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.

Select the Site Info tool in the Tool Menu.

Select Import from Site.

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

**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.

**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.

- [DAC-EDUCATION-DEPT1-SUBJ1-101](#)
- [DAC-EDUCATION-DEPT1-SUBJ1-126](#)
- [DAC-EDUCATION-DEPT1-SUBJ1-151](#)
- [DAC-EDUCATION-DEPT1-SUBJ1-201](#)
- [DEMO 100 100 Summer 2016](#)
- [Discussion 1 SMFL101](#)
- [Discussion 2 SMFL102](#)
- [Discussion 3 SMFL202](#)
- [Education Program Site](#)

**Sample Course**

[Continue][Back][Cancel]
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.

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.

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.