

After You Copy a Course: Cleanup Checklist

Inspect imported content before students enter the new course.

FTCC Canvas Faculty Resource | New Quizzes only | Panopto and Class Collaborate supported | No Canvas Studio

Click Path

Settings → Import Course Content

Purpose

A successful import can still bring old dates, duplicate items, hidden links, outdated announcements, incorrect grade settings, and inaccessible files.

Steps

1. Confirm the source and destination courses before importing.
2. Choose all content or selected content intentionally.
3. Use date adjustment carefully when appropriate.
4. Wait for the import to complete and review warnings.
5. Inspect Home, Modules, Assignments, Discussions, New Quizzes, Pages, Files, Announcements, and Navigation.
6. Update dates, names, links, instructor information, and tool access.
7. Review assignment groups, weights, grade posting policies, and statuses.
8. Run Link Validator and complete a Student View launch path.

Verify

- | | |
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| ☐ Correct content was imported. | ☐ No duplicate modules or activities remain. |
| ☐ Dates are current. | ☐ Gradebook setup is correct. |
| ☐ Files and links work. | ☐ Announcements and instructor information are current. |

Watch For

- Importing the same source again can overwrite or duplicate content depending on what is selected.
- Internal links can point to the old course.
- Do not rely on a successful import status as a readiness review.

Primary Sources

Instructure Course Import guides: <https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor>