

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

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

Importing is a two-step process that involves two Sakai course sites:

- The **DESTINATION** course is the new site you want to bring content into. ALWAYS perform the import process within the **DESTINATION** course.
- The **SOURCE** course contains content you want to re-use, for example in a new course site.

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 site's menu automatically.)

At a minimum, we recommend that you check the box beside the following tools to import them into your **DESTINATION** course:

- ✓ **Welcome:** Your site's Overview page (site landing page) 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 weights will import, along with all items (columns) that were manually created in the Gradebook.
 - ✓ **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:** All **MASTER** copies will import. Published copies will not.
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.

What about Warpwire content?

The Warpwire Media Library (and button on the course menu) *will not import* as part of this process. Warpwire content inserted (embedded) in various tools in the site *will import*, but extra steps are required to ensure that students in the new site can view it. See [Importing Warpwire Content to Another Site \(PDF\)](#) for special instructions to follow after completing the course import process described in this document.

Other Sakai tools that do NOT import

- **Blogs** – Content in the Blogs tool will not import.
- **Drop Box** – Drop Box content will not import.
- **Roster** – The Roster will not import.
- **Sign-up** – Appointments created with the Sign-up tool will not import.

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

After the content is imported, you must make updates in many of the tools in order to make the content available to students. Use the information in the table below to determine which actions you need to take to update your course site.

Sakai Tool	Tool Import Information
Announcements	<p>Announcements (if imported) are saved in draft mode.</p> <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. Click Save Changes.
Assignments	<p>Imported assignments are in draft mode.</p> <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	<p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • Beside each topic, click Topic Settings. • Change dates if needed and save changes.
Gradebook	<p>Gradebook settings and categories/weights will import.</p> <ul style="list-style-type: none"> • Items (columns) that were manually added to the Gradebook (for forums, homework, etc.) will import. • Gradebook items that were generated by the Assignments and Tests & Quizzes tools must be updated in those tools – making your updates there will create the needed Gradebook items for you. <p>Tip: If your Gradebook items have due dates on them, be sure to update those.</p>

Sakai Tool	Tool Import Information
Lessons	<p>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:</p> <ul style="list-style-type: none"> • <i>Option 1: Hide a subpage until a specific “release” date:</i> <ol style="list-style-type: none"> 1. To the right of the subpage title, click the Edit icon. 2. Check the box “Hide page until the following date”. 3. Enter the date/time. 4. Click Update Item. • <i>Option 2: Hide a subpage indefinitely (no release date specified):</i> <ol style="list-style-type: none"> 1. Click on a subpage title to view the subpage. 2. Click on the gear icon at the top of the subpage. 3. Check the box “Hide this page from users” and click Save.
Meetings	<p>Meetings will import.</p> <ul style="list-style-type: none"> • If the meetings have open/close dates, you will need to edit and update those.
News	<p>Links to RSS feeds will import.</p>
Overview page	<p>The Overview 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, then click Continue, and then Finish.
Resources	<p><i>Be sure to import Resources. Resources contains essential course files. Without these files, your new course may not operate properly.</i></p> <ul style="list-style-type: none"> • All hidden and unhidden Resources folders and files will import. Hidden Resources folders and files will remain hidden.
Rubrics	<p>Course site Rubrics will import. Authors control the availability of shared Rubrics.</p>
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>Master copies 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"> • Beside an assessment, select Actions then Settings from the drop-down menu to update Delivery dates, Feedback dates, and Grading options. • Click Save Settings and Publish to publish the test.
Warpwire	<p>The Warpwire Media Library will not import.</p> <p>Warpwire content embedded throughout the site <i>will import</i> – HOWEVER, only content embedded in Lessons will be viewable by students in the new site. Also, analytics will be stored in the Media Library of the “old” (source) site.</p> <p>See Importing Warpwire Content to Another Site (PDF) for instructions for updating Warpwire content so students can view it and so separate analytics are kept.</p>
Web Content	<p>Web Content links will import.</p>