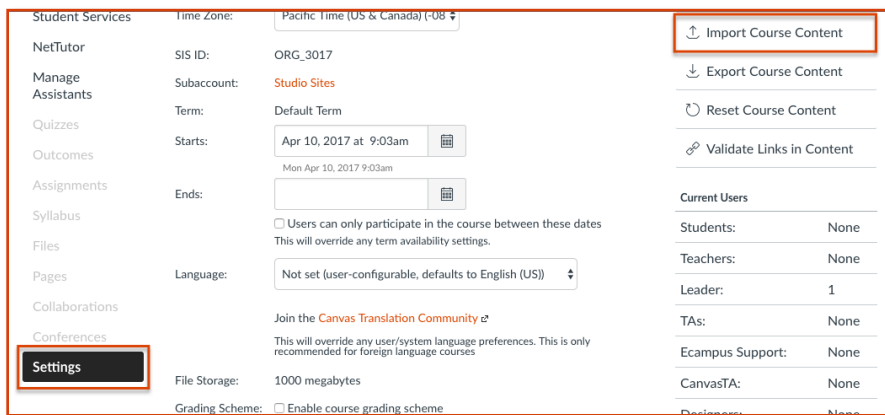


# Quick Reference - Import Course Content

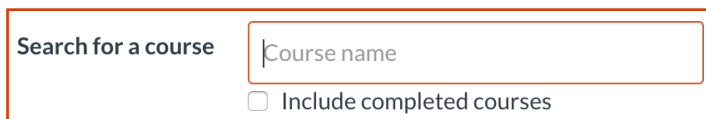
If you do not have access to prior term course content or need assistance in copying your course during this process, contact [EcampusFacultySupport@oregonstate.edu](mailto:EcampusFacultySupport@oregonstate.edu) for additional assistance.

## How to Import Course Content

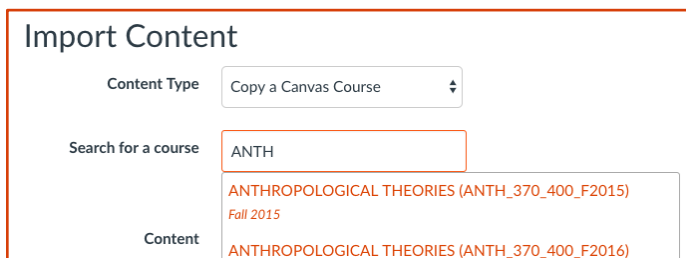
1. Open the course site for the term that you are planning to teach.
2. If the course is empty of content, select 'Settings' within the course menu and then 'Import Course Content'.



3. From the '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.



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 dates  
 Remove 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 [EcampusFacultySupport@oregonstate.edu](mailto:EcampusFacultySupport@oregonstate.edu).

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

