

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**.
 - 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/Welcome:** 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:** 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:** **Drafts** from the *source course* will import.
4. After adding a check beside **each content area** you wish to import, click **FINISH**.
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.

STEP 2 – Update the **DESTINATION** course after import

Sakai Tool	Tool Import Information
Announcements	Announcements (if imported) are saved in draft mode. <ul style="list-style-type: none"> • Go to the Announcements tool • Click the Edit link associated with a particular Announcement to change the availability of Announcement. Save Changes.
Assignments	Imported assignments are in draft mode. <ul style="list-style-type: none"> • In the Assignments tool, click the Edit link associated with a particular Assignment and 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. 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 . 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 . 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: <ul style="list-style-type: none"> • Beside each topic, click Topic Settings. • Change dates if needed and save changes.
Gradebook	Gradebook settings and categories/weights will import. <ul style="list-style-type: none"> • Manually added Gradebook items (for forums, homework, etc.) will import but are <i>not released</i> to students. • Items created by the Assignments and Tests & Quizzes tools must be updated in those tools. <p>To release Gradebook items to students:</p> <ul style="list-style-type: none"> • In the Gradebook tool, click the Edit Item Details link associated with an item. • Change the due date (if applicable) and check these two boxes: <ul style="list-style-type: none"> ✓ Release this item to Students ✓ Include this item in the course grade calculations • 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: <i>To hide a subpage until a specific “release” date:</i> <ul style="list-style-type: none"> • To the right of the subpage, click the Edit icon. • Check the box “Hide page until the following date” • Enter the date/time • Click Update Item.

Sakai Tool	Tool Import Information
	<p><i>To hide a subpage indefinitely (no release date specified):</i></p> <ul style="list-style-type: none"> Click on a subpage title to view the subpage Click on the gear icon at the top of the subpage Check the box “Hide this page from users” and click Save.
News	Links to RSS feeds will import.
Resources	<p>Be sure to import Resources. Resources contains essential course files. Without these files, your new course may not operate properly.</p> <ul style="list-style-type: none"> All hidden and unhidden Resources folders and files will import. Hidden Resources folders will remain hidden.
Rubrics	Course site Rubrics will import. Authors control the availability of shared Rubrics.
Site Information Display (Overview/ Home page)	<p>The Site Information Display area (Overview/Home page) will import (including images).</p> <ul style="list-style-type: none"> If updates are needed: Go to Site Info > Edit Site Information, make changes, click Continue, then Finish.
Syllabus	<p>Syllabus items and attachments will import.</p> <p>For tips on updating your syllabus, see page 2 of the Sakai Syllabus handout (PDF) [http://bit.ly/update-syllabus]</p>
Tests & Quizzes	<p>Drafts from the source course will import into Tests & Quizzes of the destination course. When you’re ready to release a test or quiz to students, you must update settings and publish the assessment.</p> <ul style="list-style-type: none"> For a draft, select Actions then Settings from the drop-down menu beside a test to update Delivery dates, Feedback dates, and Grading options. Click Save Settings and Publish to publish the test.
Web Content	Web Content links will import.

Sakai Tools that do **NOT** 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.