# 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 – IMPORT CONTENT from within the DESTINATION course

You can import content into your **DESTINATION** course from **any 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: "*I would like to merge my data*".
3. Select the **site** that contains the **content** you wish to import and click **Continue**.
4. Tool names will display for tools that **contain content** in your **SOURCE** course. If a tool with content hasn't been added to your **DESTINATION** course, the import process will add the tool to your **DESTINATION** course automatically. We recommend that you check beside the following tools to import them into your **DESTINATION** course:
   - ✓ **Site Information Display:** Your Overview/Home page image(s) and text will import.
   - ✓ **Assignments:** Assignments will import and be saved in **draft** mode*.
   - ✓ **Forums:** Forums will import and be saved in **draft** mode.
   - ✓ **Gradebook Classic or Gradebook:** The Gradebook setup, categories, and weighting will import. All gradebook items will be *unavailable* to students.
   - ✓ **Lessons:** Lessons subpages and content will import. ***You must also import Resources*** or your import may not work correctly. All Lessons subpages will be *available* to students.
   - ✓ **Resources: ALWAYS import Resources!** Resources contains essential course files. Without these files, your new course may not operate properly.
   - ✓ **Syllabus:** Syllabus content and attachments will be imported.
   - ✓ **Tests & Quizzes:** Working copies from the **source course** will import.
5. After adding a check beside **each content area** you wish to import, click **FINISH**.
6. 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.

# STEP 2 – Update the DESTINATION course after import

| Sakai Tool | Tool Import Information |
|---|---|
| **Announcements** | Announcements (if imported) are saved in **draft** mode.<br>• Go to the **Announcements** tool<br>• Click the **Edit** link associated with a particular Announcement to change the **availability** of Announcement. **Save Changes**. |
| **Assignments** | Imported assignments are in **draft** mode**.**<br>• In the **Assignments** tool, click the **Edit** link associated with a particular Assignment and change **dates**.<br>• Also, update **Grading options** to add the Assignment to the Gradebook. Then, choose a Gradebook Category for the item from the drop down menu. **Post** changes. |
| **Chat Room** | Any chat rooms you have set up will import, but messages will not. |
| **Forums** | Imported Forums are saved in **draft** mode at the Forum level and are not available to students. To take the Forum out of draft mode, simply click on **Forum Settings**, scroll to the bottom, and click **Save**.<br><br>Look at the **Forum title** -- if it shows the semester of the source course, click **Forum Settings**, update the **Forum title** to reflect the current semester, and click **Save**.<br><br>After saving the Forum (so it is no longer in draft mode), topics will be available to students unless they contain date restrictions. To update topic dates:<br>• Beside each topic, click **Topic Settings.**<br>• Change **dates** if needed and **save** changes. |
| **Gradebook Classic** | **Gradebook settings and categories/weights will import.**<br>• Manually added Gradebook items (for forums, homework, etc.) will import but are *not released* to students.<br>• Items created by the Assignments and Tests & Quizzes tools must be updated in those tools.<br><br>**To release Gradebook items to students:**<br>• In the **Gradebook Classic** tool, click the **Edit** link associated with an item.<br>• Change the due date (if applicable) and **check these two boxes**:<br>  ✓ **Release this item to Students**<br>  ✓ **Include this item in the course grade calculations**<br>• Click **Save Changes** |
| **Lessons** | **Lessons** subpages and content will import. All subpages will be available to students (even if hidden in the source course). There are two ways to hide a subpage:<br><br>*To hide a subpage until a specific "release" date:*<br>• To the right of the subpage, click the **Edit** icon.<br>• Check the box "**Hide page until the following date**"<br>• Enter the date/time<br>• Click **Update Item.** |

| Sakai Tool | Tool Import Information |
|---|---|
| | *To hide a subpage indefinitely (no release date specified):*<br>• Click on a subpage title to view the subpage<br>• Click on the **gear icon** at the top of the subpage<br>• Check the box "**Hide this page from users**" and click **Save**. |
| **News** | **Links** to RSS feeds will import. |
| **Resources** | <mark>*Be sure to import **Resources**. Resources contains essential course files. Without these files, your new course may not operate properly.*</mark><br>• All hidden and unhidden **Resources** folders and files will import. Hidden **Resources** folders will remain hidden. |
| **Site Information Display (Overview/ Home page)** | The Site Information Display area (**Overview/Home page**) will import (including images).<br>• If updates are needed: Go to **Site Info > Edit Site Information**, make changes, click **Continue,** then **Finish.** |
| **Syllabus** | **Syllabus** items and attachments will import.<br><br>For tips on updating your syllabus, see page 2 of the [Sakai Syllabus handout](https://courses.durhamtech.edu/wiki/images/d/da/Intro_Mod_7_Syllabus_Instruction_Sheet.pdf) (PDF)<br>[https://courses.durhamtech.edu/wiki/images/d/da/Intro_Mod_7_Syllabus_Instruction_Sheet.pdf] |
| **Tests & Quizzes** | **Working Copies** from the source course will import into the **Working Copies** area of the destination course. When you're ready to release a test or quiz to students, you must update settings and publish the assessment.<br>• In **Working Copies**, select **Settings** from the drop down menu beside a test to update **Delivery dates**, **Feedback dates**, and **Grading options**.<br>• Click **Save Settings and Publish** to publish the test. |
| **Web Content** | **Web Content** links will import. |

## Sakai Tools that do <mark>*NOT*</mark> import

| Sakai Tool | Tool Import Information |
|---|---|
| **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. |
| **Sign-up** | Appointments created with the **Sign-up** tool will not import. |