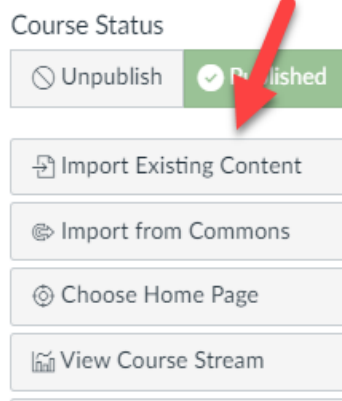
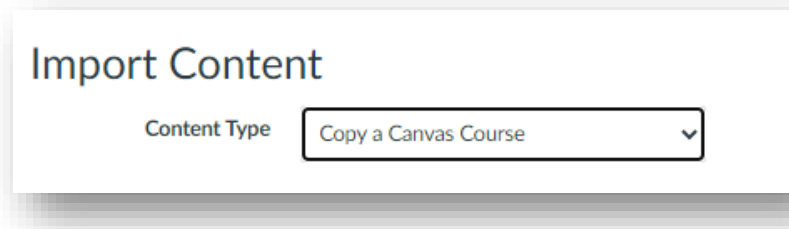


Copying Tutorial:

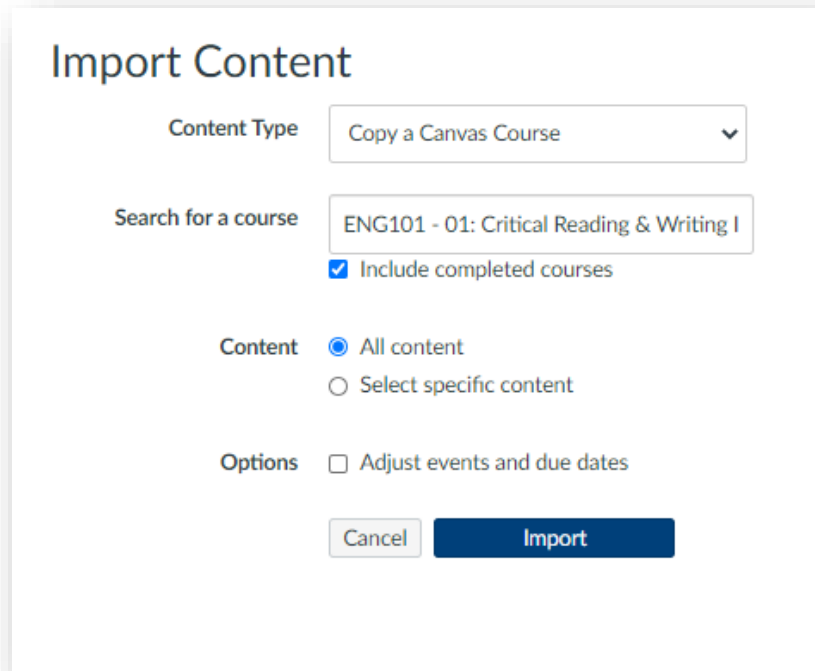
1. Navigate to the teaching shell where you wish to import your content.
2. Select “Import Existing Content” button found on the right side of the screen.



3. For the Content Type, select “Copy a Canvas Course”



4. Search for your personal template. You should see your personal identifier attached to course code and title.
Example: COURSE CODE: COURSE TITLE CELLZEY
5. Choose to copy All Content or to Select Specific Content. In the instance of copying content from templates to teaching shells, selecting All Content will be the most commonly used option.



Import Content

Content Type

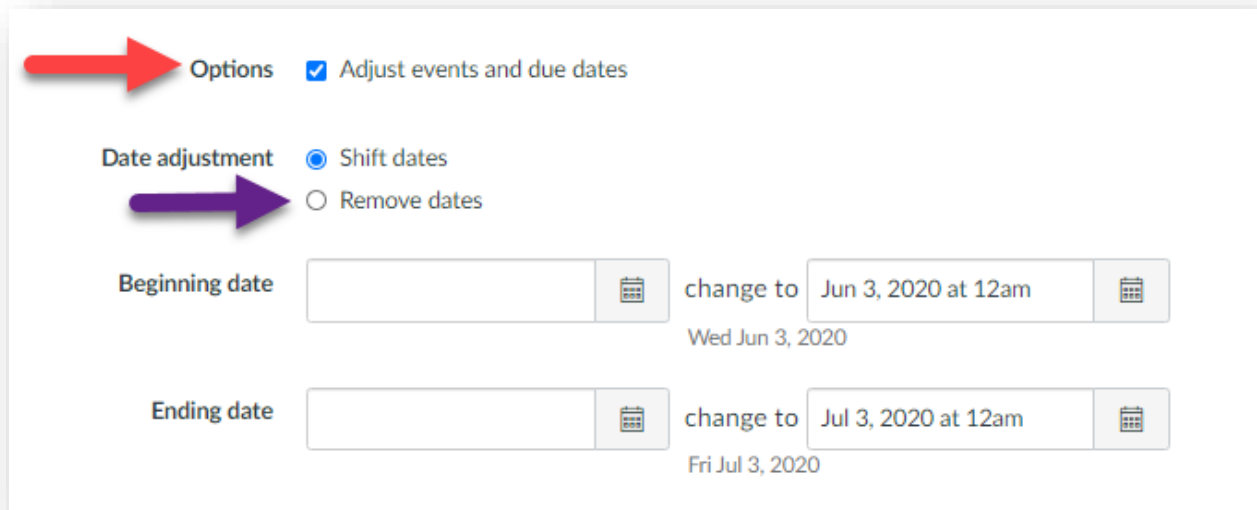
Search for a course

Include completed courses

Content All content
 Select specific content

Options Adjust events and due dates

6. You will see options to adjust events and due dates. Templates should not have any dates associated with them, so in most cases, you will NOT need to adjust these settings.



Options Adjust events and due dates

Date adjustment Shift dates
 Remove dates

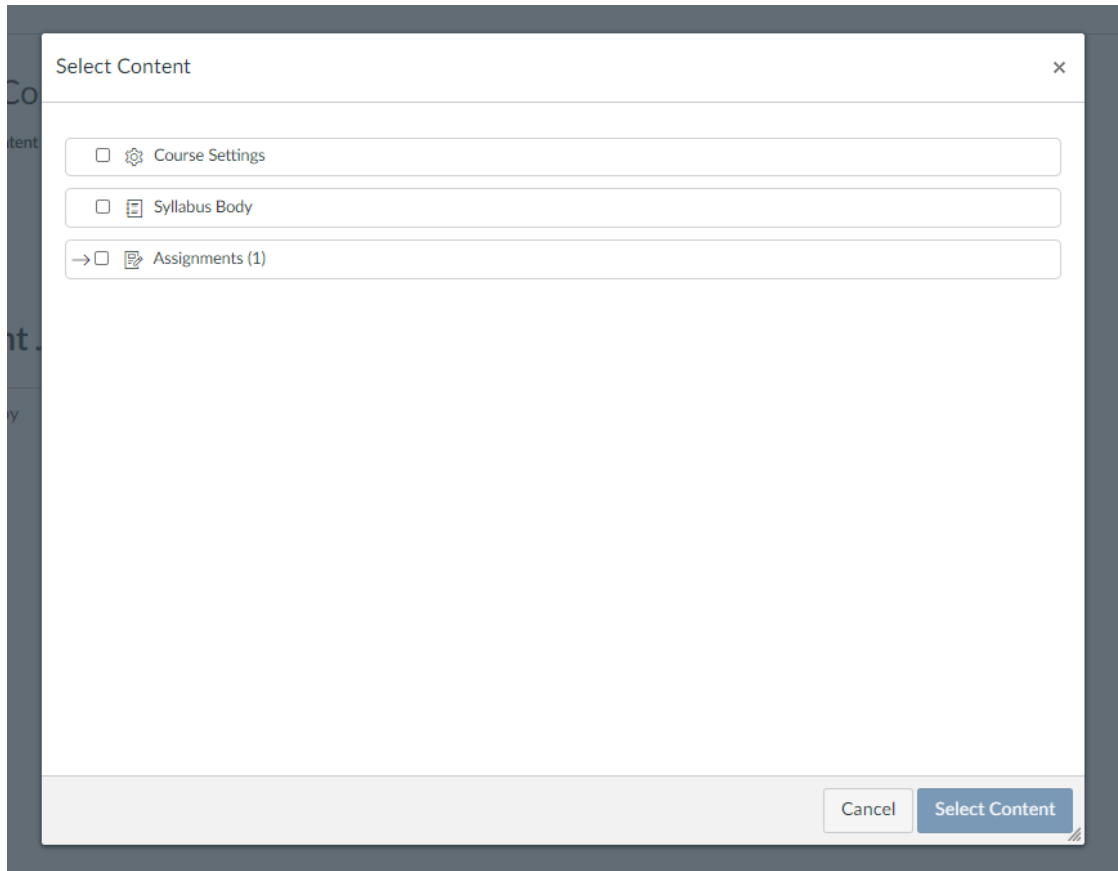
Beginning date Jun 3, 2020 at 12am
Wed Jun 3, 2020

Ending date Jul 3, 2020 at 12am
Fri Jul 3, 2020

7. After all desired options have been selected, click Import.
8. If you opted to move All Content, the import process will now begin, and you will see a progress bar appear.

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Copying Canvas Templates into Teaching Shells

9. If you opted to only copy over specific content, you will now be given the option to choose the content that is copied. Click the blue “Select Content” button and you will see a list of all the content you have to choose from. It will look similar to this:



10. Once you have everything checked that you wish to copy, click “Select Content”
11. The import process will now begin, and you should see a progress bar.
12. Your content should now be copied over into your teaching shell.

If you need further assistance or have any additional questions, please email facultysupport@point.edu