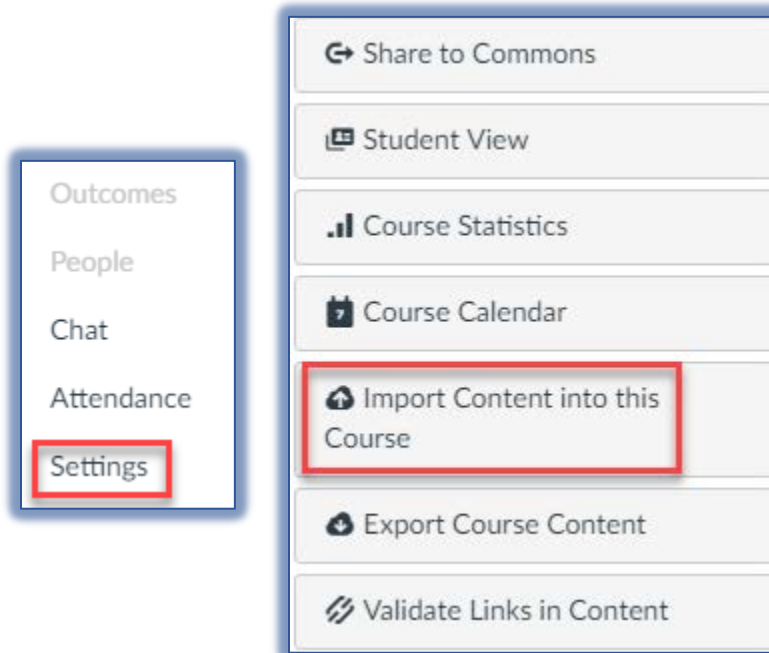


Import a Course in Canvas

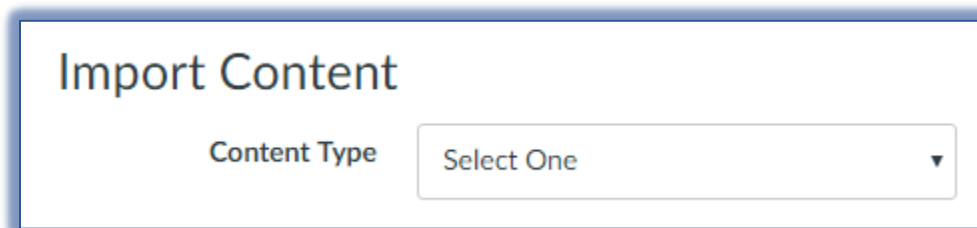
The Course Import Tool makes it easy to extract course content, assignments and quizzes from previous terms and quickly import them into existing courses. For example, a course in the Developmental term can be imported into a course for a Summer, Fall, or Winter term in Canvas. In addition, a course that was taught in a previous term, such as Winter 2017 can be imported into a course shell for Summer 2017.

Import a Course

- Open the **Course Shell** for the new course.
- Click the **Settings** tab in the **Course Navigation Panel**.



- The **Course Details** page will display.
- On the right side of the window, click the **Import Content into this Course** button.
- The **Import Content** window will display.



- In the **Content Type** list, select **Copy a Canvas Course**.
- In the **Search for a Course** area, specify a **Course Number** or **Course Title**.
- Click the **Include Completed Courses** to copy a course from a previous term.

Import All Content

- To import all the content in the selected course, click the **All Content** option button.
- Click the **Adjust Events and Due Dates** option button to specify the dates for the new term.
- Click the **Import** button.

- The status of the current job will appear in the **Current Jobs** list.
- When the job is finished, **Completed** will appear to the right of the job.

Import Specific Content

- To import selected content from the selected course, click the **Select Specific Content** option button.
- Click the **Adjust Events and Due Dates** option button to specify the dates for the new term.
- Click the **Import** button.
- The **Course Copy** request will appear under **Current Jobs**.



- Waiting for Select** and **Select Content** will appear on the right.
- Click the **Select Content** button.
- A list of the content in the selected course will appear.
- To select a Content Type, such as Modules, click the arrow to the left of the item.
- To select specific content, click the checkbox next to each item.
- When the content has all been selected click the **Select Content** button at the bottom of the page.
- The Queued job will appear under **Current Jobs**.
- When the **Import** is finished, **Completed** will appear to the right of the job.



Options: Adjust Events and Due Dates

- Click the **Adjust Events and Due Dates** checkbox.
- Select one of the options under **Date Adjustment**.

Options Adjust events and due dates

Date adjustment Shift dates
 Remove dates

Beginning date  change to 
Thu Feb 18, 2016 12:35pm

Ending date  change to 

Shift Dates




- In the **Beginning Date** field, enter the **Starting Date** of the course that is being imported or click the Calendar icon to select a date.
- In the **Change To** field, enter the **Date** when the new course is to begin or click the Calendar icon to select a date.
- In the **Ending Date** field, enter the **End Date** of the course that is being imported.
- In the **Change To** field, enter the date when the new course is to end.

NOTE: If the course into which the content is being imported contains course override dates in Course Settings, those dates will be automatically pre-populated in the Change to fields.

Substitution

In Canvas, it is possible to define day substitutions to adjust for changing class schedules. This means that it is possible to move all assignments on Mondays to Tuesdays or any other day of the week.

- Click the **Substitution** button.

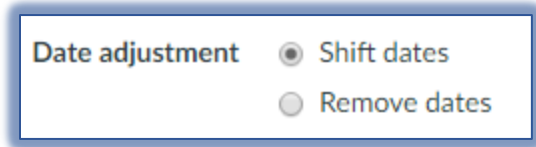
Move from  to  

- In the **Move From** field, select the day of the week.

- In the **To** field, select the **New Day** of the week for the **Substitution**.
- To remove a **Substitution**, click the **Remove** button.

Remove All Dates

To remove all the due dates in the course, select the **Remove Dates** radio button.



Dates will be removed from the following features:

- Assignments (due, availability, peer review dates)
- Announcements (deleted, post dates)
- Quizzes (due, availability, show correct answers dates)
- Calendar events (start and end dates)
- Modules (unlock dates)