

How do I adjust events and due dates in a course import?

As part of a course import, you can adjust the due dates associated with course events and assignments. You can also shift due dates to a different day, or remove all associated due dates.

It is recommended to shift due dates of imported content before students are enrolled in the course. If students are enrolled before course content is imported with due dates, students may not be able to submit work for those imported assignments.

Note: If you set beginning and ending dates as part of a date adjustment in a course import, those dates will be automatically set as the course participation start date and end date. However, if course participation start and end dates have already been set for the course, course participation start and end dates will not be changed.

Open Settings

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In Course Navigation, click the **Settings** link.

Import Content into Course

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Click the **Import Course Content** link.

Select Content Type

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In the **Content Type** drop-down menu, select the content type you want to import. Complete any additional fields required for the content.

Adjust Events and Due Dates

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.

Shift Dates

Shift Dates

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

Set Beginning and End Dates

Set Beginning and End Dates

In the **Beginning date** field [1], enter the starting date of the course you are importing. You can also click the calendar icon to select a date. In the **change to** field [2], enter the new date when you want the course to begin, or click the calendar icon.

In the **Ending date** field [3], enter the end date of the course you are importing, or click the calendar icon to select a date. In the **change to** field [4], enter the new date when you want the course to end.

The local and course dates and times display below the selected dates [5].

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 and keep them due on the same day of the week as the original course. 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.

Notes:

- It is recommended to shift due dates of imported content before students are enrolled in the course. If students are enrolled before course content is imported with due dates, students may not be able to submit work for those imported assignments.
- If the course where you are importing the content contains course override dates in Course Settings, those dates will be automatically pre-populated in the **change to** fields.
- The course participation start and end dates will be automatically set to the dates set in the **change to** fields when adjusting dates in a course import. However, if course participation start and end dates have already been set for the course, course participation start and end dates will not be changed.
- For the feature to work properly, it is recommended that dates for both the **Beginning date** and **Ending date** fields are selected.
- To prevent 0s (zero grades) from being automatically entered into the Gradebook when importing content into a course with a late/missing policy set up, it is recommended that you temporarily disable your late/missing policy before importing the content. You can re-

enable it once the import is complete.

Create Substitution Dates

Create Substitution Dates

You can also explicitly define day substitutions to adjust for changing class schedules, such as moving all assignments on Mondays to Tuesdays. To create a date substitution, click the **Substitution** button [1].

In the **Move from** field [2], select the day of the week; in the **to** field [3], select the new day of the week for the substitution.

To remove a substitution, click the **Remove** icon [4].

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

Remove Dates

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

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)

View Content Import Warning Message

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When importing content, a message displays explaining that importing the same course content or export package more than once overwrites any existing content in the course.

Import Course

Import Course

Click the **Add to Import Queue** button.

View Content Imports

[View Content Imports](#)

The Content imports section displays the status of your import. Running reports display a progress bar [1].

If you chose to select specific content in your course, the current job will show as Waiting for selection [2], which means you must [select the content you want to import](#).

The import may also display other status indicators as part of the import process. Learn more about [course import statuses](#).

View the content from any completed imports by accessing any link in **Course Navigation**.

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