Import your Course Content

Here are the steps to move content into the upcoming term:

1. From the Courses list on your Canvas dashboard, open the course site for the term that you are planning to teach.

2. On the main menu, click on ‘Settings’.

3. In the right pane, choose ‘Import Content into this Course’.

4. From the Content Type drop-down, select ‘Copy a Canvas Course’.
5. From the Search for a course drop-down, select the **previous term** course that you want to copy from.

- Ensure you’ve clicked on the “Include completed courses” check box

6. Click the ‘**All content**’ radio button.

7. Options: Click the ‘Adjust events and due 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 and/or use the substitution option to change weekdays.

8. Click ‘**Import**’.

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

**Note:** In Canvas, students are enrolled in your course site immediately upon registration. Please don’t ‘publish’ your course until you are ready to share it with your students.

---

Canvas offers 24/7 support via phone or chat. Click help in the upper right hand corner of your course site to receive immediate assistance.