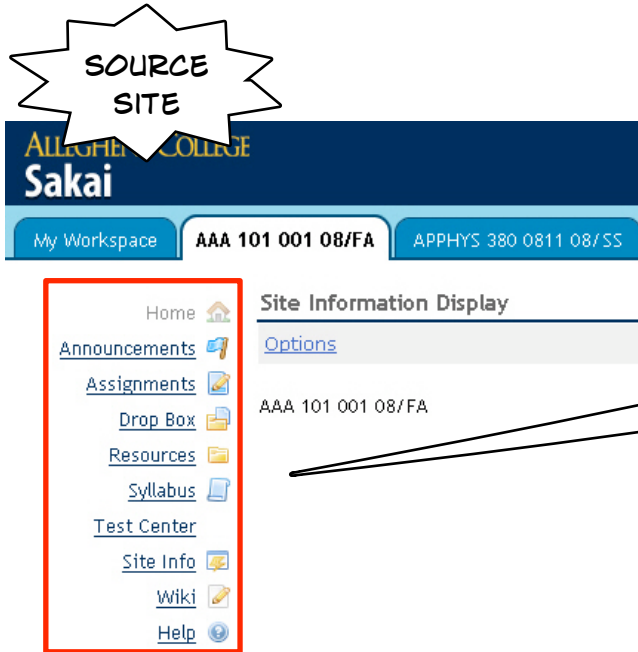


## Importing materials between Sakai sites

Sakai allows you to import materials from one Sakai site to another. These materials can include class resources, tests, forums, etc.

For this tutorial, the site you are importing materials *to* is referred to as your "**Target Site**" and the site you are importing materials *from* is your "**Source Site**."

**SOURCE SITE**

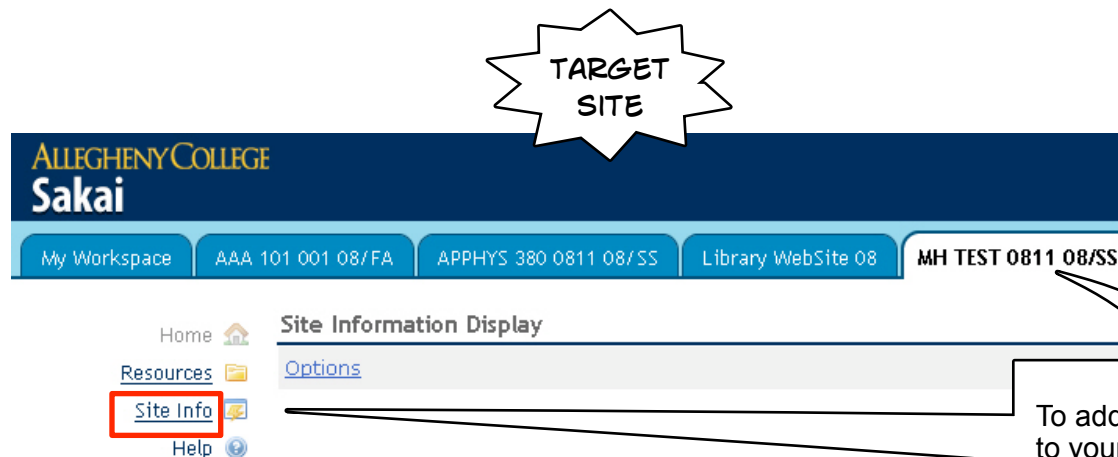


**TARGET SITE**



Make sure that the tools you wish to import from your *Source Site* are activated on your *Target Site*.

**TARGET SITE**



To add the appropriate tools, go to your *Target Site* and select "**Site Info**."



Home Site Info

Resources [Edit Site Information](#) [Edit Tools](#) [Add Participants](#) [Manage](#)

Site Info [Page Order](#)

Help MH TEST 0811 08/SS

Site Description:

Next, select **"Edit Tools"** and place check marks beside the tools you wish to import. Select **"Continue"** when done, then confirm the tools are correct and select **"Finish."**

Home Site Info

Resources Revising site tools for MH TEST 0811 08/SS...

Site Info Check boxes to add or remove tools from your site.

Help

- Home Description of the project, recent announcements, discussion, and chat items.
- Announcements For posting current, time-critical information.
- Assignments For posting, submitting and grading assignment(s) online.
- Blogger A blogger
- Chat Room For real-time conversations in written form.
- Drop Box For private file sharing between instructor and student.
- Email Archive For viewing email sent to the site.
- Forums Display forums and topics of a particular site
- Gradebook For storing and computing assessment grades from Tests & Quizzes or that are manually entered.
- Mailtool Send mail to groups in your course. (Attachment-enabled)
- Messages Display messages to/from users of a particular site
- Modules Modules - Melete Lesson Builder for creating and organizing learning sequences.
- News For viewing content from online sources.
- Podcasts For managing individual podcast and podcast feed information.
- Polls For anonymous polls or voting
- PostEm For uploading .csv formatted file to display feedback (e.g., comments, grades) to site participants.
- Presentation For showing and viewing slideshows of image collections from Resources.
- Reports Reports
- Resources For posting documents, URLs to other websites, etc.
- Roster For viewing the site participants list.
- Schedule For posting and viewing deadlines, events, etc.
- Section Info For managing sections within a site.
- Site Info For showing worksite information and site participants.
- Site Stats For showing site statistics by user, event, or resource.
- Syllabus For posting a summary outline and/or requirements for a site.
- Test Center For authoring, publishing, delivering and grading assessments.

Once the appropriate tools have been added to your *Target Site* you are ready to import materials from your *Source Site*.



Home Site Info

Assignments [Edit Site Information](#) [Edit Tools](#) [Add Participants](#) [Manage Groups](#) [Manage Access](#) [Edit Class Roster\(s\)](#) [Duplicate Site](#) [Import from Site](#)

Resources [Page Order](#)

Syllabus MH TEST 0811 08/SS

Site Info Site Description:

Help

Under **"Site Info"** select **"Import from Site."**

You can choose to re-use material only from other sites that you own. You can combine mater

- AAA 101 001 08/FA
- APPHYS 380 0811 08/SS
- NSFS 102 0806 08/SS
- Nssp 215 0805 08/SS
- Sakai Blogger
- Sakai Information for Faculty
- SOECON 588 0812 08/SS

[Continue](#)   [Cancel](#)

Place check marks next to the *Source Sites* you are importing *from*, select **"Continue."**

	AAA 101 001 08/FA
Assignments	<input checked="" type="checkbox"/>
Resources	<input checked="" type="checkbox"/>
Syllabus	<input checked="" type="checkbox"/>

[Finish](#)   [Back](#)   [Cancel](#)

**Finally**, select the materials you would like to import and click **"Finish."**