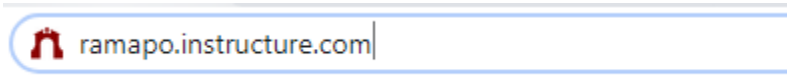
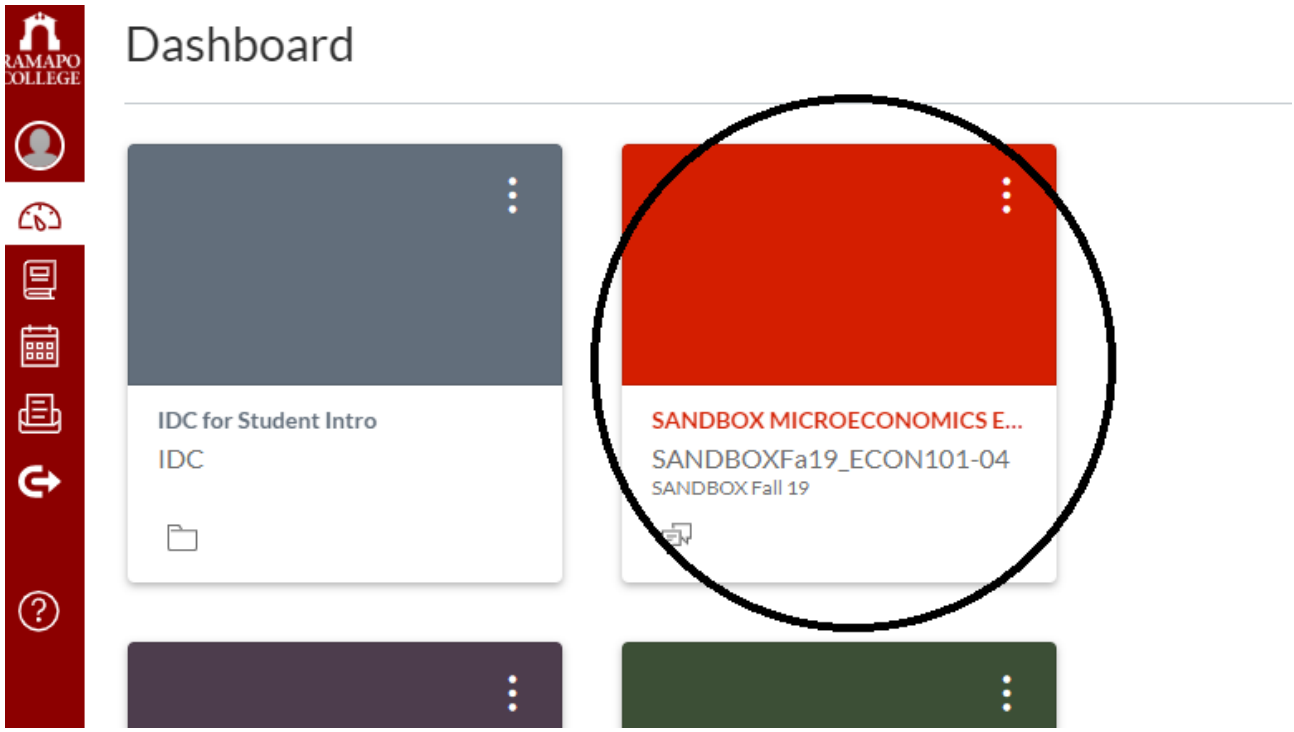
Transfer Content Between Canvas Courses

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



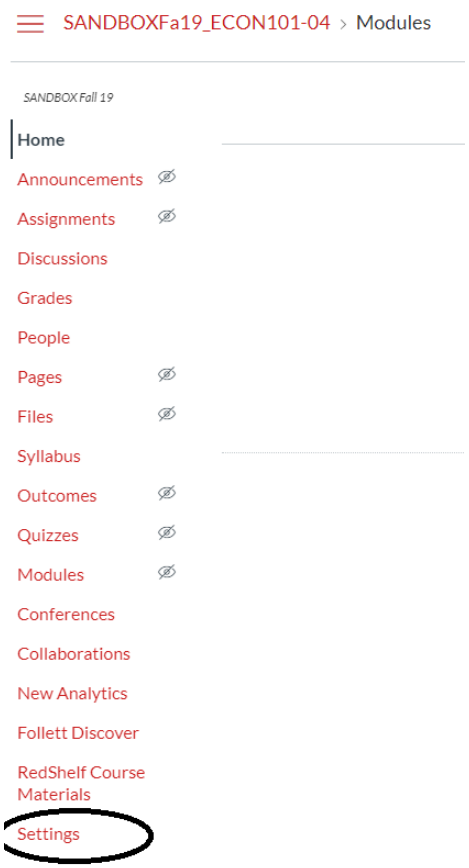
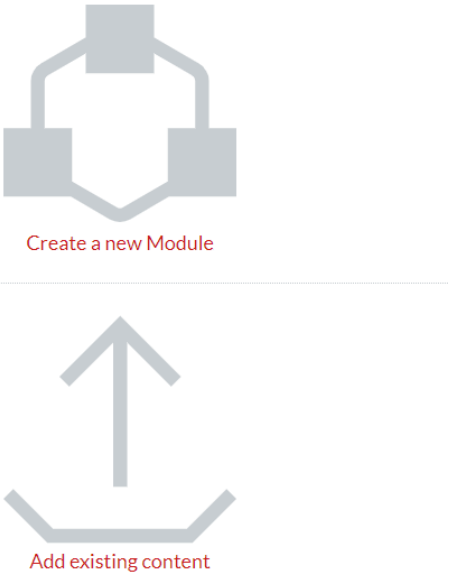
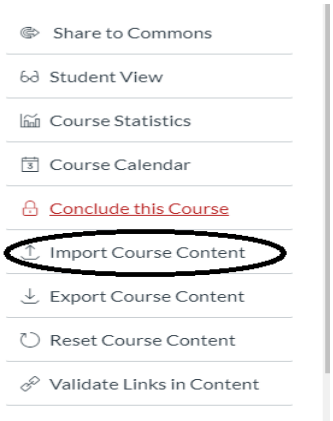
Log into Canvas at https://ramapo.instructure.com

From your Dashboard click onto the name of the course where you want to import content



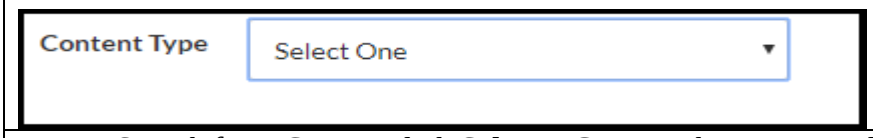
There are two possible methods that you can follow:

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

Method 1	Method 2
1. Click on **Settings** at the left-side Course Navigation menu 	1. Click on **Add existing content** 
2. Click on Import Course Content at the right side-bar menu 	2. You will be directed to the **Import Content** page

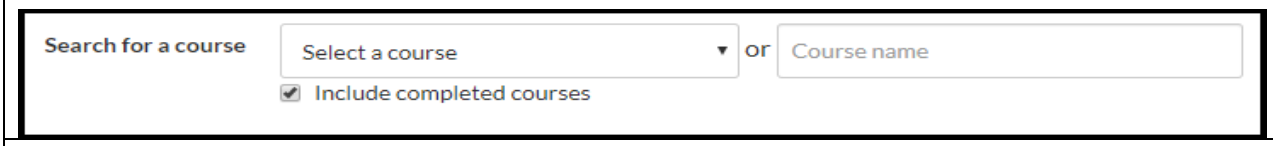
At the **Import Content** page:

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

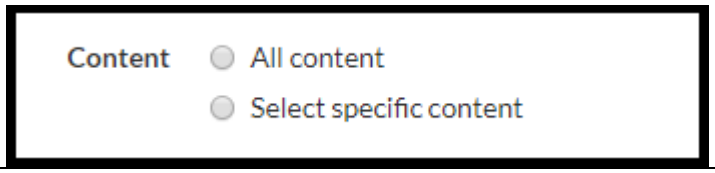


Search for a Course: click **Select a Course** - browse to and select the course you want to import from.

- 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 you 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

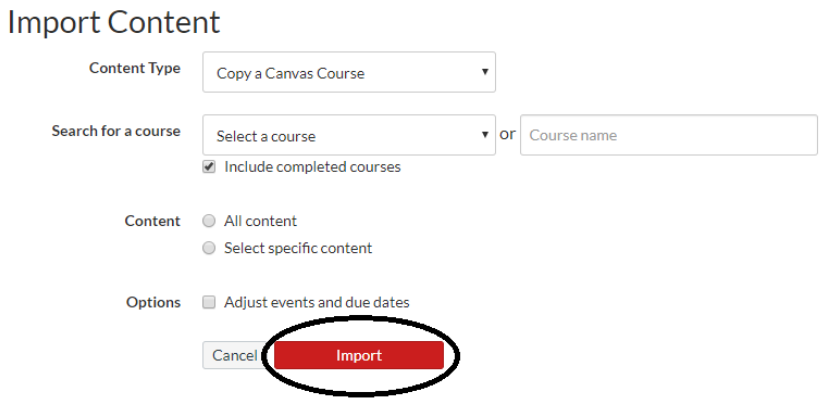


Content: Select **All content** or **Select specific content** (if you select the latter, you will be prompted to make specific selections after clicking "Import")



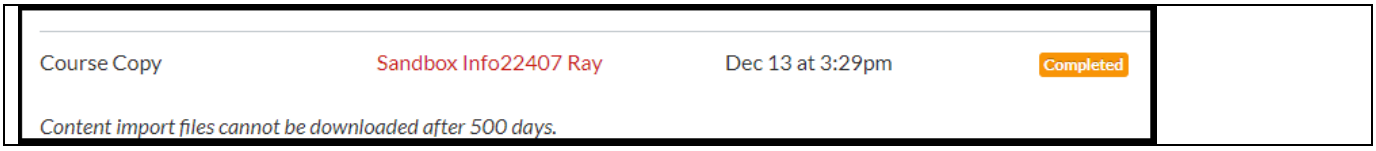
Options: click **Adjust events and due dates** to access the options to shift or remove dates

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

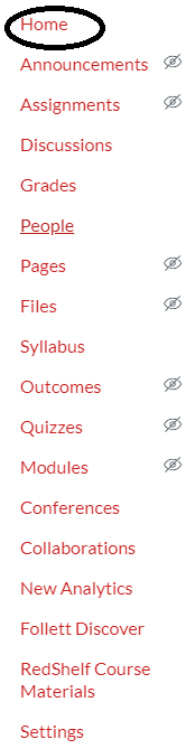


NOTE: Allow some time for processing (process time will vary depending on amount of content, Canvas will indicate “running” while the import is in progress).

The course import will show under **Current Jobs** as “completed” (in green). It will show as yellow if there are any error messages.

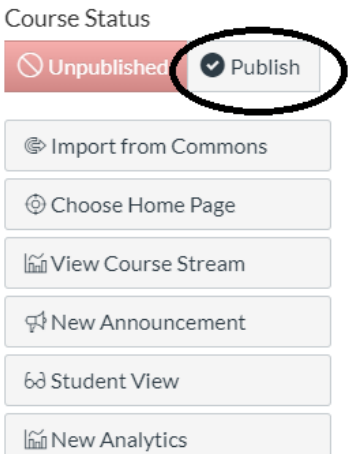


Click **Home** on the left-side Course Navigation menu



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.