

## Importing (Copying) Course Content from one Sakai Site to another [Sakai to Sakai]

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In Sakai training, each participant was given a practice course. If you developed content in your practice course that you want to use in your actual course site, it is possible to “import” content from one Sakai course into another Sakai course.

### IMPORTANT:

- The “import” process works best if you are importing into an empty Sakai course site. Therefore, if you want to import content into a Sakai course site, it is recommended that you do so while the Sakai course is still empty – i.e. before you begin adding other content to the site.

### STEP 1 – ADD TOOLS to the Receiving 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.

To add tools to the receiving course in Sakai:

1. Log in to Sakai and go to the new 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 the Source course in Sakai

Once you have added any needed tools to the site, you will be able to import content into them from another Sakai site in which you have instructor privileges.

To import content into the Sakai source course:

1. In the Sakai course where you want to import content, go to **Site Info > Import from Site**.
2. Select the **Replace data** method. **Replace data** is the recommended method for importing course content into an empty site.  
**Warning: Choosing this option will erase any content currently in the site!**
3. Select the site that contains the content you wish to import and click **Continue**.
4. Click to place a check mark beside each content area you wish to import, then click **FINISH**.

Sakai Tool	Tool Import (Copy) Information
<b>Announcements</b>	Announcements are saved in <b>draft</b> mode. Go to the <b>Announcements</b> tool and click the <b>Edit</b> link associated with a particular Announcement to change the <b>availability</b> of Announcements. For more info about <b>Announcements</b> , see <a href="#">Announcements</a>
<b>Assignments</b>	Assignments are saved in <b>draft</b> mode. Go to the <b>Assignments</b> tool, <b>Assignments List</b> and click the <b>Edit</b> link associated with a particular Assignment to change <b>dates</b> . Also, update <b>Grading options</b> to add the Assignment to the Gradebook. Then, choose a Gradebook Category for the item from the drop down menu. For more info about <b>Assignments</b> , see <a href="#">Assignments</a>
<b>Forums</b>	Forums are saved in <b>draft</b> mode at the Forum level. Go to the <b>Forums</b> tool to change the <b>dates</b> of individual topics by clicking the on <b>Topic Settings</b> of each topic first. Only after you do that, go to the <b>Forum settings</b> and click <b>Save</b> . To release Forum Gradebook Items to students, go to the <b>Gradebook</b> and click <b>Edit</b> beside the grayed out item, change the <b>due date</b> , and check the box to <b>release the item to students</b> . For more info about <b>Forums</b> , see <a href="#">Forums</a>
<b>Gradebook</b>	The <b>Gradebook Setup, Categories, and Weighting</b> will copy. <b>Gradebook Items:</b> <ul style="list-style-type: none"> <li>• Manually added Gradebook items (for discussion postings, attendance, extra credit, etc.) will copy but are not released to students.</li> <li>• Created by associating with the Assignments and Tests &amp; Quizzes tools will need to be updated by going to the tool first.</li> </ul> To release Gradebook items to students, go to the <b>Gradebook</b> tool and click the <b>Edit</b> link associated with the items. Then, change the <b>due date</b> and check the box to <b>release this item to students</b> . For more info about the <b>Gradebook</b> , see <a href="#">Gradebook</a>
<b>Lessons</b>	<b>Lessons</b> subpages and content will copy. For more info about <b>Lessons</b> , see <a href="#">Lessons</a>
<b>News</b>	<b>Links</b> to RSS feeds will copy.
<b>Resources</b>	All hidden and unhidden <b>Resources</b> folders and files will copy. Hidden <b>Resources</b> folders will remain hidden. For more info about <b>Resources</b> , see <a href="#">Resources</a>
<b>Syllabus</b>	<b>Syllabus</b> items and attachments will copy. For more info about <b>Syllabus</b> , see <a href="#">Syllabus</a>
<b>Tests &amp; Quizzes</b>	Tests & Quizzes will copy into <b>Working Copies</b> . Go to the <b>Tests &amp; Quizzes</b> tool and select <b>Settings</b> from the drop down menu associated with the test to update the <b>Delivery dates, Feedback dates, and Grading options</b> . Click <b>Save Settings and Publish</b> , to publish the test. <b>Note:</b> There is <b>NO</b> 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 <b>Gradebook</b> to assign the test a category. Click the <b>Edit</b> link associated with a particular test, then choose a <b>category</b> from the drop down menu. For more info about Tests & Quizzes, see <a href="#">Tests &amp; Quizzes</a>

<b>Web Content</b>	<b>Web Content</b> links will copy. For more info about <b>Web Content</b> , see <a href="#">Web Content</a>
<b>Wiki</b>	Instructor added <b>wiki pages</b> will copy.

<b>Sakai Tools (that will not import (copy))</b>	<b>Tool Import (Copy) Information</b>
<b>Site Info</b>	The Site Info <b>Participant List</b> of students will not copy.
<b>Site Information Display (Home page)</b>	The Site Information Display area ( <b>Home page</b> ) will not copy. For instructions on how to edit your course's home page, see: <a href="#">Site Info</a>
<b>Roster</b>	The <b>Roster</b> will not copy.
<b>Schedule</b>	Due dates assigned with the <b>Schedule</b> tool will not copy.
<b>Sign-up</b>	Appointments created with the <b>Sign-up</b> tool will not copy.
<b>Meetings</b>	Meetings created with the <b>Meetings</b> tool will not copy.

### Test the Import (Copy) Process

It's a good idea to make sure your content copied correctly from your source course into the receiving course. To test this from a student point of view, remove your Sample Student from the source course and add your Sample Student to the receiving course.

1. Remove your Sample Student from your source course in Sakai  
Go to the **source course** and click on the **Site Info** tool. Go to the **Participant list** and check the **Remove** box beside your Sample Student and click **Update Participants**.
2. Add your Sample Student to the receiving course in Sakai.
  - **Instructions:** [Sakai Sample Student](#)
3. Log in to your receiving course as your Sample Student
  - **Instructions:** [Sakai Sample Student](#)