ArtCenter Canvas Documentation
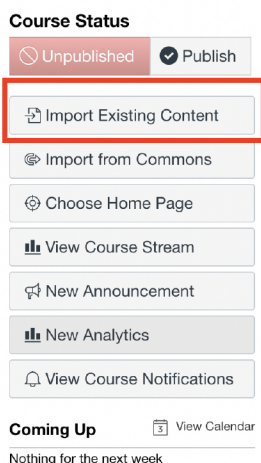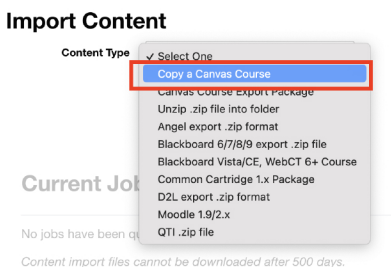Digital Teaching & Learning

How to import content from another ArtCenter Canvas course or sandbox

1. Click on the course that you would like to import content into on your ArtCenter Canvas dashboard.
2. Click the **Import Existing Content** icon under the Course Status menu on the right side of the screen.

3. Under **Content type**, select **Copy a Canvas Course** and enter the name of the course you would like to import content from in the **Search for a Course** box.

*If you enter the term or the name of the course title in the Search for a Course box,, a list of courses matching that criteria will appear for you to select from.

Import Content

Content Type	Copy a Canvas Course	⌄
Search for a course	summ	
	Summer 2022 Beginnings, Middles, & Ends (HNAR-306-01) *Summer 2022*	
Content		

For additional ArtCenter Canvas resources, please visit **https://citl.artcenter.edu/dtl**.

How to import content from another ArtCenter Canvas course or sandbox continued

4. Under Content, select **All Content** to import the entire course or **Select Specific Content** to choose the content you would like to import.

Import Content

Content Type	Copy a Canvas Course ⌄
Search for a course	Summer 2022 Beginnings, Middles, & End
	☑ Include completed courses
Content	● All content
	○ Select specific content
Options	☐ Adjust events and due dates

! Importing the same course content more than once will overwrite any existing content in the course.

Cancel   Import

5. Under Options, check the box next to **Adjust Events & Due Dates** if you would like to shift the beginning and end dates of your course to match the current term. This will shift the due dates of the course contents by the same amount of time. Leave unchecked if you would like to manually update the course contents after import.

Options	☑ Adjust events and due dates
Date adjustment	● Shift dates
	○ Remove dates
Beginning date	[ ] 📅 change to Nov 8, 2021 at 9:50am 📅
Ending date	[ ] 📅 change to [ ] 📅

6. Press **Import** to complete the process.

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