The **Import from Site** functionality in the **Site Info** tool copies selected material from a source course to a destination course with the options of replacing material in the destination course with material from the source course or merging data from the source course with already existing material in the destination course.

You must be in the destination course for the Import, e.g., importing material into HIST 206 400 SP13 from HIST 206 200 F12 requires you to be in the destination course, HIST 206 400 SP13.

Before using the Import from Site first **delete orphaned Lessons pages** in your source course. Please refer to the section at the end of this document for instructions on how to delete orphaned Lessons pages.

**To Import from Site**

Click on the **Site Info** tool in your destination course, i.e., Sakai 101 001

![Site Info Tool](image)

Within Site Info, click on the **Import from Site** button.

Choose the, "I would like to replace my data", option if there is no data in the destination course or the, "I would like to merge my data", option if there is data in the destination course.
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.

A list of all your Sakai sites will appear. Choose the one you wish to import from by checking the radio button (replace option) or box (merge option) next to the site title.

- iclicker 101 001 Su20
- Sakai 10 Doc
- Sakai_10 101 001 Su20

Click on the Continue button at the bottom of your sites list.

The Reuse Materials page will open and you can then choose from which tools in your source course you wish to import.
Once you have chosen all your tools, click on the Finish button.

During the Import from Site process please wait for at least 15 minutes for your site materials to finish importing. Since you are already in the destination course for the import make sure that you click on the course refresh button (the double headed blue arrow button) that is to the left of each course title so that you are viewing the most recent version of the course. If you are importing a large amount of material you might be kicked out of Sakai and receive a message that your login is not recognized. If this happens, close your browser, wait for 15 minutes, and then log back in to check your destination course.

The first tool you should check in your destination course is your Resources tool to make sure your files have imported. Continue to check your other tools. If you had allowed students to add content to Lessons pages in your source course you will see those pages now appearing in your Lessons tools as orphaned pages. Delete those via the method noted in the first section of this documentation.
Deleting Orphaned Lessons Pages from a Sakai Course

If you are importing from a course that you previously taught in Sakai, e.g., from a Fall 2012, Spring 2013 or Summer 2014, and you used the Lessons tool, we recommend you delete all orphaned pages in the source course before starting your import from site. This will prevent duplication of orphaned pages in your destination course.

To delete orphaned pages:

1. Click on the Index of Pages icon in the top right hand corner of any Lessons page. The orphaned pages will show at the bottom of the screen under the heading, "The following pages are currently not in use. (No other page refers to them)."

2. Select the pages by clicking on the box to the left of each page and then click on the Delete selected pages button that appears at the bottom of the list of orphaned pages. **Note:** If you allowed students to add content to Lessons those pages will not appear as orphaned in the source course but will appear as orphaned in your destination course. You will need to delete them in your destination course.

Select the pages by clicking on the box to the left of each page and then click on the, "Delete selected pages", button that appears at the bottom of the list of orphaned pages.