Copying, Sharing, and Accepting a Canvas-eLab Integration Course

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INTRODUCTION

The Canvas-eLab course copy integration allows an instructor to copy a Canvas course with integrated eLab resources (such as PowerPoints, assignments, tests, etc.) and share it with another instructor. **Please Note:** It is important that the copied course be fully built before sharing, so that the other instructor does not have to set anything up.

Once the course is accepted by the other instructor, he/she goes to the modules and clicks on any eLab affiliated link, which then triggers an automatic creation of the eLab course where the integrated eLab resources will be linked to. Any necessary adjustments can then be made to the eLab assignments and tests.

STEP 1: COPYING AN EXISTING CANVAS-ELAB INTEGRATED COURSE

In this step, you will copy an existing Canvas course you want to share with another instructor. Be sure the original course you are copying is fully built. Otherwise, if you need to make a change, you will have to do that in the copied course. Once the course is copied, you will then share the copied course with the other instructor.

1. Login to your Canvas instructor account.
2. On your Dashboard, click on the course you want to copy.

3. Click on Settings.
4. Click on **Copy this course**.

![Copy this course](image1)

5. Enter a new course **Name** and **Course Code**, then click **Create Course**.  
   *This will differentiate your original course from the new copied course.*

![Create new course](image2)
6. Once the copy course process is completed, click on Dashboard in the left menu and confirm that the new copied course is there.

7. Click on the new copied course and make sure it is set to Published.
STEP 2: SHARING YOUR COPIED CANVAS-ELAB INTEGRATED COURSE WITH ANOTHER INSTRUCTOR

It’s time to share the new copied course with another instructor.

1. In the new copied course, click on People > + People, located in the left menu.

2. a. **Email Address (required):** Enter the instructor’s email address you are sharing the new course with.
   b. **Role:** Select Teacher
   c. **Section:** Leave the default option

   Click **Next.**
3. Click on **Add Users**.

![Add People Window](image)

You have now shared your new copied course with the instructor!

**NOTE:** After the instructor accepts the course, you can choose to delete the copied course or leave it.

The other instructor will now follow the below steps to accept your shared course.

**STEP 3: ACCEPTING A SHARED CANVAS-ELAB INTEGRATED COURSE**

Another instructor has shared their course with you! In this step, you will accept their invite to the newly shared course, which will also give you access to the eLab portion of the course.

1. Login to your Canvas instructor account.
2. You will see the invite at the top of your Dashboard. Click **Accept**.

*The new shared course is also visible on your Dashboard.*

3. Click on the course to go to the Modules, then click on any eLab affiliated link, such as an assignment link.
4. Click on Load [eLab link name] in a new window

![Image of Canvas interface](image1)

5. Click on Login as Instructor.

![Image of eLab interface](image2)

This automatically triggers the creation of your new course in eLab, where all the eLab links in your Canvas course will be linked to.

![Image of eLab interface](image3)

In this window, you can add/adjust assignment dates, test dates, see who’s registered, access the ebook, etc.