

How do I copy a module item to another course?

As an instructor, you can copy a module item in a course directly into another course in which you are enrolled. You can also [send a module item to other instructors at your institution](#) as well as [copy an entire course module into another course](#). When you copy a module item, any assets within that module item (images, files, etc.) will be included in your module item copy.

Notes:

- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- If you copy the same module item to the same course more than once, the module item you previously copied will be overwritten with the newly copied module item.

Open Modules

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In Course Navigation, click the **Modules** link.

Open Module Item Options

[Open Module Item Options](#)

Locate the module item you wish to copy and click the **Options** icon [1]. Select the **Copy To...** option [2].

Select Course

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Enter the course code, SIS ID or course name in the **Select a Course** field [1].

Search results are sorted by term, with the default term first, followed by most recent term start date. Results for each term are sorted alphabetically and display the course name [2], course code [3], and term name [4].

Select the course into which you want to copy the module item [5].

Note: The Select a Course drop-down menu only displays courses in which you have an active or future enrollment. Module items cannot be copied to a concluded course.

View Copy To Content Warning Message

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When copying content, a message displays explaining that importing the same course content more than once overwrites any existing content in the course.

Select Location

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You can copy the module item into a specific module and location within a course.

Click or type a module name in the **Select a Module** field [1]. Then select the module for the copied module item.

To select a location within the module, click the **Place** drop-down menu [2]. You can select to copy the module item to the top of the module, before or after a specific module item, or at the bottom of a module.

Copy Module Item

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Click the **Copy** button.

View Copy Notification

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Canvas displays a notification when the module item copies successfully [1].

When finished, click the **Close** icon [2] or the **Close** button [3].

View Copied Module Item

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The copied module item displays on the Modules Index Page for the course into which it copied.

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