

How to copy content between module sites

To be able to copy content between module sites you must be registered as a staff member on both modules. To be registered to a module, ask the module leader or a member of administration staff who has Module Planner access. Please allow at least 15 minutes after registration to be able to access module site content.

1. In Canvas navigate to the module site that you would like to copy content into.
2. Go to **Settings** – then **Import module Content**.
3. In the **Content Type drop down menu** – select **Copy a Canvas module**.

Import content

Content type

Search for a module or

Include completed modules

Content All content Select specific content

Options Adjust events and due dates

4. Select the **Module site that you would like to copy** from the **Select a module drop down menu**.

Import content

Content type

Search for a module or

Include completed modules

Content All content Select specific content

Options Adjust events and due dates

5. If you select **All content**, all content from the module will be copied. See step 8.

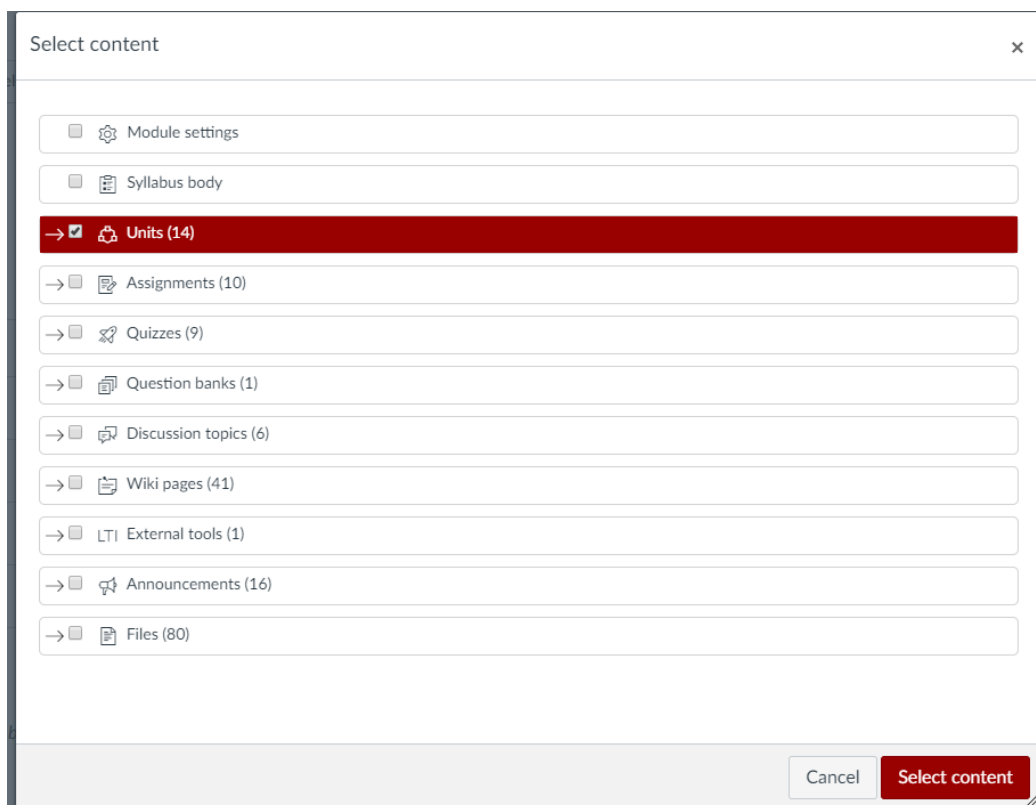
To copy a selection of content select **Select specific content**.

6. If Select specific content is selected **choose the red Select content button from the top item under Current jobs**.

Current jobs

Module copy OIND0002 - The Guided... 3 Jul at 13:38 Waiting for selection Select content

7. Now **tick the content** that you would like to copy and click **Select content**.



8. A progress bar will appear and once complete a **green Completed message** will appear next to the item under **Current jobs**. The content has now been copied into this module from the module selected in step 4.

9. Copied content can now be edited/re-arranged/published/unpublished as required. The content is inserted at the bottom on the 'unit structure' and therefore **you will need to delete the original pre-populated Module Information and Units 1-16 above it**. If this content is not published this doesn't affect the content that student's see. However, if you do not delete this content, it may be more time consuming to manage a module site which includes a long list of unpublished and unpopulated Units.

Content can be deleted by selecting the three dots on the right-hand side and selecting delete. Canvas will display a warning message. To confirm deletion choose OK.

Content can be re-arranged by clicking and dragging on the eight dots on the left-hand side.