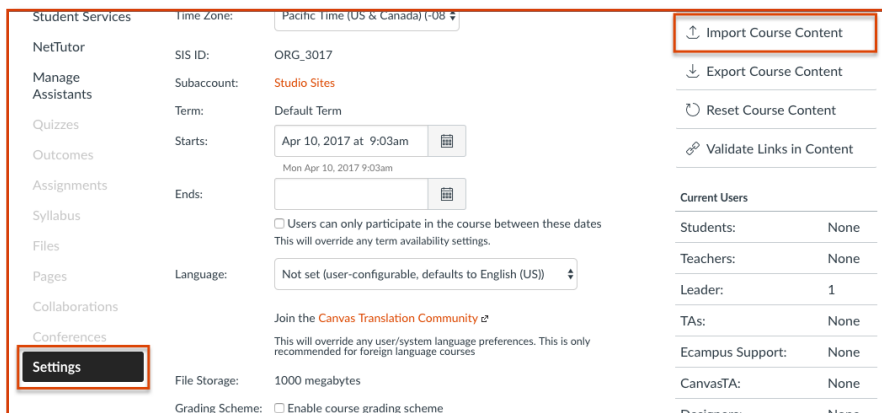


Quick Reference - Import Course Content

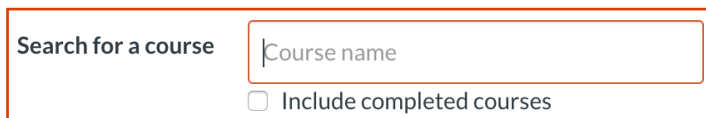
If you do not have access to prior term course content or need assistance in copying your course during this process, contact EcampusFacultySupport@oregonstate.edu for additional assistance.

How to Import Course Content

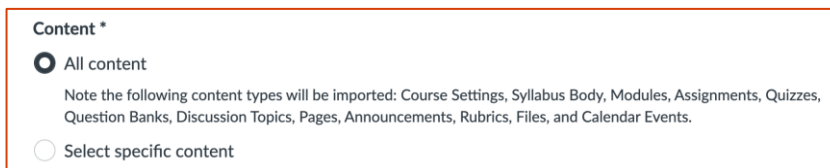
1. Open the course site for the term that you are planning to teach.
2. If the course is empty of content, select 'Settings' within the course menu and then 'Import Course Content'.



3. From the 'Select Content Type' drop-down, select '**Copy a Canvas Course**'.
4. Checkmark the box '**Include Completed Courses**' to include past term courses in your list.
5. From the 'Search for a course' drop-down, select the **previous term** course that you want to copy from.



6. Select the '**All content**' radio button.




7. Checkmark **'Adjust events and due dates'** and select **'Shift dates'** if you want Canvas to automatically adjust the existing dates to the [new term dates](#).
 - Indicate the old and new term's beginning and ending dates. (Note: for Fall term, we recommend using the Monday of the first full week as the 'Term start date' to keep schedule consistency.)

Adjust events and due dates

Date adjustments

Shift dates

Remove dates

Beginning date:

Mar 30, 2020 at 8am change to

Ending date:

Select a date (optional) change to

8. Select **'Add to Import Queue'**.

9. Under Current Jobs on the same page you will notice the import will show as queued, running, and then completed.

Content Type	Source Link	Date Imported	Status	Progress	Action
Course Copy	Template_Ecampus	Mar 6 at 2:14pm	Running	<div style="width: 100%; height: 10px; background-color: blue;"></div>	

10. Check any issues except "The security parameters for the external tool 'Student Services'...". This issue can be disregarded.

Note: In Canvas, students are enrolled in your course site immediately upon registration. Do not publish your course until you are ready to share it with your students.

Support

Canvas offers 24/7 support via phone or chat. Access Help within the Canvas course menu to receive immediate assistance or contact EcampusFacultySupport@oregonstate.edu.

Additional tutorials about Canvas can be found at <http://learn.oregonstate.edu>.

