

How do I copy an assignment to another course?

As an instructor, you can copy individual assignments in one course directly into any active course in which you are enrolled. You can also [send assignments to other instructors](#) at your institution. When you copy an assignment, any assets within that assignment (images, files, etc.) will be included in your assignment 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 assignment to the same course more than once, the assignment you previously copied will be overwritten with the newly copied assignment.
- When copying a group assignment from one course to another, a new group set with the same name as the original is created in the destination course if no matching group set exists. For the feature to be available, ensure that it is enabled.

<https://embed.app.guidde.com/playbooks/sawQYGRFUSjfpdv9P6w7ke>

Embed this Video

Open Assignments

Open Assignments

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

Open Assignment Options

[Open Assignment Options](#)

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

Select Course

Select Course

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 assignment [5].

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

Select Location

Select Location

If you wish, you can copy the assignment 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 assignment.

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

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 Assignment

Copy Assignment

Click the **Copy** button.

View Copy Notification

View Copy Notification

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

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

View Copied Assignment

View Copied Assignment

Copied assignments display on the Assignments Index Page in the **Imported Assignments** group for the course into which it copied.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-copy-an-assignment-to-another-course/ta-p/1116>]

Revision #1

Created 2025-05-21 18:15:43 UTC by Brandy Brickey

Updated 2025-05-21 18:19:50 UTC by Brandy Brickey