

Importing Tool Information from One Existing Sakai Course Site to Another

Overview

When you copy tool information from an existing Sakai course to another, not all the content and options are transferred. **A good way to verify that students in the new course will be able to view all the appropriate files is to [add someone](#) as a student to the new course who does not have access to the old course** (You may have to [remove that person](#) from the old course.) Have that student access the tools in the new course to check for errors. For anyone who has access to both courses, such as the instructor, any problems might not be obvious.

Note that only those with *instructor* access can import tools from an existing Sakai course. To copy a course managed by another instructor, ask that instructor to [add you](#) to his or her course with instructor access.

If you need help copying information from one course to another, feel free to contact the IT Help Center. You can schedule an appointment by calling 831-6000 or send questions to consult@udel.edu.

Points to consider

1. Content can be imported from one Sakai course to another for the following tools:

Tool	Condition in the course receiving the information
Announcements*	Items are hidden . Those with dates must be re-added . Items merged from another site are not kept.
Assignments*	Assignments are saved as drafts so they are not released to students or added to the Gradebook. Permissions must be changed to allow instructors to share drafts.
Chat Room	Rooms are retained. Individual postings are erased.
Forums*	Forums are saved as drafts . Role permissions are retained. Individual postings are erased.
Gradebook	Assignments and quizzes are discarded. Other grades are not released to students. Categories and weights are kept.
News	Links to RSS feeds are retained only if you replace the current News items.
Polls	Questions are retained but not results.
Resources	Permissions are reset. All items, including hidden items and those with public and selected-group access are reset to be accessible by the entire site.
Schedule*	Items are retained.
Syllabus*	Items are retained, but not redirected pages. Attachments, although seen by instructor, must be re-added .
Tests & Quizzes*	Pending assessments are retained. Published assessments are discarded. See the Notes in the Instructions section.
Web Content	Links to web pages are retained only if you replace the current Web Content items.

<i>Tool</i>	<i>Condition in the course receiving the information</i>
Wiki	Content is retained. Comments are kept but labeled with instructor's name.

2. **Student material:** Information created by students, such as Forum postings and Assignment submissions, cannot be copied.
3. **Attachments:** For any of the starred (*) tools above attachments may need to be re-added in the new course. Although a link may be listed for the instructor who created the new course, you should check to make sure it is active for the students. If an attachment is broken, you can remove it and [re-attach the link](#).

In Tests and Quizzes, attachments from imported assessments are available to the instructor who created the new course and to students. However, other instructors will not be able to preview the attachments unless they are [re-attached](#) for each question.

4. **Linking to Resource items:** If you link to any Resource file from another Resource file or Sakai tool, it is important to make sure the new link points to the Resource item in the new course, not to the old course.

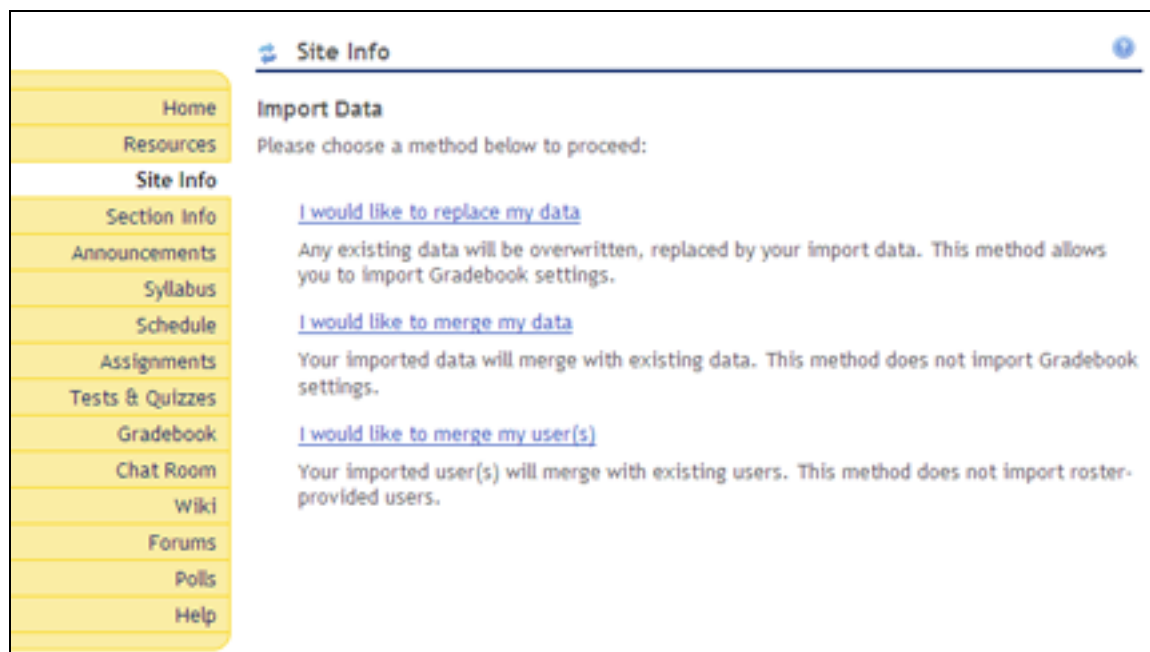
The tools that tend to be affected in the new course include:

- Syllabus – Redirect URL
- Tests & Quizzes that contain images
- Resources – links to other Resource files

Instructions

You can copy the information from another Sakai course for just a few of the individual tools listed in the table above. **The tools whose information you want to re-use or import must already be added to the receiving course, except for the News and Web Content tools.** For example, if the course to which you are copying Announcements does not have the Announcements tool listed on the left menubar, in the receiving course, click **Site Info** and use **Edit Tools** to [add](#) Announcements.

1. Make sure that all the tools you want to copy have been added to the receiving course, excluding News and Web Content tools.
2. In the **RECEIVING** course, click **Site Info** on the course menubar at the left.
3. Click the **Import from Site** option at the top of the window. You will see a window that asks you if you want to replace or merge the content of the tools you are importing.



The screenshot shows the 'Site Info' window in Sakai. On the left is a vertical menu with the following items: Home, Resources, Site Info (highlighted), Section Info, Announcements, Syllabus, Schedule, Assignments, Tests & Quizzes, Gradebook, Chat Room, Wiki, Forums, Polls, and Help. The main content area is titled 'Import Data' and contains the text: 'Please choose a method below to proceed:'. There are three options, each with a blue link: 1. '[I would like to replace my data](#)' with the description: 'Any existing data will be overwritten, replaced by your import data. This method allows you to import Gradebook settings.' 2. '[I would like to merge my data](#)' with the description: 'Your imported data will merge with existing data. This method does not import Gradebook settings.' 3. '[I would like to merge my user\(s\)](#)' with the description: 'Your imported user(s) will merge with existing users. This method does not import roster-provided users.'

4. Click the statement that matches your choice. (See the [Notes](#) for special cases.)

5. You will see a window that lists your courses. If you chose to replace the tools you can select one course from which you want to copy tool information; if you choose to merge your data, you can select several courses. Then click **Continue**.

Site Info

- Home
- Resources
- Site Info**
- Section Info
- Announcements
- Syllabus
- Schedule
- Assignments
- Tests & Quizzes
- Gradebook
- Chat Room
- Wiki
- Forums
- Polls
- Help

USERS PRESENT:
Karen Kral

Import Material from Other Sites

Import Material from Other Sites

You can replace material in one of your sites by importing material from another site that you own. Any existing data will be overwritten, replaced by your import data.

- 09F SPAN 106-010
- 09F-ANFS252010L: ANIMAL NUTRITION LABORATORY
- 09F-BUAD110: BASICS OF BUSINESS
- 09F-BUAD309 UD Online: MGT & OB
- 09F-BUAD425-050: CURRENT ISSUES: JPN & PAC RIM
- 09F-BUAD878-050: LDRSHIP INTL BUS CULT
- 09F-BUAD880194
- 09F-CHEM103011: GENERAL CHEMISTRY
- 09F-CHEM104010: GENERAL CHEMISTRY
- 09F-CRJU409010: DOMESTIC VIOLENCE SERVICES
- 09F-ECON15112: MICRO
- 09F-ECON151194: INTRO MICROECON: PRICES & MRKT

6. The list of tools that can be copied will appear and you can check the box for each tool whose information you want to copy. If the course you are importing from does not include a particular tool, its box will be gray so you cannot select it.

- Home
- Resources
- Site Info**
- Section Info
- Announcements
- Syllabus
- Schedule
- Assignments
- Tests & Quizzes
- Gradebook
- Chat Room
- Wiki
- Forums
- Polls
- Help

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Site Info

Re-use Material from Other Sites

Re-use material from other sites you own...

Choose the material you want to re-use from this site.

	09F-BUAD878-050: LDRSHIP INTL BUS CULT
Tests & Quizzes	<input type="checkbox"/>
Gradebook	<input type="checkbox"/>
Syllabus	<input type="checkbox"/>
Assignments	<input type="checkbox"/>
Announcements	<input type="checkbox"/>
Polls	<input type="checkbox"/>
Web Content	<input type="checkbox"/>
Wiki	<input type="checkbox"/>
Forums	<input type="checkbox"/>
Schedule	<input type="checkbox"/>
Resources	<input type="checkbox"/>
Chat Room	<input type="checkbox"/>

Finish
Back
Cancel

5. Click **Finish**.

6. **Notes**

- a. If you renamed a tool in the original course, its name will revert to the default name in the course to which you imported the tool. For example, if you renamed the Assignments tool to be Tasks in the original course, it will be called Assignments in the course to which it was copied.
- b. The Polls tool will add questions even if you choose to replace the data.
- c. News and Web Content tools can only be imported if you *replace* the data.
- d. Tests & Quizzes and Forums tools can only be imported if you *merge* the data.