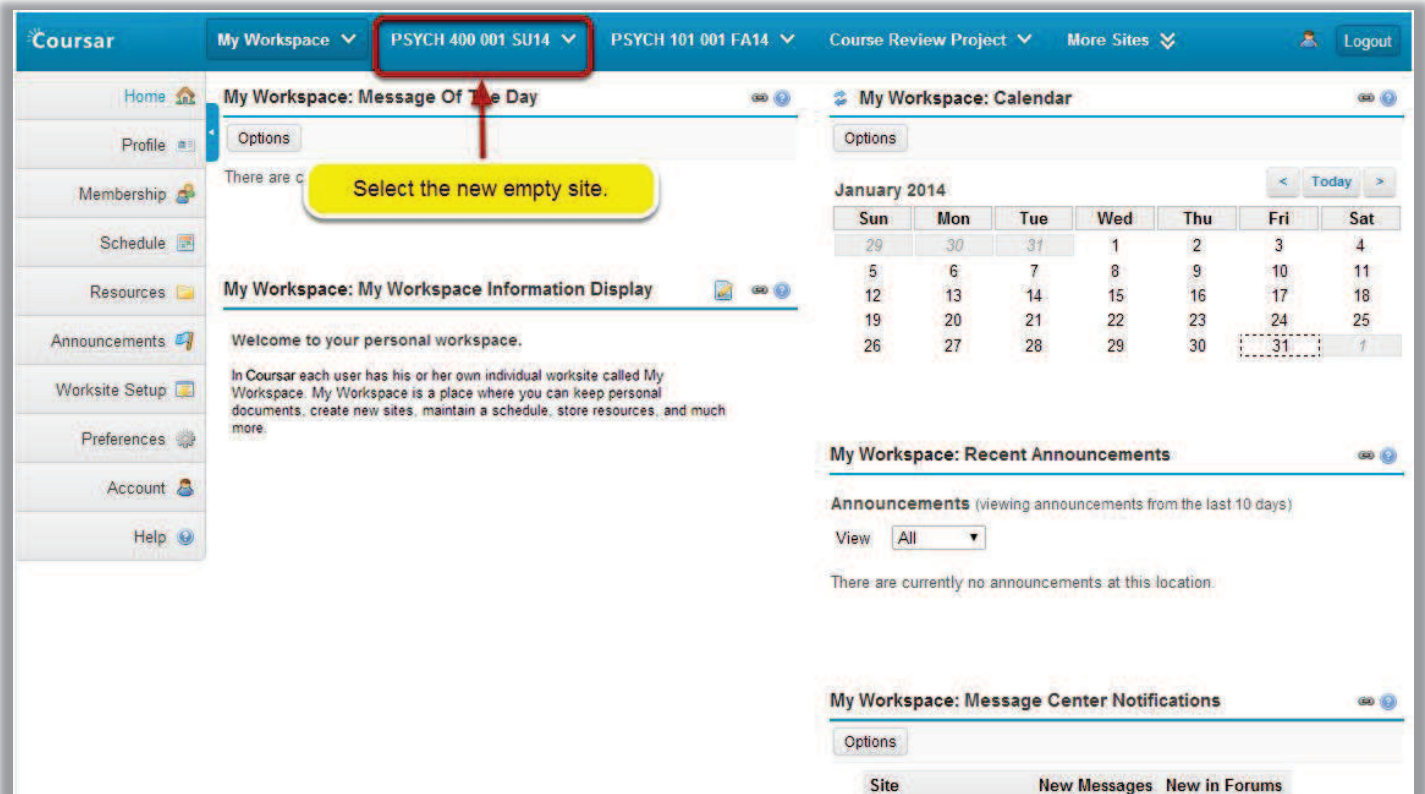


How do I copy my content from one site to another?

Navigate to the 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 Import from Site button.

PSYCH 400 001 SU14: Site Info

[Edit Site Information](#)
[Edit Tools](#)
[Page Order](#)
[Add Participants](#)
[Edit Class Roster\(s\)](#)
[Manage Groups](#)
[Link to Parent Site](#)
[External Tools](#)
[Manage Access](#)

[Duplicate Site](#)
[Import from Site](#)
[Import from Archive File](#)
[User Audit Log](#)

PSYCH 400 001 SU14

Term: Summer 2014

Roster(s) with site access

Site URL: https://qa10.longsight.com/portal/site/psych400_001_su14

Site contact and email: Sakai Administrator

Available to: Site participants only

Modification date: Jan 27, 2014 3:25 pm

Modified by: Instructor, Demo

Display in public site list: No (Tell me more...)

Creation date: Jan 27, 2014 11:15 am

Appearance

PSYCH 400 001 SU14 Participant List (# 6)

Viewing 1 - 6 of 6 items
show 200 items per page

Printable Version

Name ▲	Id	Credits	Role	Status	Remove? □
Instructor, Demo (professor)			Instructor ▼	Active ▼	□
Student, Fifth (demostudent05)			Student ▼	Active ▼	□
Student, First (demostudent01)			Student ▼	Active ▼	□
Student, Fourth (demostudent04)			Student ▼	Active ▼	□
Student, Second (demostudent02)			Student ▼	Active ▼	□
Student, Third (demostudent03)			Student ▼	Active ▼	□

[Update Participants](#)

Click the "I would like to replace my data" link.

PSYCH 400 001 SU14: Site Info

Import Data

Please choose a method below to proceed:

[I would like to replace my data](#)
Any existing data will be overwritten, replaced by your import data. This method allows you to import Gradebook settings.

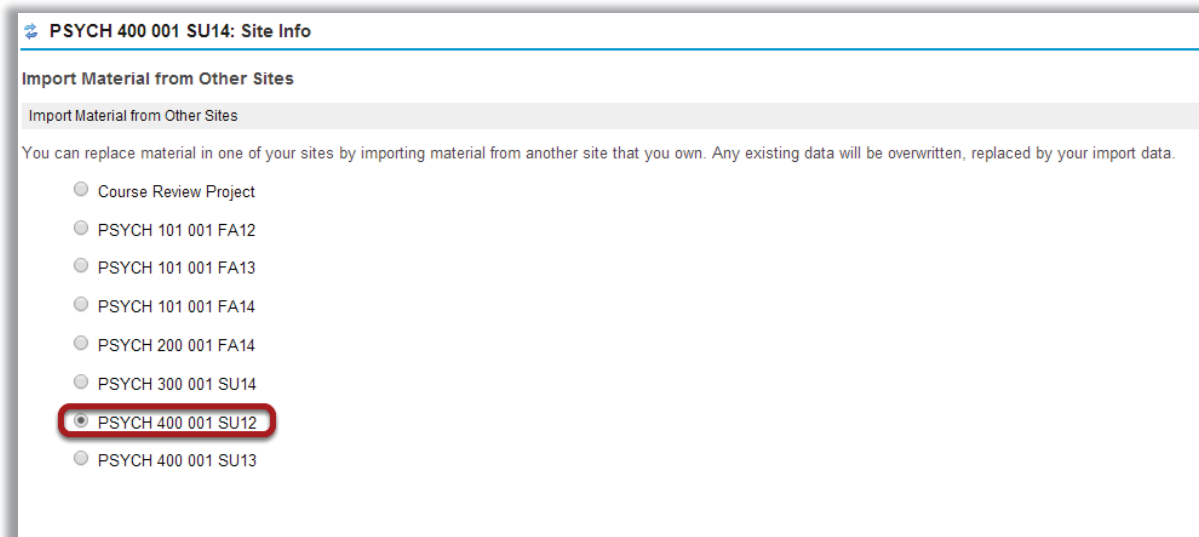
[I would like to merge my data](#)
Your imported data will merge with existing data. This method does not import Gradebook settings.

[I would like to merge my user\(s\)](#)
Your imported user(s) will merge with existing users. This method does not import roster-provided users.

Selecting the option to replace your data will transfer your site content, as well as your Gradebook settings.

Tip: If you have existing content that you do not want to overwrite, or if you do not want to import Gradebook settings, you could choose the "merge my data" link instead.

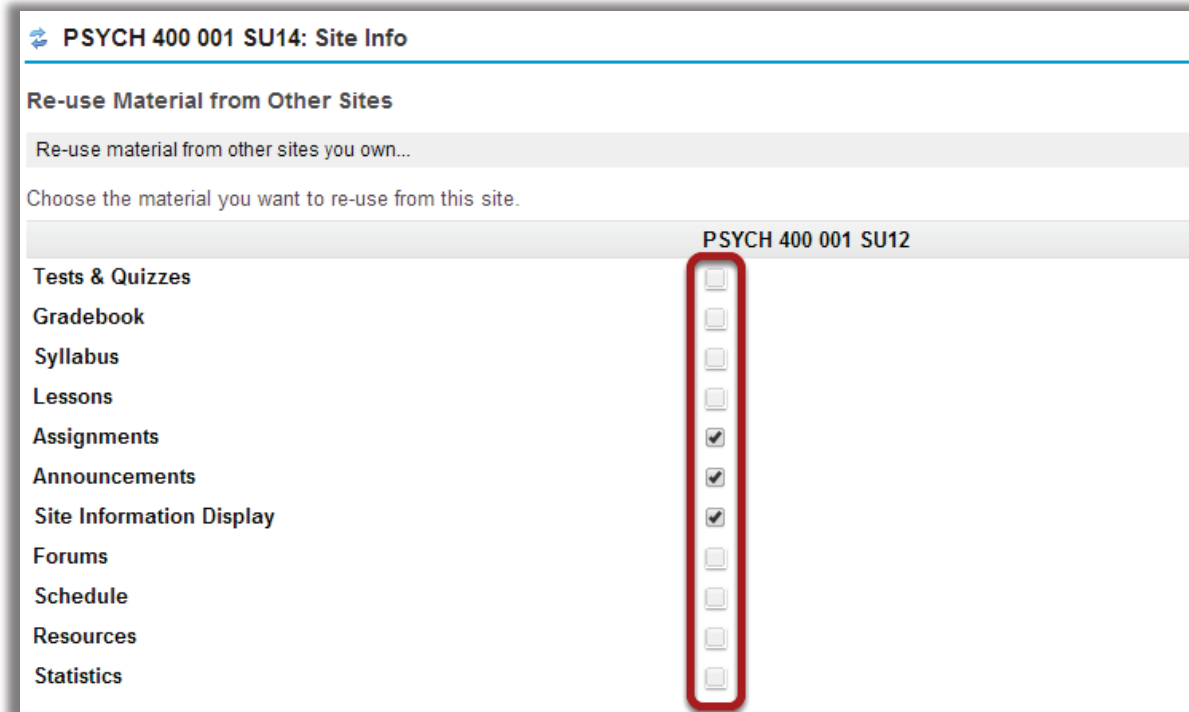
Select the course you want to copy from.



Click Continue.



Choose the material you would like to copy.



You may select all of the tools or a subset of tools if you prefer. Only tools that are active in the current site are shown in this listing. If a tool selection box is grayed out, that means that the tool is not active in the other site. A tool must be active in both sites in order to be copied.

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. Please wait for the process to finish.