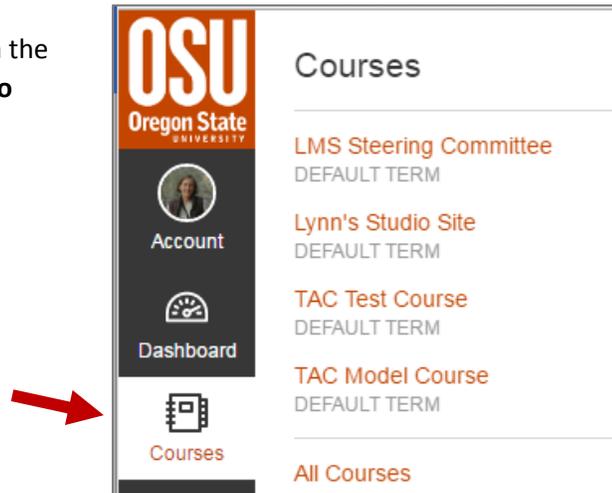


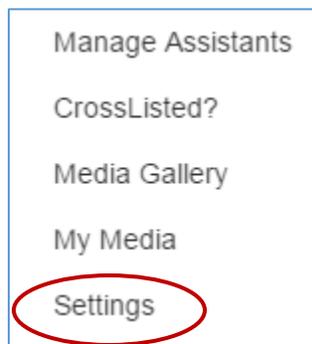
Copy your Canvas Course

If you have Canvas course material that you want to use again, you can import it into a new course shell

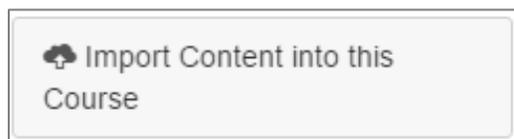
1. From the **Courses** (or All Courses) list, open the course site for the **term you are planning to teach**



2. Click **Settings** at the bottom of the course menu:

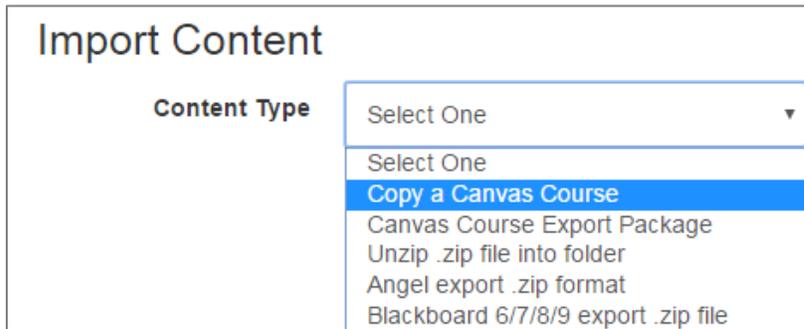


3. In the right pane click **Import Content into this Course:**

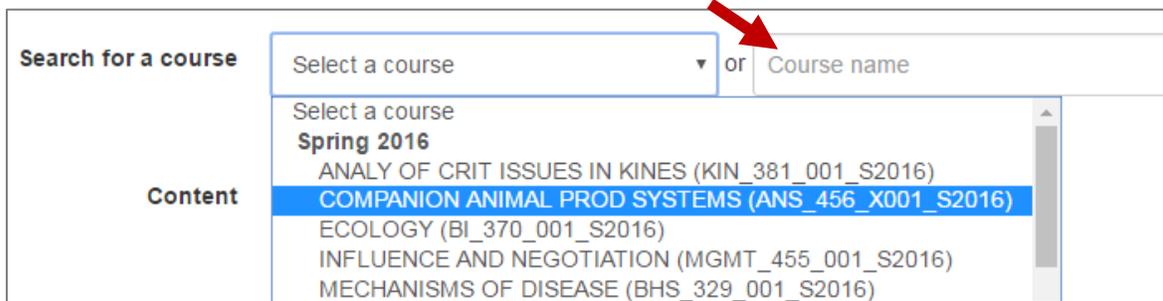


- Continued

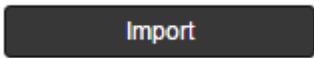
- From the Content Type drop-down, select **Copy a Canvas Course**



- From the Search for a course drop-down, select the **previous term course** that you want to copy from.
 - If you have a long course list, begin typing in the **Course Name** field to filter the list



- Click the **All Content button**, or use **Select Specific Content** to choose and import files, quizzes, assignments, etc.
 - 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:** 
- 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.



Resources

- Learn@OregonState - Canvas - <http://learn.oregonstate.edu/canvas>
- Canvas Help Guides - <https://community.canvaslms.com/community/answers/guides>

- All OSU Canvas users can get technical support 24 x 7 x 365. Click the **Help** link in the lower left corner of any Canvas screen. You'll see options for online instructions, and live support via phone, Web form and chat.

