

1. Login to [Canvas](#) and access the course that you want to copy materials into (i.e., your empty course shell for the upcoming semester).
2. At the lower-left on the course navigation menu, select **Settings**, and then on the right, choose **Import Content into this Course**:
3. For *Content Type*, choose **Copy a Canvas Course**:
4. In *Search for a course*, click the drop-down arrow and choose the course you want to copy materials from:
5. Then select **All content**. If you choose *Select specific content*, then you will be prompted to select the specific content to copy.
6. Click on the **Import** button to process the course copy. When complete, you will see a green confirmation and your course contents copied.

