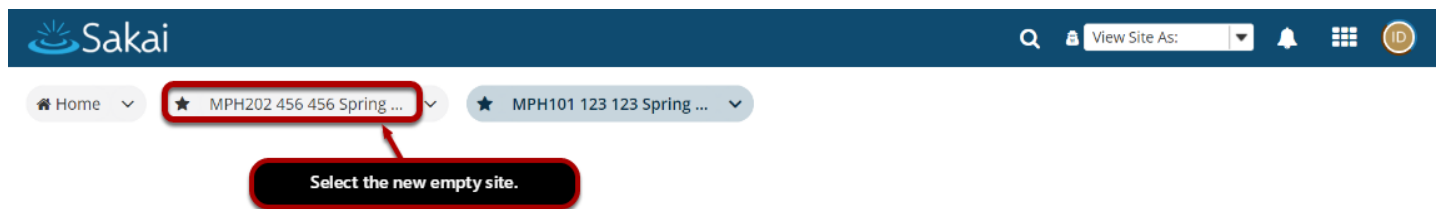


How do I copy content from one site to another (i.e., import from site)?

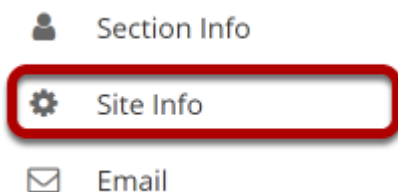
When you create new Sakai sites, you may want to copy content such as Lessons pages, Resources, Announcements, and Assignments from an older site into your new site. The Import from Site tab in Site Info allows you to select content from one or more tools from an older site and copy the content into the new site.

Navigate to a new, empty site where you would like to copy the content.



Be careful to select the empty course shell that will be the destination for the content you are about to copy. (You do not want to overwrite an existing course with a blank site, as this will delete your content.)

Select the Site Info tool in the Tool Menu.



Select the **Site Info** tool from the Tool Menu of your destination or new site.

Select Import from Site.

Site Information	Edit Site Information	Manage Tools	Tool Order	Date Manager	Add Participants	Manage Participants	Edit Class Roster(s)	Manage Groups
Link to Parent Site	External Tools	Manage Access	Import from Site	Import from Archive File	User Audit Log	Manage Overview		

Click **Import from Site** from the Site Info tabs.

Import Material from Other Sites

You can replace material in one of your sites by importing material from another site that you own. Any existing data will be overwritten, replaced by your import data.

Import from My Sites (2)

MPH101 123 123 Spring 2021

Select the site you want to copy content from from the list of sites.

Click Continue.



Click the **Continue** button.

Choose the material you would like to copy.

Re-use Material from Other Sites

Re-use material from other sites you own...

Choose the material you want to re-use from this site.

	<input checked="" type="checkbox"/> MPH101 123 123 Spring 2021
Overview	<input type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>
Assignments +	<input type="checkbox"/>
Calendar +	<input type="checkbox"/>
Discussions +	<input checked="" type="checkbox"/>
Gradebook +	<input type="checkbox"/>
Lessons	<input checked="" type="checkbox"/>
Resources +	<input type="checkbox"/>
Rubrics +	<input type="checkbox"/>
Sign-up +	<input type="checkbox"/>
Tests & Quizzes +	<input type="checkbox"/>
Wiki +	<input type="checkbox"/> (Existing content will be archived and can be accessed from the History link)

Note: If you choose to import content from the tools marked with a +, the tools will be added to your site.

Finish Back Cancel

WARNING: If you do not select to import ALL materials from the origin site then some links may break in the content which is imported. Please review your content after import when importing partial materials.

1. Use the checkbox at the top of the right column to select content from all tools.
2. Alternatively, you can check the boxes to the right of each tool to select specific tools to be copied.

If a tool is not active in the current site, the tool will have a + mark to indicate that it will be added to the current site if selected for import.

Note: For each tool selected, all of the content for that tool will be copied into the new course.

Click Finish.



Once you have made your tool selections, click **Finish** to complete the import.

Note: The content import process may take a while depending on how much content you have, or if your institution has a queue for course imports on the server. Please wait for the process to finish.