

# Importing Material from Previous Courses into a Sakai Course Site

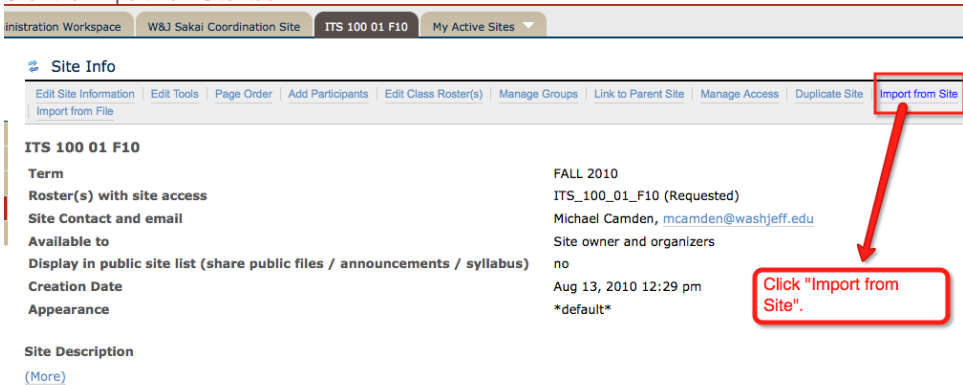
Sakai makes it easy to import your material from previous courses into a new course site. Please follow the below screenshots.

## Step-by-step guide

1. Access the new course into which you wish to import materials.
2. Once in the new course, click the "Site Info" link in the left-hand navigation bar.



3. Click the "Import from Site" tab.



4. You will have three methods of importing your material. Please note that none of these methods will import student information from a previous course.

5. You can choose to import material from any course in which you are listed as an instructor or owner.

6. Most information (including Gradebook settings, assignments, tests and quizzes, wiki contents, blog contents, announcements, resources, etc) can be copied from one of your previous course sites to a new one. The below screenshot demonstrates copying material from a course site that used announcements and resources.

7. If you have any questions, pressing the  in Sakai brings up a very useful help guide for setting your Site preferences.

## Related articles

- [Viewing Course Sites that Do Not Appear in Your Courses Tab in Sakai](#)

- [Copying Materials Between Sakai Sites](#)
- [Importing Material from Previous Courses into a Sakai Course Site](#)
- [Sakai Message Tool](#)
- [Grouping Students in Sections in a Sakai Course Site](#)