

To Import material from another site:

1. Make sure you are in the site you want items imported into
2. Select Site Editor (located in the left navigation bar underneath Site Management)
3. Select Import from Site (previous sites that you are a professor to should be listed here)
4. Put a checkmark in the box next to the site/class you want to copy from
5. Select Continue
6. Put a checkmark next to the items you want copied from the site
7. Select Finish
8. Your material should have now been copied over to the current site