Export from 2 minutes ago

Course Export from Jul 21, 2026, 10:41 AM

Course Export from Jul 21, 2026, 10:40 AM

Content export files cannot be downloaded after 30 days.

7. Click on the most recent link to download the Course Export
8. If you are sending this to someone you can attach the download to an email. If it is too large for an email (25-35mb) then you can use a file sharing service such as OneDrive or Box and send the link

Importing Course

Follow Export steps above to download a course section

1. Login to Canvas
2. Open target course section you are looking content into
3. Click on **Settings** in left side navigation
4. Click on **Import Course Content**
5. Under **Select Content Type** drop down menu, choose **Canvas Course Export Package**

Select Content Type

Canvas Course Export Package

Source *

Choose File

Drag and drop or browse your files

- a. Under **Source** you can drag and drop the file that was exported and downloaded into the **Choose File** box or you can click there and find the download canvas package on your computer
6. **Content** - decide how much, if not all, content will be brought over into the new course section
 - i. Before proceeding, you can decide to adjust Due dates with the **Adjust events and Due Dates** option. This will let you enter in the original Course Start and End date and the New Course Start and End Date

☒ Adjust events and due dates

Date adjustments

☒ Shift dates

☐ Remove dates

Beginning date:

Select a date

change to

Select a date

Ending date:

Select a date

change to

Select a date

- a. **All Content** - will bring over all content from previous course section
 - i. Click **Add to Import Queue** to begin import process
- b. **Select Specific Content** - allows for you to pick and choose which content comes over
 - i. Click **Add to import Queue** to start the Import Process
 - ii. Click **Select Content** Button to start content section

Content imports

Content import files cannot be downloaded after 500 days.

Content Type	Source Link	Date Imported	Status	Progress	Action
Canvas Common Cartridge	shawn-richter-sandbox-course-export (1).imsc	Aug 12 at 2:25pm	Waiting for selection		Select content

- iii. In the **Select Content for Import** section, you can go through and select the check boxes for the items you want to bring in (e.g., Assignments, Quizzes, Rubrics, etc) Anything that is not selected will be left behind. You can click on drop down menu arrow's next to each section to specifically select or unselect items you do not wish to import. Once done click **Select Content** to start import process.

Select Content for Import

- ☐  Course Settings
- ☐  Syllabus Body
- > ☐  Modules (16)
- > ☐  Assignments (14)
- > ☐  Quizzes (4)
- > ☐  Discussion Topics (4)
- > ☐  Pages (16)
- > ☐  Announcements (1)
- > ☐  Rubrics (1)
- > ☐  Learning Outcomes (2)
- > ☐  Files (4)

Cancel

Select Content