



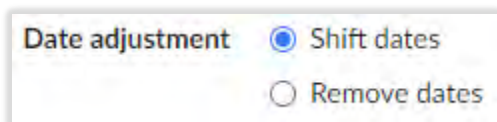
## Teaching with Technology Tip

### ADJUSTING DUE DATES WHEN COPYING A CANVAS COURSE

When copying one Canvas course into another, Canvas can automatically alter due dates for a course. In the process of importing content, look for the **Date adjustment** menu to begin the process.

#### Adjusting Dates upon Import

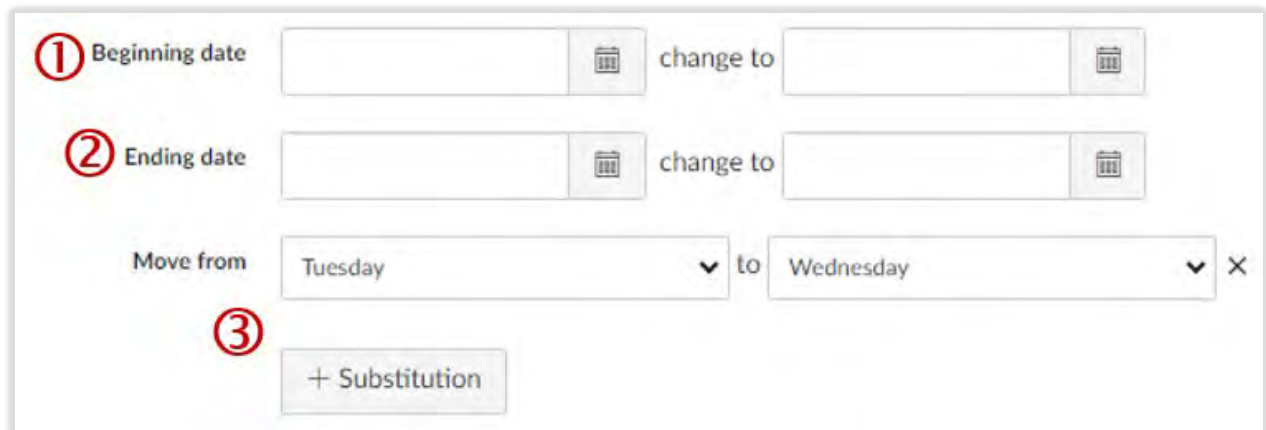
Canvas provides two options for changing dates when a course is imported.







Date adjustment  Shift dates  
 Remove dates




Choose **Shift dates** to have Canvas take the new start and end dates for the course and distribute all dates as evenly as possible throughout the course. If **Shift dates** is selected, instructors are asked to input specific information:

1. Provide the beginning and end dates of original course.
2. Provide the desired beginning and end dates in the new course.
3. Make day substitutions. For instance, if the original course asked students to submit on a Tuesday but the new course needs them to submit on a Wednesday, add a substitution to do so. You can add as many substitutions as needed.



① Beginning date   change to  

② Ending date   change to  

Move from   to   

③

If you select **Remove dates**, Canvas will strip away the scheduled event and due dates associated with all course content.

If you need assistance, please contact eLearning at [elarning@umwestern.edu](mailto:elarning@umwestern.edu).