# Importing JCampus Course Content to Sandbox Courses

*Upon completion of the school year, you will want to import content from your completed JCampus courses into a Sandbox course so you can work within your Sandbox in preparation for the coming school year. The instructions below will guide you through importing content from your JCampus course to your Sandbox course.*

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| 1. Go to Canvas: https://www.cpsb.org/canvas. <br><br> 2. Click on the sandbox course where you want to import content. <br> ***If you need a new sandbox, submit a Tech Help ticket indicating the number of sandbox courses you need and the titles of each.*** | |
| **3.** From the Home tab, click **Import Existing Content.** |  |
| 4. Next to Content Type, click the drop-down menu and select **Copy a Canvas Course.** |  |
| 5. Be sure the box next to **Include completed courses** is checked. This will allow you to select both active and archived courses from the list in step 6. |  |

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| 6. Next to Search for a course, click the drop-down menu and select the course you would like to copy content from. | **Import Content**<br><br>Content Type: Copy a Canvas Course<br><br>Search for a course: algebra<br><br>AGILE Mind (Algebra I)<br>*Default Term*<br><br>Content: Algebra<br>*Default Term*<br><br>Algebra 3- Inservice<br>*Default Term*<br><br>Options: Algebra I<br>*Default Term*<br><br>! Importing the sa... overwrite any e... ALGEBRA I<br>*2021/2022 - IOWA HIGH SCHOOL - Term1* |
| *7.* Click **All Content** and then click **Import**. | Content ● All content<br>○ Select specific content<br><br>Options ☐ Import assessment content as New Quizzes ⑦<br>☐ Adjust events and due dates<br><br>Cancel    **Import** |
| 8. Under Current Jobs, it will show that the import has been queued. | **Current Jobs**<br><br>Course Copy    Sandbox - Anissa Fontenot    Aug 17 at 12:27pm    Queued |
| 9. Once the Course Copy shows completed, review your course to make sure the content imported successfully.<br><br>*If your import reports any issues, click *issues* to display a list. Then, click on the specific link to go to the area of the course with the issue. | **Current Jobs**<br><br>Course Copy    Sandbox - Anissa Fontenot    Aug 17 at 12:27pm    Completed |