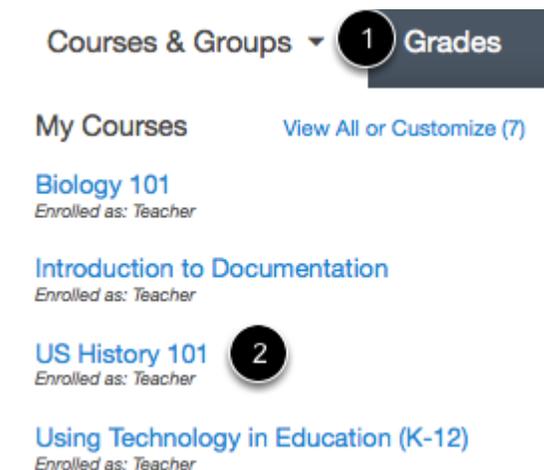


Importing Content from Another Canvas Course

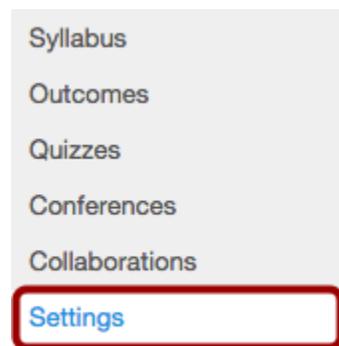
*******Note:** Draft State settings are retained in course imports. If an assignment is unpublished in a course, the assignment will also be unpublished in the content import.

1. Open Course



In Global Navigation, click the **Courses & Groups** drop-down menu [1], then click the course title [2] of the course where you would like to import content.

2. Open Settings



In (left) Course Navigation menu, click the **Settings** link.

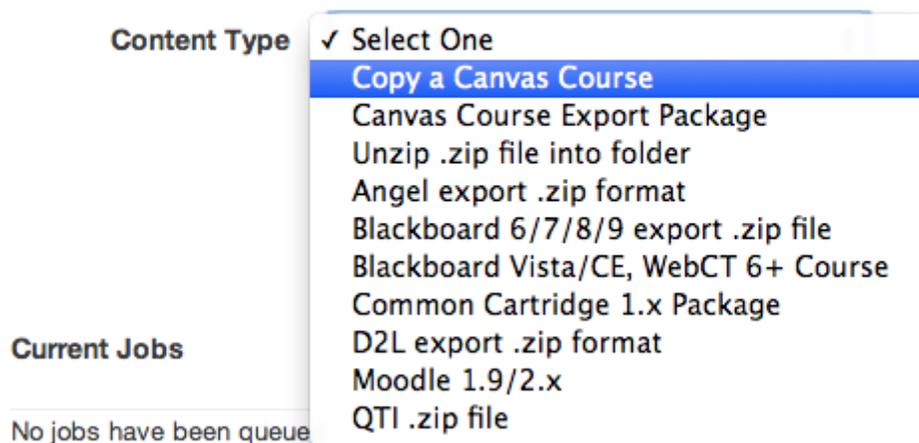
3. Import Content into Course



On the RIGHT sidebar, click **Import Content into this Course** to import content.

4. Copy a Canvas Course

Import Content



In the drop-down menu, select the **Copy a Canvas Course** option.

5. Search for a Course

Locate the course you wish to copy content from in one of two ways.

a. Select from the Drop-Down List

Search for a course Select a course

Content

- Default Term
- Simple Canvas Course
- Design 101
- Translation test
- US History 101**
- Canvas Instructor Overview
- U.S. Presidents 102

In the drop-down menu, select the course you would like to access.

b. Search by Course Name

Search for a course or **1**

Include completed courses

Content All content

Select specific content

- US History 101** **2**
- Default Term
- History 102
- Default Term

In the Course name field [1], start to type the name of the course you would like to access. Click the name of the course when it appears [2].

6. Select Migration Content

Import Content

Content Type

Search for a course or

Include completed courses

Content All content

Select specific content **2**

If you want to import all of the content from the course, click the **All content** radio button [1].

If you want to select specific content, such as only assignments or quizzes, click the **Select specific content** radio button [2]. Tip: Select specific content to avoid copying unwanted files and graphics which may eat up your file space. **If you chose “Select specific content” review pages 6-8 labelled Selecting Content before proceeding.**

7. OPTIONAL Adjust Events and Due Dates (If you are not adjusting the dates, skip to STEP 8)

Options Adjust events and due dates

If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox. You have two options to choose from: **Shift dates** and **Remove dates**.

*******Note:** Varied Due Dates will not be adjusted during the import so it may be more helpful for you to adjust dates per assignment. Use your discretion and be sure to double-check dates of you use this function.

a. OPTIONAL Shift Dates: Adjust Beginning and Ending Dates

Options Adjust events and due dates

Date adjustment Shift dates
 Remove dates

Beginning date **1** change to **2**
Fri May 9, 2014 Thu Aug 21, 2014

Ending date **3** change to **4**
Mon Aug 18, 2014 Thu Dec 4, 2014

December 2014

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Time: :

Click the calendar icon and select the beginning date of the course you are importing [1]. Select the new date you want the course to begin [2]. Then select the end date of the course you are importing [3], as well as the new date you want the course to end [4].

Note: If the course you are copying has beginning and end dates, those dates will be automatically pre-populated in the initial date fields.

b. OPTIONAL Shift Dates: Create Date Substitutions

Options Adjust events and due dates

Date adjustment Shift dates
 Remove dates

Beginning date  change to 
Fri May 9, 2014 Thu Aug 21, 2014

Ending date  change to 
Mon Aug 18, 2014 Thu Dec 4, 2014

Move from  to 

Move from  to 

 **1**  **2**  **3**

You can also explicitly define day substitutions to adjust for changing class schedules (i.e. move all assignments on Mondays to Tuesdays). To create a date substitution, click the **Substitution** button [1]. Use the drop-down menus [2] to select the days of the week. You can also remove Substitutions by clicking the **end** icon [3].

c. Remove Dates

Options Adjust events and due dates

Date adjustment Shift dates
 Remove dates

You can also choose to remove dates from your course.

Dates will be removed from the following features:

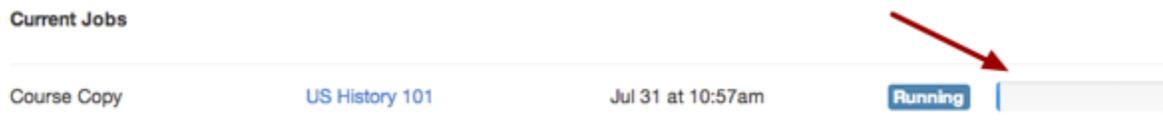
- Assignments (due, availability, and peer-review dates)
- Announcements (post delay dates)
- Quizzes (due, availability, and show correct answers dates)
- Calendar events (start and end dates)
- Modules (unlock dates)

8. Import Course



Click the **Import** button.

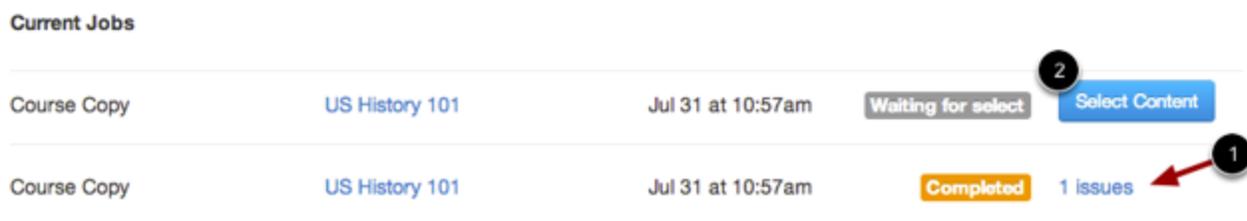
9. View Current Jobs



The Current Jobs menu will display the status of your import. Running reports will display a menu bar with the time remaining to generate the report.

You will also receive an email notification when your import is completed.

10. Course Completion

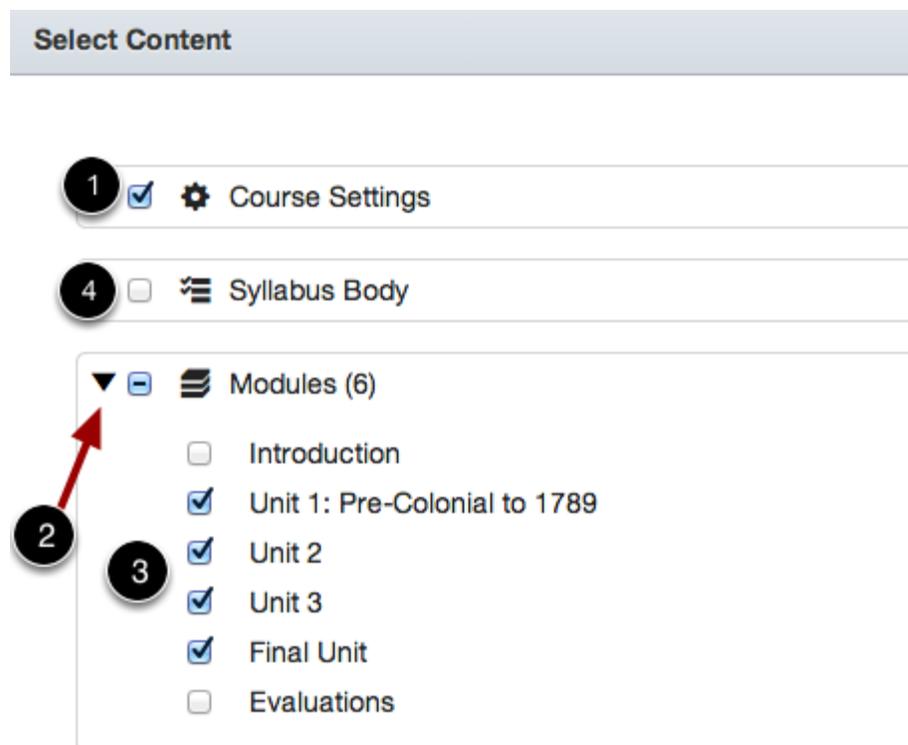


Import statuses include pre-processing, queued, running, completed, and failed.

- If you imported the course and did **not select specific content**, Canvas will show any issues that occurred with the import. Click the **issues** link [1] to view them.
- If you imported the course and **selected specific content**, Canvas will ask you to select the content you want to import. Click the **Select Content** button [2].

Selecting Content to Import

a. Select Content



A new window will list all the content in your course by category. For instance, if you did not create any Rubrics in your course, Rubrics will not appear as an import option.

To import all content for a content type, click the checkbox next to the content name [1]. If the content type is a group containing multiple items, Canvas will automatically select all items within the group.

To import only a few items from a content group, expand the drop-down arrow [2] and click the specific items to be imported [3]. Canvas will place a dash in the group checkbox, indicating that only a few items are selected within the group.

If a content type should not be imported, leave the checkbox blank [4].

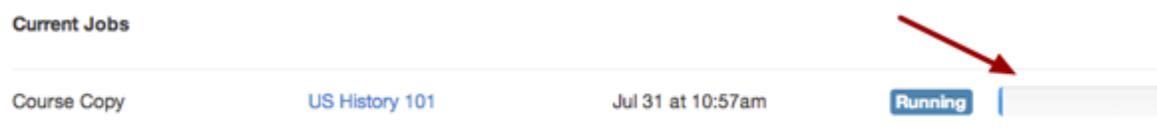
Note: Canvas supports keyboard navigation when selecting content to import. The tab key focuses on the content inside of the select content area. Use the up and down arrow keys to navigate the categories and use the left and right arrows to expand and collapse items. Use the spacebar to select and deselect items.

b. Click Select Content to Submit



Click the **Select Content** button to import your content.

c. View Current Jobs



The Current Jobs menu will import the selected course content. Running reports will display a status bar with the time remaining to generate the report. You will also receive an email notification when your import is completed.

d. View Course



The content from your course is now organized in your Canvas course. Open the link(s) for the imported item(s) to view, and organize the content to fit your students' needs.

For instance, if you imported Quizzes and Modules, click Quizzes and Modules to view the imported content.