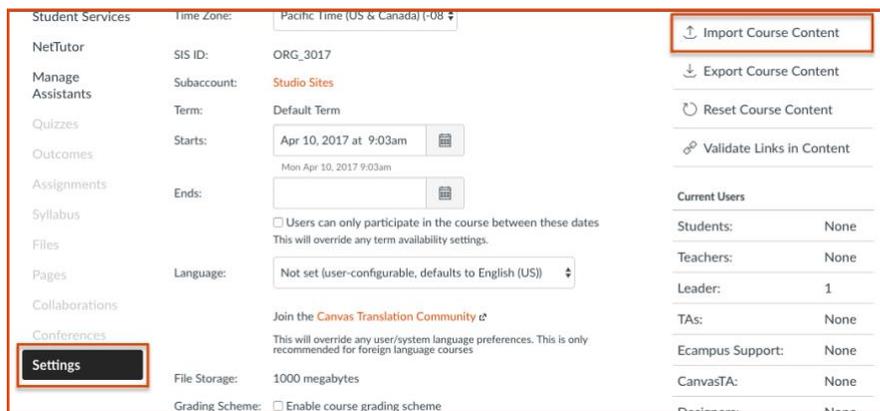


Quick Reference - Import Course Content

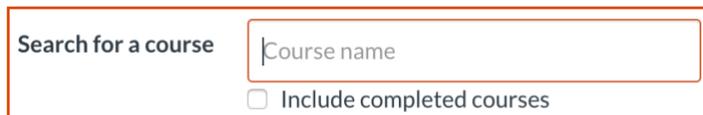
If you do not have access to prior term course content or need assistance in copying your course during this process, contact EcampusFacultySupport@oregonstate.edu for additional assistance.

How to Import Course Content

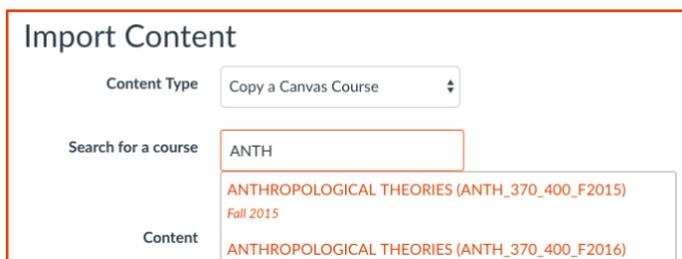
1. Open the course site for the term that you are planning to teach.
2. If the course is empty of content, select 'Settings' within the course menu and then 'Import Course Content'.



3. From the '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	Job Name	Start Time	Status	Actions
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.

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

