How do I copy a module to another course?

As an instructor, you can copy a module in a course directly into any active course in which you are enrolled. You can also send a module to other instructors at your institution as well as copy individual module items to other courses. When you copy a module, any assets within that module (images, files, etc.) will be included in your module 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 to the same course more than once, the module you previously copied will be overwritten with the newly copied module.

Open Modules

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

Open Module Options

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

Select Course

Select Course
Enter the course code, SIS ID or course name in the **Select a Course** drop-down menu [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 [5].

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

View Copy To Warning Message

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

Copy Module

Copy Module
Click the **Copy** button.

View Copy Notification

View Copy Notification
Canvas displays a notification when a module copies successfully [1].

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

View Copied Module

View Copied Module
The copied module displays on the Modules Index Page for the course into which it copied.

[Content retrieved from https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-copy-a-module-to-another-course/ta-p/398242]

Revision #1
Created 2025-05-20 15:56:38 UTC by Brandy Brickey
Updated 2025-05-20 16:04:16 UTC by Brandy Brickey