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 **Fourm 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**: - 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. ***You must also import Resources*** or your import may not work correctly. 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. *You can hide Resources but **do not remove Resources!*** For more info about **Resources**, see Resources
Syllabus	**Syllabus** items and attachments will import. For more info about **Syllabus**, see Syllabus

Sakai Tool	Tool Import Information
Tests & Quizzes	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. **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. 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
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.

What tools should you display or hide?	
Display these tools	Home; Syllabus; Announcements; Gradebook; Lessons and/or Resources (to display content to your students)
Hide these tools if not using them	Email; Email Archive; Roster; Schedule; User Activity
Hide these tools	Statistics; Site Info; Need help hiding tools? Go to Customize Course Menu
Exceptions	**Hide (Don't Delete) Resources**: if you have hidden instructor materials and are sharing materials with students with Lessons or in-class **Display Test & Quizzes**: if you want your students to see test feedback