Use the Course Import Tool

The Course Import Tool can be used to move entire courses from quarter to quarter. 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 quarter, including day substitutions for the new quarter (e.g. MWF to TTH). From there, if you wish to change due dates and events further, just drag and drop the assignments or events to the desired date within the Calendar feature.

You can also use the The Course Import Tool to extract specific course content, assignments, and quizzes from previous quarters and quickly import them into existing courses.

When would I use the Course Import Tool?

1. Use the course import tool to copy your Master into your provisioned course containing registered students.
2. Use the Course Import Tool to copy an entire course from quarter to quarter, including Announcements and Discussions.
3. Use the Course Import Tool to choose specific Assignments, Pages, Files, and anything else from previous courses you have taught.
4. Use the Course Import Tool to import course materials from different Learning Management Systems.

Import content from another course in Canvas

1. To import content, go into your new empty course shell. Click on Settings in the left-hand navigation and then click Import Content into this Course.
2. The Import Wizard opens.
3. In the Import Wizard, you can import files or quizzes, copy content from another Canvas course, or import content from a content package or from another system.

![Import Wizard](image)

4. To copy content from another UW Canvas course, click **Copy content from another Canvas course**. Next, use the search function or drop-down menu to find your preferred Canvas course to import content from and then click **Copy From this Course**.

![Copy From another Course](image)
5. Most of the time, if importing your Master, you will **Copy everything**. To select specific content, uncheck the first box and then pick what you’d like copied into this course, check the appropriate boxes from the list of content from the course. The list includes assignments, discussions, modules, and more. When you’ve made your selections, click **Import Course Content** at the bottom of the page.

Your request will process (this may take a few minutes) and you will get a confirmation page outlining what content was imported into the course.