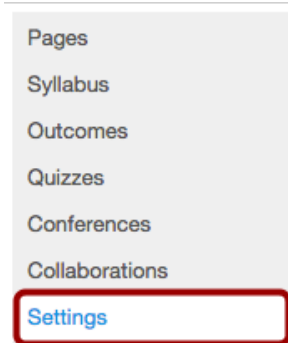


# Import your Course Content

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

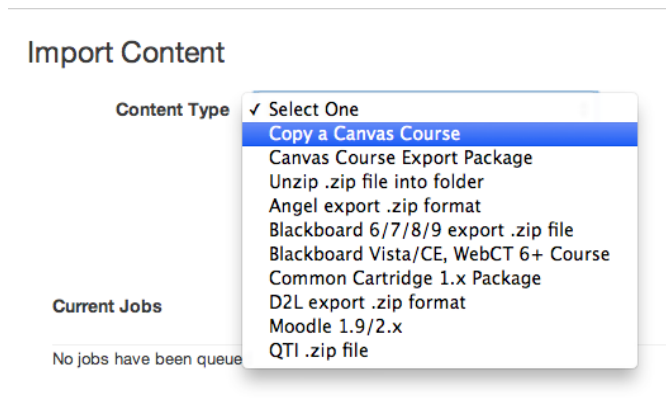
1. From the Courses list on your Canvas dashboard, open the course site for the **term that you are planning to teach**.
2. On the main menu, click on **'Settings'**.



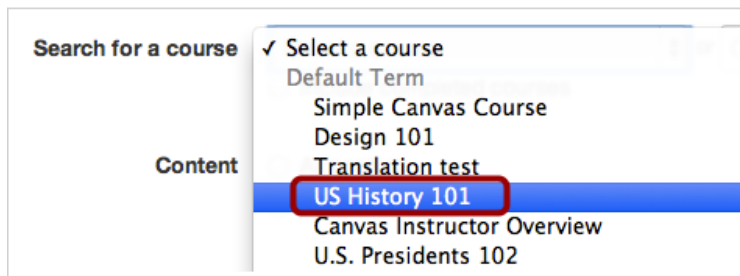
3. In the right pane, choose **'Import Content into this Course'**.



4. From the Content Type drop-down, select **'Copy a Canvas Course'**.



- 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**



- Click the **'All content'** radio button.

Content  All content  
 Select specific content

- 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. (Note: for fall term, we recommend using the Monday of the first full week as the 'Term start date' to keep schedule consistency.)

- Click **'Import'**.

Import

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

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.

**FOR SUPPORT:** 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.

If you have remaining questions, please contact [Erica.Curry@oregonstate.edu](mailto:Erica.Curry@oregonstate.edu).