

## Importing (Copying) Course Content from one Sakai Course to Another [Sakai to Sakai]

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If you have a **new** Sakai site and want to bring in content from **another** Sakai site, you can “import” content into the **new** site.

### IMPORTANT:

- The “import” process works best if you are importing into an **empty** Sakai course site. Therefore, if you want to import content into a Sakai course site, it is recommended that you do so while the Sakai course is still empty – i.e. before you begin adding content to the site.
- Importing always involves two Sakai course sites:
  - The **SOURCE** course contains content you want to re-use elsewhere.
  - The **DESTINATION** course is the site you want to bring content into. This is typically a **new, empty** site. ALWAYS perform the import process from within the **DESTINATION** course.

### STEP 1 – ADD TOOLS to the **DESTINATION** course in Sakai

Content can be imported only into tools that are currently available in the new Sakai site. Therefore, before you begin the import process, you must add the Sakai tools into which the content will be placed. For example, if you want to import Tests & Quizzes, you must first add that tool to the destination site.

To add tools to the **destination** course in Sakai:

1. Log in to Sakai and go to the course that you want to import content into.
2. Choose **Site Info > Edit Tools**.
3. Click to place a check mark beside any tools you will be using.
4. At the bottom of the page, click **Continue**, then click **FINISH**.

### STEP 2 – IMPORT CONTENT from within the **DESTINATION** course

Once you have added any needed tools to the destination course site, you will be able to import content into them from **another** Sakai site in which you have instructor privileges.

To import content:

1. In the **DESTINATION** course (the one you want to put content into), go to **Site Info > Import from Site**.
2. Select the **Replace data** method. **Replace data** is the recommended method for importing course content into an empty site.  
**Warning: Choosing this option will erase any content currently in the site!**
3. Select the **site** that contains the **content** you wish to import and click **Continue**.
4. Click to place a check beside **each content area** you wish to import, then click **FINISH**.

#### Important:

- ✓ Be sure to import **Resources**. Resources contains essential course files. Without these files, your new course may not operate properly.
- ✗ We recommend that you **do not** import **Forums**. Instead set up new Forum Topics "from scratch" in your course sites each semester.

Tips for working with content that has been imported from **another** Sakai site.

Sakai Tool	Tool Import Information
<b>Announcements</b>	Announcements are imported in <b>draft</b> mode (not visible to students). Go to the <b>Announcements</b> tool and click the <b>Edit</b> link associated with a particular Announcement to make it available. For more info about <b>Announcements</b> , see <a href="#">Announcements</a>
<b>Assignments</b>	Assignments are imported in <b>draft</b> mode. Go to the <b>Assignments</b> tool and click the <b>Edit</b> link associated with a particular Assignment to change <b>dates</b> . Also, update <b>Grading options</b> to add the Assignment to the Gradebook. Then, choose a Gradebook Category for the item from the drop down menu. For more info about <b>Assignments</b> , see <a href="#">Assignments</a>
<b>Forums</b>	<b>Important:</b> We recommend that you <b>do not</b> import <b>Forums</b> . Instead set up new Forum Topics "from scratch" in your courses each semester. If you do import Forums (not recommended), they will be saved in <b>draft</b> mode at the Forum level. In the <b>Forums</b> tool, you'll need to change the <b>dates</b> of individual <b>Topics</b> by clicking the on <b>Topic Settings</b> of each topic. Only after you do that, go to <b>Forum settings</b> and click <b>Save</b> . To release Forum Gradebook Items to students, go to the <b>Gradebook</b> and click <b>Edit</b> beside the grayed out item, change the <b>due date</b> , and check the box to <b>release the item to students</b> . For more info about <b>Forums</b> , see <a href="#">Forums</a>
<b>Gradebook</b>	The <b>Gradebook Setup</b> , <b>Categories</b> , and <b>Weighting</b> will import (copy). <ul style="list-style-type: none"> <li>Manually added Gradebook items (for discussion forums, attendance, extra credit, etc.) will import but are not released to students. To release Gradebook items to students, click the <b>Edit</b> link associated with any Gradebook item. Then, change the <b>due date</b> and check the box to <b>release this item to students</b>.</li> <li>Gradebook items that were generated by the Assignments and Tests &amp; Quizzes tools will not import (copy). These should be added to the Gradebook by updating settings in Assignments and Tests &amp; Quizzes.</li> </ul> For more info about the <b>Gradebook</b> , see <a href="#">Gradebook</a>
<b>Lessons</b>	<b>Lessons</b> subpages and content will import (copy). For more info about <b>Lessons</b> , see <a href="#">Lessons</a>
<b>News</b>	<b>Links</b> to RSS feeds will import (copy).
<b>Resources</b>	<b>Be sure to import Resources.</b> Resources contains essential course files. Without these files, your new course may not operate properly. All hidden and unhidden <b>Resources</b> folders and files will import. Hidden <b>Resources</b> folders will remain hidden. For more info about <b>Resources</b> , see <a href="#">Resources</a>
<b>Syllabus</b>	<b>Syllabus</b> items and attachments will import. For more info about <b>Syllabus</b> , see <a href="#">Syllabus</a>

<b>Tests &amp; Quizzes</b>	<p>Tests &amp; Quizzes will import into <b>Working Copies</b>. Go to the <b>Tests &amp; Quizzes</b> tool and select <b>Settings</b> from the drop down menu associated with the test to update the <b>Delivery dates, Feedback dates, and Grading options</b>. Click <b>Save Settings and Publish</b>, to publish the test.</p> <p><b>Note:</b> There is <b>NO</b> warning prompting you to update the test dates. Students will not be able to take the test and see test feedback until the Delivery dates and Feedback dates have been updated.</p> <p>If you choose to send test grades to the Gradebook, next go to the <b>Gradebook</b> to assign the test to a category. To do this, in Gradebook click the <b>Edit</b> link associated with a particular test, and choose a <b>category</b> from the drop down menu. For more info about <b>Tests &amp; Quizzes</b>, see <a href="#">Tests &amp; Quizzes</a></p>
<b>Web Content</b>	<b>Web Content</b> links will import (copy). For more info about <b>Web Content</b> , see <a href="#">Web Content</a>
<b>Wiki</b>	Instructor added <b>wiki pages</b> will import (copy).

<b>Sakai Tools that will not import (copy)</b>	<b>Tool Import Information</b>
<b>Site Information Display (Home page)</b>	The Site Information Display area ( <b>Home page</b> ) will not import (copy). For instructions on how to edit your course's home page, see: <a href="#">Site Info</a>
<b>Roster</b>	The <b>Roster</b> will not import (copy).
<b>Schedule</b>	Due dates assigned with the <b>Schedule</b> tool will not import (copy).
<b>Sign-up</b>	Appointments created with the <b>Sign-up</b> tool will not import (copy).
<b>Meetings</b>	Meetings created with the <b>Meetings</b> tool will not import (copy).