If you would like to copy content from one Canvas course to another, you have several options:

1. **Copy the content yourself.** Copying content from another Canvas site is fast and straightforward, provided you have access/user permissions to the sites from which you are copying content. This means you are listed as the Teacher (check using the "People" tab) of both the source course and destination course. This applies to old courses, development (DEV) sites, sandboxes (SNDBX), and new blank course shells. Refer to this Canvas Guide for step-by-step instructions: [How do I import content from another Canvas course?](https://community.canvaslms.com/docs/DOC-2685)
2. **Get help by phone.** Call OTC Online at 417-447-8200 ([hours of operation](https://online.otc.edu/faculty/faculty-blackboard-support/)) and Instructional Support staff will guide you step-by-step through the process. Again, this method requires you to have access as a registered user for both the source course and the destination course*.* If you do not have access, email online@otc.edu and we will assist you in gaining access.
3. **Get in-person help.** Stop by the OTC Online Instructional Support office at [910 Hampton](https://www.google.com/maps/place/910%2BN%2BHampton%2BAve%2C%2BSpringfield%2C%2BMO%2B65802/%4037.2176671%2C-93.2800293%2C17z/data%3D%213m1%214b1%214m5%213m4%211s0x87cf62dd709ee443%3A0x8471d3159217c2a8%218m2%213d37.2176671%214d-93.2778406) (Springfield Campus).
4. **Ask OTC Online to copy the content for you.** To request assistance in copying course content, please complete and submit the [Course Copy Request Form](https://online.otc.edu/course-copy-request/), and OTC Online staff will complete your request in the order it is received.

If you make a mistake, no problem! Call 417-447-8200 or email online@otc.edu.