



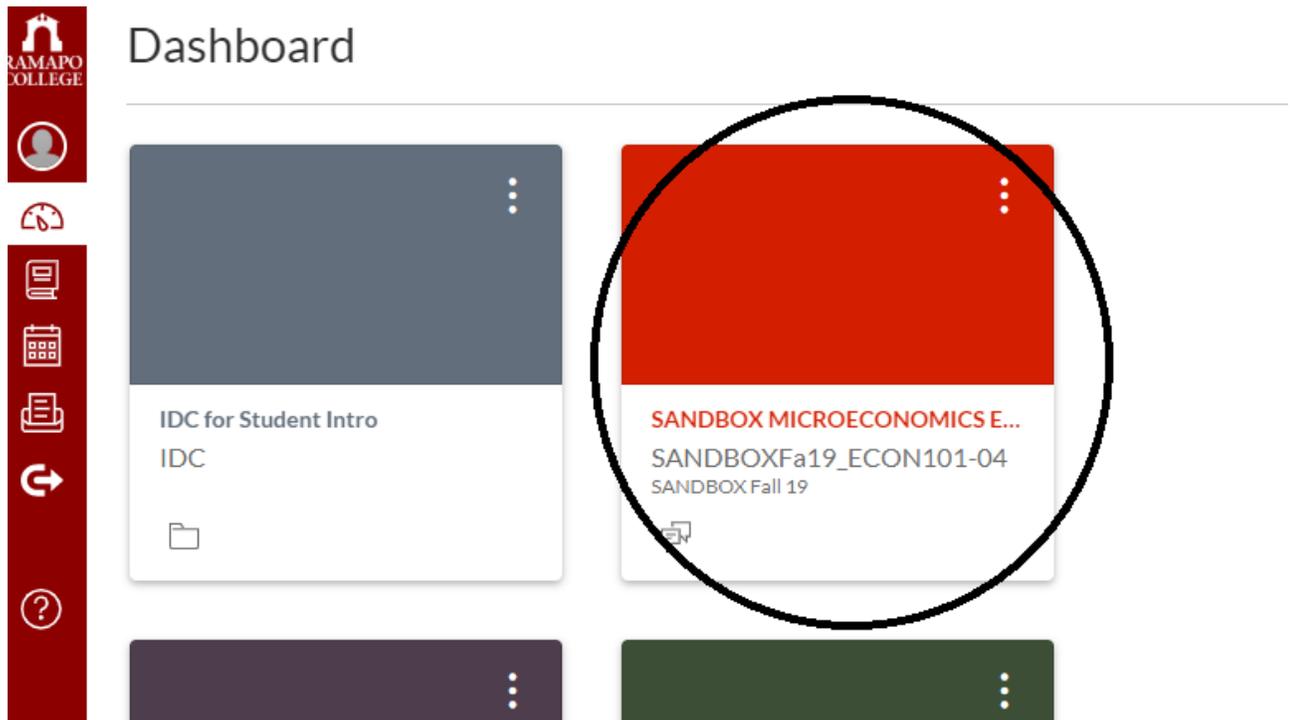
## Transfer Content Between Canvas Courses

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

 ramapo.instructure.com

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

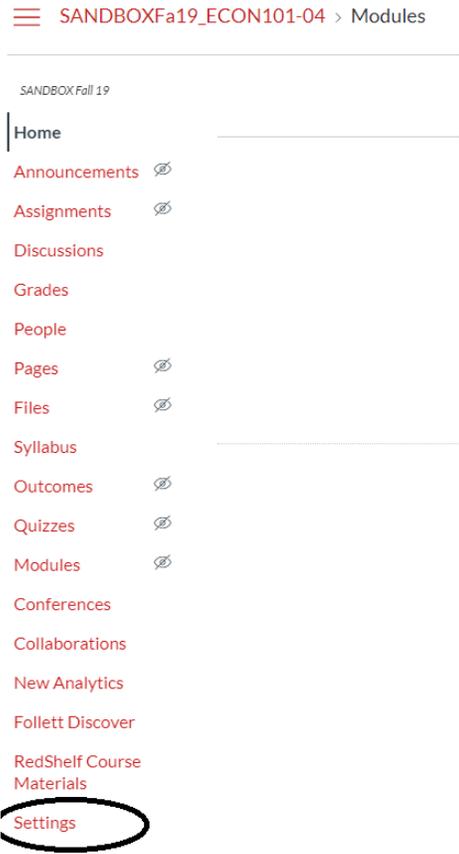
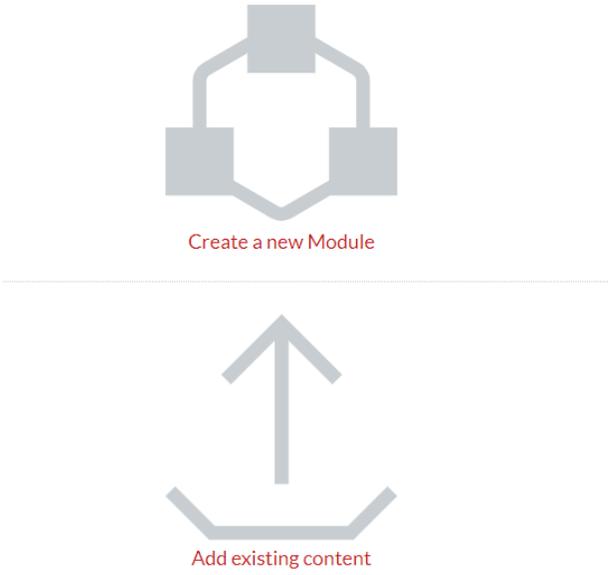
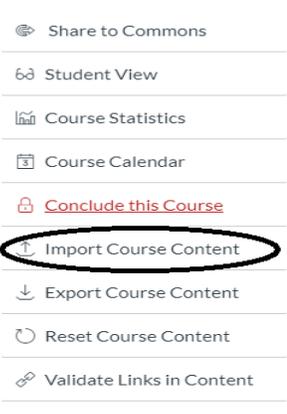
From your Dashboard click onto the name of the course where you want to import content



The screenshot shows the Canvas Dashboard interface. On the left is a vertical navigation bar with the Ramapo College logo at the top, followed by icons for user profile, home, courses, calendar, documents, refresh, and help. The main area is titled "Dashboard" and contains several course cards. The first card is titled "IDC for Student Intro" with "IDC" below it. The second card, which is circled in black, is titled "SANDBOX MICROECONOMICS E..." with "SANDBOXFa19\_ECON101-04" and "SANDBOX Fall 19" below it. There are also two partially visible cards at the bottom, one purple and one green.

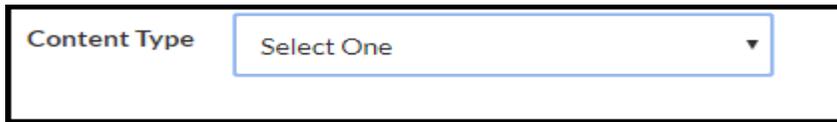
There are two possible methods that you can follow:

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

Method 1	Method 2
<p>1. Click on <b>Settings</b> at the left-side Course Navigation menu</p>  <p>The screenshot shows a course navigation menu for 'SANDBOXFa19_ECON101-04' under the 'Modules' section. The menu items are: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, New Analytics, Follett Discover, RedShelf Course Materials, and Settings. The 'Settings' item at the bottom is circled in black.</p>	<p>1. Click on <b>Add existing content</b></p>  <p>The screenshot shows two buttons. The top button is 'Create a new Module' with a grey icon of three interconnected boxes. The bottom button is 'Add existing content' with a grey icon of an upward-pointing arrow.</p>
<p>2. Click on <b>Import Course Content</b> at the right side-bar menu</p>  <p>The screenshot shows a right side-bar menu with the following items: Share to Commons, Student View, Course Statistics, Course Calendar, Conclude this Course, Import Course Content, Export Course Content, Reset Course Content, and Validate Links in Content. The 'Import Course Content' item is circled in black.</p>	<p>2. You will be directed to the <b>Import Content</b> page</p>

At the **Import Content** page:

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

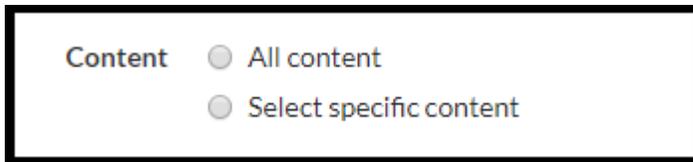
A screenshot of the 'Content Type' dropdown menu. The label 'Content Type' is on the left, and the dropdown box contains the text 'Select One' with a downward arrow on the right.

*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

A screenshot of the search for a course section. It features a label 'Search for a course', a dropdown menu with 'Select a course', the word 'or', and a text input field for 'Course name'. Below these is a checked checkbox labeled 'Include completed courses'.

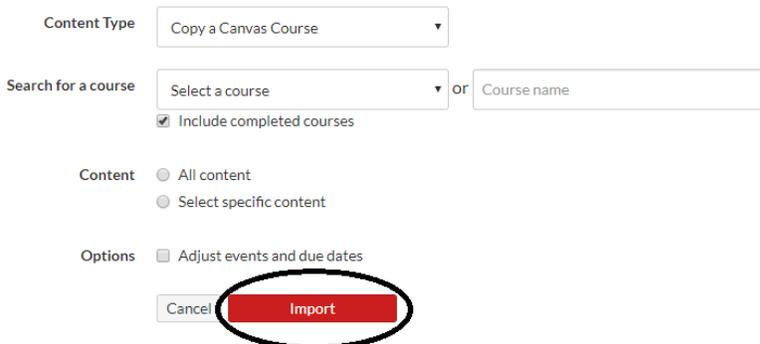
*Content:* Select **All content** or **Select specific content** (if you select the latter, you will be prompted to make specific selections after clicking "Import")

A screenshot of the 'Content' selection options. The label 'Content' is on the left. There are two radio button options: 'All content' and 'Select specific content'.

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

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

### Import Content

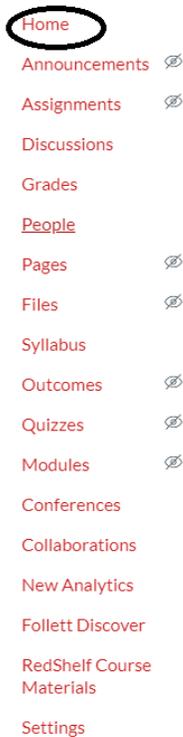
A screenshot of the full 'Import Content' form. It includes the 'Content Type' dropdown (set to 'Copy a Canvas Course'), the 'Search for a course' section with a dropdown and text input, the 'Include completed courses' checkbox (checked), the 'Content' section with radio buttons for 'All content' and 'Select specific content', the 'Options' section with a checkbox for 'Adjust events and due dates', and two buttons at the bottom: 'Cancel' and 'Import' (which is highlighted with a red oval).

**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.

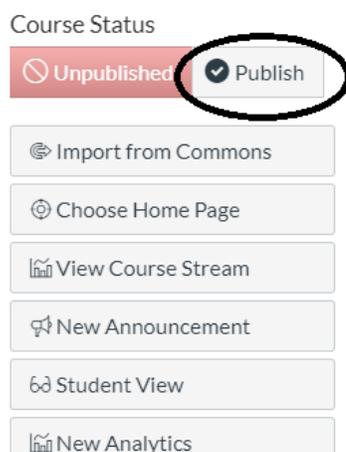
Content import files cannot be downloaded after 500 days.

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](mailto:rfallon@ramapo.edu), 201 684 6808) for assistance.