

Importing (Copying) Course Content from one Sakai Course to Another



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.

Importing 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. 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, go to **Site Info > Import from Site**.
2. Select the **Merge data** method.
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.
5. A message appears at the top of the screen that your request has been queued. You will receive an email when the import is finished.

Important:

- **WAIT** until you receive the email before doing anything further in the site.
- **DO NOT run the IMPORT process again**. Running another import before the first one completes can damage course data.

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

Sakai Tool	Tool Import Information
Announcements	Announcements are saved in draft mode. Go to the Announcements tool and click the Edit link associated with a particular Announcement to change the availability of Announcements. For more info about Announcements , see Announcements
Assignments	Assignments are saved in draft mode. Go to the Assignments tool, Assignments List and click the Edit link associated with a particular Assignment to change dates . Also, update Grading options to add the Assignment to the Gradebook. Then, choose a Gradebook Category for the item from the drop down menu. For more info about Assignments , see Assignments
Chat Room	Any chat rooms you have set up will import, but messages will not.
Forums	Important: We recommend that you do not import Forums . 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 draft mode at the Forum level. In the Forums tool, you'll need to change the dates of individual Topics by clicking the on Topic Settings of each topic first. Only after you do that, go to the Forum settings and click Save . To release Forum Gradebook Items to students, go to the Gradebook and click Edit beside the grayed out item, change the due date , and check the box to release the item to students . For more info about Forums , see Forums
Gradebook	The Gradebook Setup, Categories, and Weighting will import. Gradebook Items: <ul style="list-style-type: none"> • Manually added Gradebook items (for discussion postings, attendance, extra credit, etc.) will import but are not released to students. • Items created by the Assignments and Tests & Quizzes tools will need to be updated by going to the tool first. To release Gradebook items to students, go to the Gradebook tool and click the Edit link associated with the items. Then, change the due date and check the box to release this item to students . For more info about the Gradebook , see Gradebook
Lessons	Lessons subpages and content will import. For more info about Lessons , see Lessons
News	Links to RSS feeds will import.
Resources	Be sure to import Resources. Resources contains essential course files. Without these files, your new course may not operate properly. All hidden and unhidden Resources folders and files will import. Hidden Resources folders will remain hidden. For more info about Resources , see Resources
Syllabus	Syllabus items and attachments will import. For more info about Syllabus , see Syllabus

Tests & Quizzes	<p>Tests & Quizzes will import into Working Copies. Go to the Tests & Quizzes tool and select Settings from the drop down menu associated with the test to update the Delivery dates, Feedback dates, and Grading options. Click Save Settings and Publish, to publish the test.</p> <p>Note: There is NO 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, go to the Gradebook to assign the test a category. Click the Edit link associated with a particular test, then choose a category from the drop down menu. For more info about Tests & Quizzes, see Tests & Quizzes</p>
Web Content	Web Content links will import. For more info about Web Content , see Web Content
Wiki	Instructor added wiki pages will import.

Sakai Tools that do NOT import	
Site Information Display (Home page)	The Site Information Display area (Home page) will not import. For instructions on how to edit your course's home page, see: Site Info
Blogs	Content in the Blogs tool will not import.
Drop Box	Drop Box will not import.
Meetings	Meetings created with the Meetings tool will not import.
Roster	The Roster will not import.
Schedule	Due dates assigned with the Schedule tool will not import.
Sign-up	Appointments created with the Sign-up tool will not import.