

# eFundi Tutorial: How to import content from one eFundi site to another



There are different ways to move content from one eFundi site to another.

*Tip:* You can import content from a previous site when creating your new module/course site. Please refer to the [course creation tutorial](#) for steps on how to do this.

## Index

This tutorial will address the following topics:

[Import all content from multiple eFundi tools](#)

[Need help?](#)

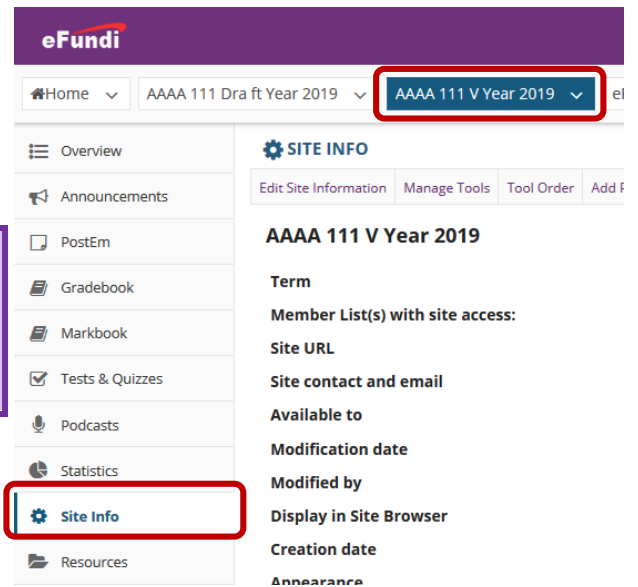
## Import all content from multiple eFundi tools

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Login to eFundi and navigate to your **new eFundi site**.

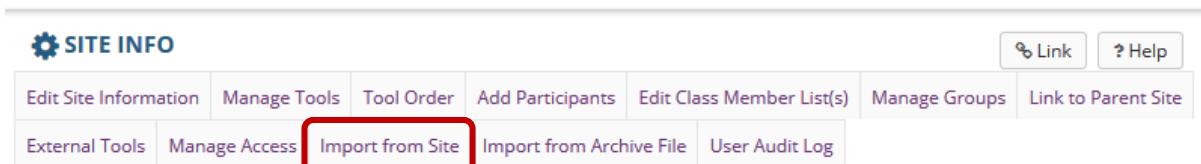
Select **Site Info** in the menu on the left.

*Tip:* You must have the same eFundi tool active on the new eFundi site if you want to be able to import the content to this new site. To add any tools that might be missing, please refer to the [add/remove tools](#) tutorial.



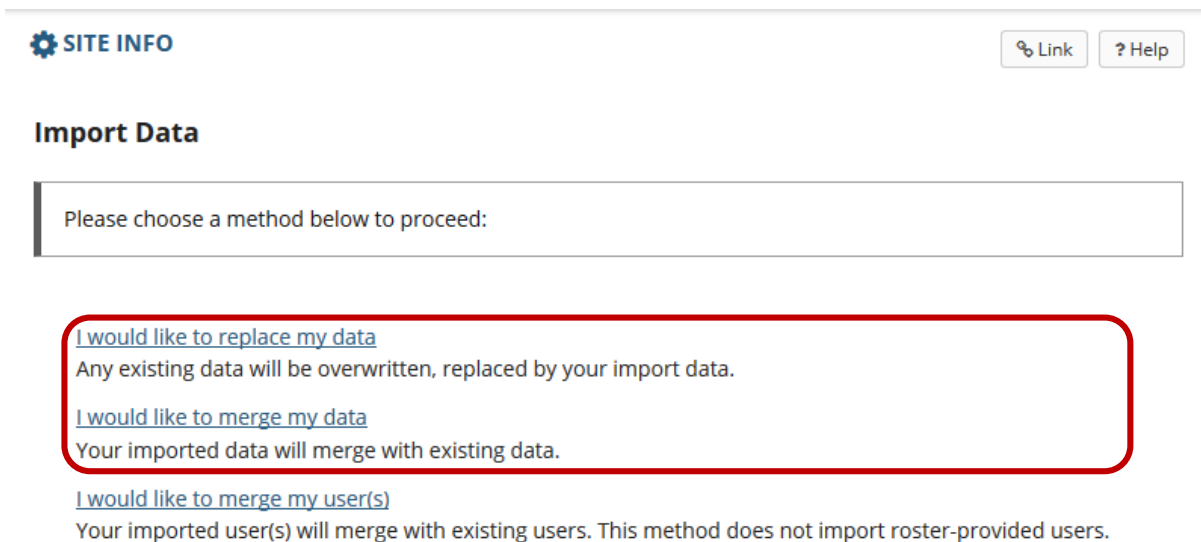
The screenshot shows the eFundi user interface. At the top, there is a navigation bar with the eFundi logo and several dropdown menus, including one for 'AAAA 111 V Year 2019' which is highlighted with a red box. On the left side, there is a vertical menu with various options: Overview, Announcements, PostEm, Gradebook, Markbook, Tests & Quizzes, Podcasts, Statistics, Site Info (highlighted with a red box), and Resources. On the right side, the 'SITE INFO' section is visible, with sub-tabs for 'Edit Site Information', 'Manage Tools', 'Tool Order', and 'Add F...'. Below these tabs, the site name 'AAAA 111 V Year 2019' is displayed, followed by fields for Term, Member List(s) with site access, Site URL, Site contact and email, Available to, Modification date, Modified by, Display in Site Browser, Creation date, and Appearance.

Select the **Import from Site** tab at the top.



The screenshot shows the 'SITE INFO' page in eFundi. At the top left is the 'SITE INFO' header with a gear icon. To the right are 'Link' and 'Help' buttons. Below the header is a row of tabs: 'Edit Site Information', 'Manage Tools', 'Tool Order', 'Add Participants', 'Edit Class Member List(s)', 'Manage Groups', and 'Link to Parent Site'. A second row of tabs includes 'External Tools', 'Manage Access', 'Import from Site' (highlighted with a red box), 'Import from Archive File', and 'User Audit Log'.

Choose the method of import that you would prefer:



The screenshot shows the 'Import Data' section of the 'SITE INFO' page. It features a header with 'SITE INFO', 'Link', and 'Help' buttons. Below the header is a box containing the text 'Please choose a method below to proceed:'. Three options are listed, each with a red box around the link and a description:

- [I would like to replace my data](#)  
Any existing data will be overwritten, replaced by your import data.
- [I would like to merge my data](#)  
Your imported data will merge with existing data.
- [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.

Next, you will select the eFundi site you would like to import the content from by clicking the relevant checkbox. Once the site(s) have been selected, scroll to the bottom and click the **Continue** button.

[SITE INFO](#)

[Link](#) [? Help](#)

### Import Material from Other Sites

#### 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.

- #1st year 2016@VTC
- 1st yr Navigator VTC
- 2010 ITC Training
- AAAA 111 Dra ft Year 2019
- ABCD 111 V 2017
- ABCD 122 V 2018
- WVOS 311 V 2012

**Continue**

Cancel

A list of tools that appear on BOTH sites will appear. Click the **checkboxes** for the tools' content that you would like to import to your new site, then click the **Finish** button.

### Re-use Material from Other Sites

#### Re-use material from other sites you own...

Choose the material you want to re-use from these sites. You can combine material from more than one site (for example, Resources from several sites).

	<input type="checkbox"/> AAAA 111 Dra ft Year 2019
Welcome	<input type="checkbox"/>
Announcements	<input type="checkbox"/>
Lessons	<input checked="" type="checkbox"/>
(Study Material)	
Resources	<input checked="" type="checkbox"/>
Tests & Quizzes	<input checked="" type="checkbox"/>

Note: If you choose to import content from the tools marked with a +, the tools will be added to your site.

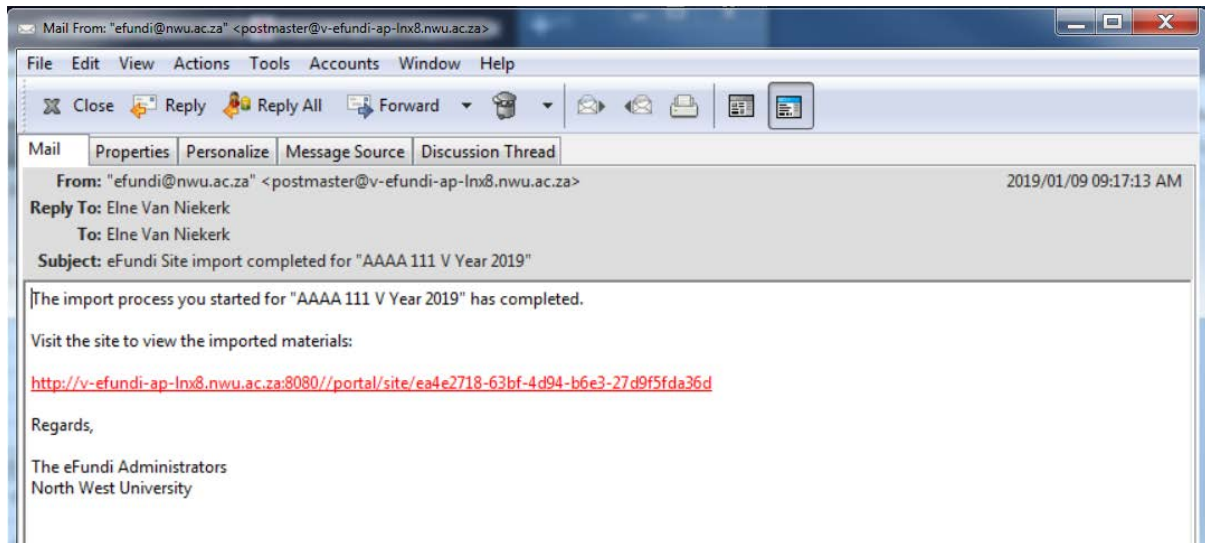
**Finish**

Back

Cancel

**Note:** Please do not import the Assignments tool from a previous year's site as this often causes errors. It is preferred that a new assignment is created from the start.

You will receive an email from eFundi once the import is complete:



Need help?

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You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

**eFundi Support Desk:**

# eFundi Helpdesk

<b>MC</b>	<b>PC</b>	<b>VC</b>
<b>018 389 2312</b>	<b>018 285 2295</b>	<b>016 910 3035/8</b>

Log a ticket: [support.nwu.ac.za](http://support.nwu.ac.za)  
Email us: [efundi-nwu@nwu.ac.za](mailto:efundi-nwu@nwu.ac.za)