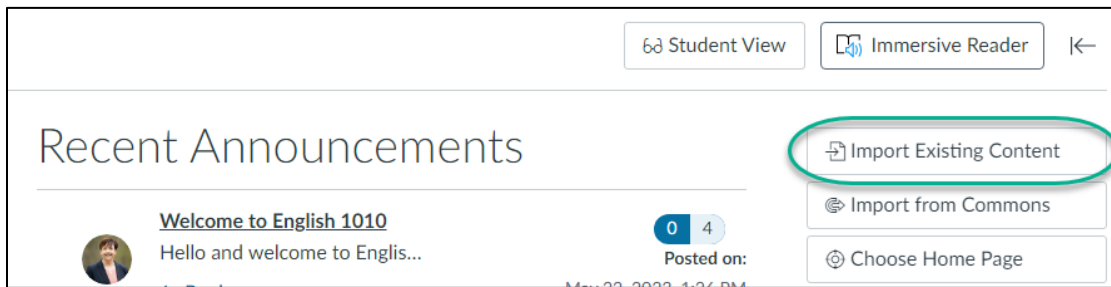
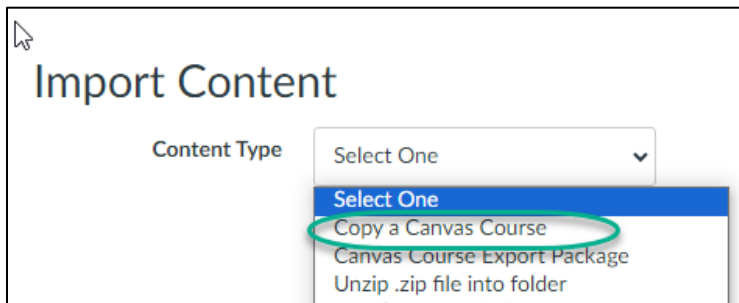


# Import Content (copy a course) to a CRN course site in Canvas

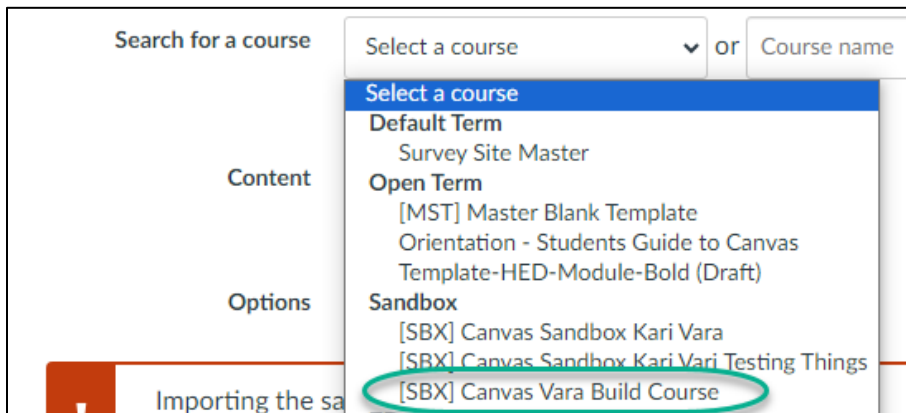
1. Navigate to your CRN course site
2. Select Import Existing Content on the Home Page



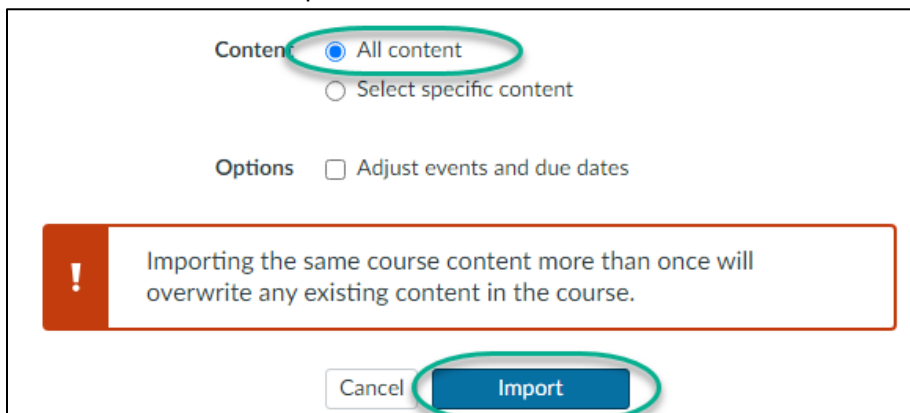
3. From the drop-down menu, select Copy a Canvas Course



4. Select a course to copy from the list. If you do not see a drop down, begin typing in the search box and the list should populate.



5. Select All Content and Import



6. You will see a progress bar as your content is copied.

## Edit your CRN Site after copying a course to it

(similar to previous directions for editing the Canvas course site)

Your Canvas course site contains “dummy text” where you need to insert your own information or delete the content. If you have edited the Canvas Course Site that you copied into the CRN site, then delete the default content in your CRN site. If not, then edit one of the versions of each item below, then delete the other.

### Announcements

- First announcement

### Discussions

- Delete discussions you will not use
- Edit discussions you plan to use
- Publish discussions you plan to use
- Link to discussions in relevant Modules if not already done

### Need Help? Module

- Student Support Page

### Course Overview Module

- About This Course Page
- About Your Instructor Page
- Course Resources Page

### Learning Module 1

- Default Quiz (necessary to duplicate)
- Edit default headings, if desired (i.e. change [Collaborate](#) to [Interact](#))
- Group Discussion and Individual Assignment
  - Edit Guidelines and Technical Support to match your course requirements
  - Add Discussion or Assignment rubrics, if desired
  - Add Points if they will be the same for each module’s discussions/assignments
- If you need to at this point, duplicate module (x) times (note the discussion/assignment copies are separate in the grade center, so they are new discussions/assignments)
- Renumber Modules, Overviews and Wrap-ups, if needed
- Add Module titles, weeks, dates as desired

- Then, if needed, build your course, making sure to update and publish each Module Overview and To Do List Page, Presentation Page, Discussion, Assignment and Wrap-up and Looking Ahead Page

## Syllabus

- Syllabus Page