

How to have Canvas adjust dates when importing course content

1030 Laurie Sherrod September 25, 2019 [Teaching & Learning](#)

Adjust the dates in a Canvas course import

1. Log in to Canvas and navigate to the new course.
2. Click on **Settings** in the course menu.
3. Click on **Import Course Content**.
4. For Content Type select **Copy a Canvas Course**.
5. For **Search for a course** enter the first part of the course ID, ex. S1905-WFB (this ensures that Canvas narrows down the search until you see your courses) then select the course that contains the course material.
6. Check the box to **Include completed courses**.
7. Select either **All Content** to import all content or **Select specific content** to specify content items to import.
8. If desired, select **Adjust events and due dates**.

- a. If you want to shift dates in the course, select the **Shift dates** radio button.

In the Beginning date field, enter the starting date of the course you are importing or click the **Calendar icon** to select a date.

In the **Change to** field, enter the new date when you want the course to begin, or click the **Calendar icon**.

In the **Ending Date** field, enter the end date of the course you are importing, or click the **Calendar icon** to select a date.

In the **Change to** field, enter the new date when you want the course to end.

- b. To define day substitutions to adjust for changing class schedules, click the **Substitution button**.

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** icon.

- c. If you want to remove all associated due dates in the course, select the **Remove dates** radio button.

9. Click the **Import** button.

NOTES

Adjusting dates: Canvas will take the new start and end dates for the course and distribute all assignments with due dates as evenly as possible across the course dates.

If the imported course and the new course vary in course length, assignments will be assigned proportionally.

Once the course is imported, you can easily confirm and adjust any assignment dates using the Calendar.

Substitution dates: You can create as many substitution dates as necessary.

Canvas will take the date substitutions and adjust assignments with due dates appropriately across the course dates.

Remove dates: Dates will be removed from the following features:

Assignments (due, availability, and peer-review dates)

Announcements (delayed post dates)

Quizzes (due, availability, and show correct answers dates)

Calendar events (start and end dates)

Modules (unlock dates)

Files (availability dates)

If you have more questions, email ITHELP@clermson.edu or call 864-656-3494.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=1030>