How do I copy a page to another course?

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

Open Pages

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

View All Pages

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Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page Options

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Locate the page you wish to copy, then click the page **Options** icon [1]. Select the **Copy To...** option [2].

Select Course

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Enter the name of a course, SIS ID or course code 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 page [5].

Note: The Select a Course drop-down menu only displays courses in which you have an active or future enrollment. Pages 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

Select Location
If you wish, you can copy the page 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 page.

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

Copy Page

Copy Quiz
Click the **Copy** button.

View Copy Notification

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

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

View Copied Page

View Copied Page

Copied pages display on the Pages Index Page for the course into which it copied.

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