Transfer Content Between Canvas Courses

See the generic Instructure's illustrated Canvas guide: How to copy content from another Canvas course or follow the directions below:

Log into Canvas at https://ramapo.instructure.com

From your Dashboard click onto the name of the course where you want to import content
There are two possible methods that you can follow:

Click on **Settings** at the left-side Course Navigation menu (method 1) or click on **Add existing content** (method 2)

<table>
<thead>
<tr>
<th><strong>Method 1</strong></th>
<th><strong>Method 2</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click on <strong>Settings</strong> at the left-side Course Navigation menu</td>
<td>1. Click on <strong>Add existing content</strong></td>
</tr>
<tr>
<td><img src="image" alt="Settings" /></td>
<td><img src="image" alt="Add existing content" /></td>
</tr>
<tr>
<td>2. Click on Import Course Content at the right side-bar menu</td>
<td>2. You will be directed to the <strong>Import Content</strong> page</td>
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</tbody>
</table>
At the **Import Content** page:

*Content Type*: select **Copy a Canvas Course** from the drop-down menu

- **Search for a Course**: click **Select a Course** - browse to and select the course you want to import from.
  - **NOTE**: if your course is not present in the drop-down menu, try again after unselecting the **Include complete courses** checkbox just below the drop-down menu
  - If your course still does not show up in the drop-down menu, type out the name of your course in the **Course Name** search bar right beside the drop-down menu

- **Content**: Select **All content** or **Select specific content** (if you select the latter, you will be prompted to make specific selections after clicking "Import")

- **Options**: click **Adjust events and due dates** to access the options to shift or remove dates

When finished, click on the **Import** button

**NOTE**: Allow some time for processing (process time will vary depending on amount of content, Canvas will indicate “running” while the import is in progress).

The course import will show under **Current Jobs** as “completed” (in green). It will show as yellow if there are any error messages.
Click **Home** on the left-side Course Navigation menu

Now that your course content has been copied, you are ready to hide, delete, and/or reorder content on your Canvas course as needed.

After you finish building your course in Canvas, be sure to click **Publish** on the course homepage under Course Status (right side-bar)

If you would like help with migrating content, please contact the Instructional Design Center (201 684 7103) or Ray Fallon (rfallon@ramapo.edu, 201 684 6808) for assistance.

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