

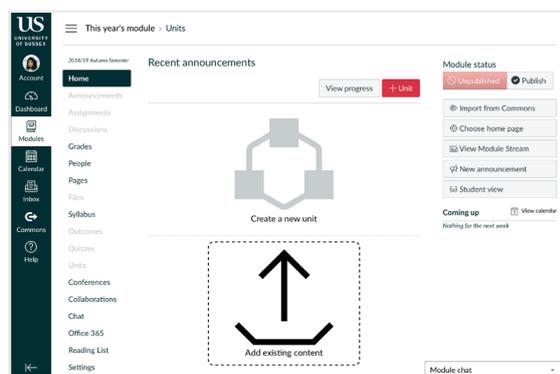


New blank Canvas modules will be created each academic year for any modules scheduled for teaching in the University’s database. This ten-step guide will show you how to roll over content from a previous year into the new module.

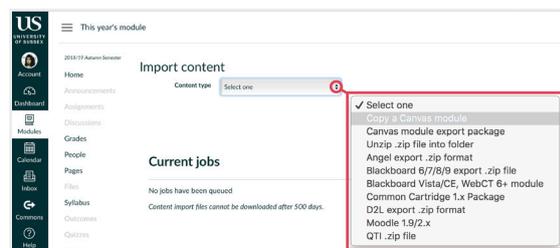
1. When a new Canvas module is created for the next academic year, it will automatically appear on your dashboard. Click the tile to go into the module.



2. On the new module’s home page you will see prompts to “Create a new unit” and to “Add existing content”. Click “Add existing content”.



3. This takes you to the “Import content” page. Click the drop-down next to “Content type” and select “Copy a Canvas module”

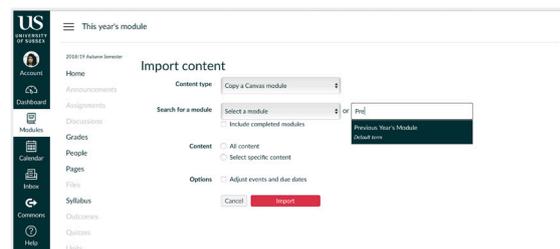
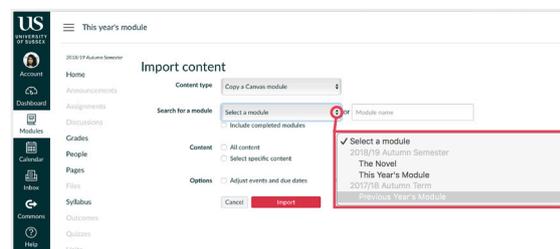


4. You can now choose the module you wish to copy from.

Either click the “Select a module” dropdown and pick the module you require...

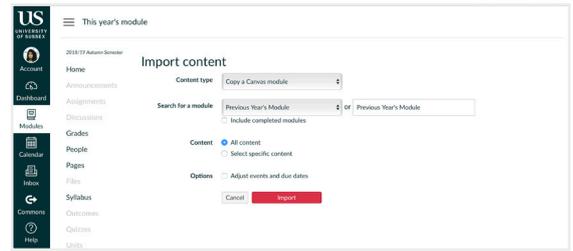
Or else start typing the module name directly into the search box.

Either of these will allow you to choose from any module on which you have a teaching role. You may need to tick “Include completed modules” if you can’t see the one you want.

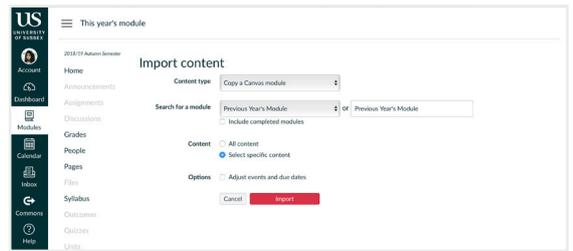




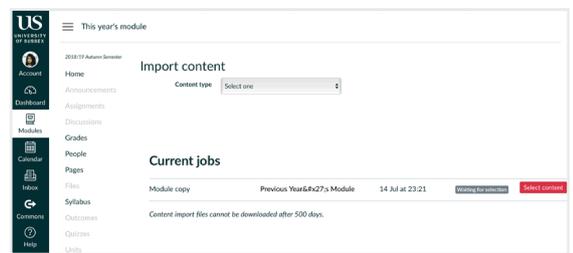
5. Next you have the choice of copying all the content from your selected module, or selecting specific parts of it to copy over. If you want to copy everything, select “All content”, then click “Import” and proceed to step 9 of this guide.



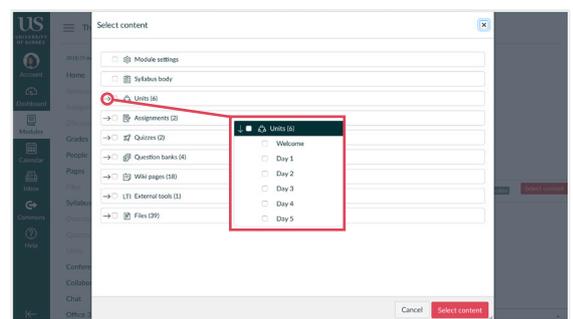
6. Alternatively, if you want to copy only some of the content from your selected module, choose “Select specific content”, then click “Import”.



7. The module copying process will now be held in a paused state, waiting for you to choose which content you want to copy. Click “Select content” to proceed.

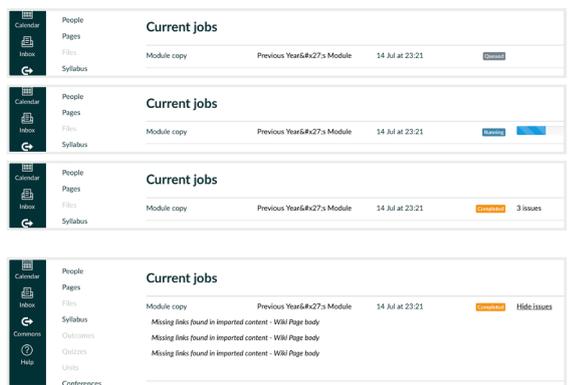


8. You will then see a list of all the content in the module, arranged in categories. Clicking the arrows to the left of the categories will expand them, allowing you to drill down to individual files, pages, quizzes, etc. Once you’ve made your selection, click the “Select content” button to proceed.



9. Canvas will now begin to copy the content across into the new module. You may see the copy progress change from “Queued” to “Running”, then finally “Completed”.

You may see a note indicating issues in the copied content. Clicking the word “issues” will reveal details of these, with a link to where they occur so that you can fix them.



10. The rollover is complete. Click the “Home” link in your module menu to see the copied content in place. If you need any additional help with your module or rolling over your content, please contact us at [tel@sussex.ac.uk](mailto:tel@sussex.ac.uk).

