

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'.

Student Services	Time Zone:	Pacific Time (US & Canada) (-08 🗣		1 Import Course Content		
NetTutor	SIS ID:	ORG_3017		import Course Content		
Manage	Subaccount:	Studio Sites				
Assistants	Term:	Default Term		C Reset Course Content		
	Starte	A 40 0047 + 0.00				
	Starts.	Apr 10, 2017 at 9:03am		Validate Links in Content		
	Ends:	Mon Apr 10, 2017 9:03am	圃		Current Users	
		Users can only participate	in the course b	etween these dates	Studente	None
Files		This will override any term availa	ability settings.		students.	None
	Language:	Not set (user-configurable defaults to English (US))		Teachers:	None	
	0.0				Leader:	1
		Join the Canvas Translation C	community @		TAs:	None
Conferences		This will override any user/system language preferences. This is only recommended for foreign language courses 1000 megabytes		Ecampus Support:	None	
Settings	File Storage:			CanvasTA:	None	
	Grading Scheme:	Enable course grading sch	eme		Decigners	Mana

- 3. From the 'Content Type' drop-down, select 'Copy a Canvas Course'.
- 4. Checkmark the box '**Include Completed Courses**' to include past term courses in your list.

Search for a course	Course name
	Include completed courses

5. From the 'Search for a course' drop-down, select the **previous term** course that you want to copy from.

Import Content					
Content Type	Copy a Canvas Course 💠				
Search for a course	ANTH				
	ANTHROPOLOGICAL THEORIES (ANTH_370_400_F2015) Fail 2015				
Content	ANTHROPOLOGICAL THEORIES (ANTH_370_400_F2016)				



Created by Ecampus in collaboration with IS Academic Technology Last Update: 6/3/2019



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

Content	 All content
	Select specific content

- 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.)

Options	Adjust events and due dates
Date adjustment	Shift datesRemove dates
Beginning date	change to
Ending date	change to

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

Current Jobs							
Course Copy	BUSINESS LAW I	Aug 23 at 3:36pm	Completed	Hide Issues			
The security parameters for the external tool "Student Services" need to be set in Course Settings.							

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 <u>EcampusFacultySupport@oregonstate.edu</u>.

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

