

How do I copy an announcement to another course?

As an instructor, you can copy individual announcements in one course directly into any active course in which you are enrolled. You can also [send announcements to other instructors](#) at your institution.

Announcements that have already been posted do not send notifications to users in the course where the announcement is sent. Announcements that include a delay posting date retain that date and send notifications when the announcement is posted.

When you copy an announcement, any assets within that announcement (images, files, etc.) will be included in the announcement copy. Announcement settings, including delay posting dates, are also included in the announcement copy.

Notes:

- The option to select a module displays when copying an announcement, but is not functional. You cannot place a copied announcement in a module.
- 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 announcement to the same course more than once, the announcement you previously copied will be overwritten with the newly copied announcement.

<https://embed.app.guidde.com/playbooks/dGGQGJrY1CANYJQFFCAhSA>

Embed this Video

Open Announcements

Open Discussions

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

Open Announcement

[Open Announcement](#)

Click the name of the announcement you want to copy.

Open Announcement Options

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Click the **Options** icon [1] and select the **Copy To...** option [2].

Select Course

Select Course

Type the course name, 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 announcement [5].

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

View Copy To Content Warning Message

View Copy To Content 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 Announcement

Copy Announcement

Click the **Copy** button.

Note: The Select a Module field displays when copying an announcement, but will not place the announcement in a module.

View Copy Notification

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Canvas displays a notification when an announcement copies successfully [1].

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

View Copied Announcement

[View Copied Announcement](#)

Copied announcements display on the Announcements Index Page for the course into which it copied [1]. Announcement posting dates are not included in announcement copies [2].

Note: The presence of the 'U' and the absence of the instructor's name on the copied announcements is valid.”

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-copy-an-announcement-to-another-course/ta-p/888>]

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