

# Instructor

## Courses: Creation and Management

In this video, you will learn how to create a new Canvas course, import course content using the Course Import Tool, and edit your course syllabus.

You can create a new Canvas course from your dashboard. To create a new Canvas course, click the Start a New Course button. Please note this functionality may be restricted by your institution. Next, enter the course name and select the appropriate content license. Choose the visibility status of your course. Then click the Create course button.

You will be redirected to your course home page where you can begin adding content. To import content from another course, click the Settings link and then click the Import Course Content button. In the Content Type drop-down menu, select the type of content you will upload to your course. You can import content directly from another Canvas course by selecting the Copy a Canvas Course option.

You can also import course content packages from Canvas, unzip course content files, or upload course content files from other LMSs. If you choose to import content from another Canvas course, use the Select a course drop-down menu or type the name of a course in the Course Name search field. To include concluded courses in your search, click the Include completed courses checkbox. Choose to import all course content or to select specific content for your import.

If you want Canvas to automatically adjust event and due dates in the import, click the Adjust Events and Due Dates checkbox and select dates using the calendar fields, or remove all due dates by selecting the Remove dates option.

To begin the content import, click the Import button. If you chose to select specific content for your import, click the Select Content button. You can check the status of the import at any time on the Current Status page. If an error occurs during import, Canvas displays a Failed badge and a link to view the issues. To view imported content, click any link in course navigation.

For an overview of all assignments and events in your course, and to provide an overview of course requirements, click the Syllabus link in Course Navigation.

The Syllabus page displays three sections: the description, the sidebar, and the course summary. The description section can be edited to include course requirements, provide links to additional resources, and include other important information about the course. To edit the description, click the Edit button and add content using the Rich Content Editor and Content



Selector. When done, click the Update Syllabus button.

The Course Summary section displays a list of all course assignments and events. You can change Assignment and event dates using the Assignments or Calendar links, or you can click the event or assignment name in the Course Summary list to access and modify the item.

Any date changes are automatically updated in the Syllabus. The sidebar displays the course Calendar and a breakdown of the course's assignment group weights, if assignments are weighted. Dates highlighted on the calendar indicate event and assignment due dates in the course.

Hover over or click the the highlighted course calendar date to view the corresponding assignment or event in the course summary. Similarly, hovering over a title in the course summary list highlights the item date in the calendar.

Once content has been added to and organized in your course, it can be published. On the course home page click the Publish Course button.

You've now completed this tutorial video on *Course Creation and Management*. For additional information on this or any other topic about Canvas, please visit [guides.canvaslms.com](https://guides.canvaslms.com). You can also ask questions and engage with other Canvas users, by visiting [community.canvaslms.com](https://community.canvaslms.com).