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 Import from Site.
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.

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 choose to import material only from other sites that you own. You can combine material from more than one site.

- [ ] Administration Workspace
- [x] INTG 101 001 Su20
- [x] ITRS 240 001 SU17
- [x] ITRS Technology Tools
- [ ] TopHat 110 001 F20

[Continue] [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 up to 15 minutes. Please wait for the process to finish.