**How Do I Import Content from Another Course into my Official Course with Students?**

1. Select the empty course to which you want to add content. The image below should be on the course homepage. Click on this image “Add existing content.”
2. Choose Import Source:

Select **Copy a Canvas Course**

& browse for the name of the course to copy into your new course.

1. Select **All Content.**
2. If you do NOT want ANY dates imported from the last school year, see **Step #6** below **BEFORE** importing.

**FOR USERS WHO HAVE CANVAS COURSES WITH DATES SET FROM THE PREVIOUS SCHOOL YEAR…**

1. **Adjust Events and Due Dates:**

**(NOTE: Be sure you have not already adjusted due dates for the upcoming school year in your sandbox course.)**

* In addition to recreating the structure and content of the course, the Course Import Tool will intelligently re-schedule due dates and calendar events to the new date ranges of the new semester/school year.
* Enter the beginning and end dates of the old course/semester [1] if they are not already set, and then enter the dates of the new course/semester [2].
* If you copy a Canvas course with beginning and end dates, those dates will be pre-populated in the initial date fields.
* **Note:** You must enter both sets of beginning and end dates as accurately as possible for the dates to adjust correctly. Varied Due Dates will not be adjusted during the import.
1. **To Remove Dates:**

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)
1. Select **Import** (The import will say “running.” You can leave this page and work on other items in Canvas or import other courses.)