

Moving content between ella sites

There are two main ways to move content from one ella course into another.

1. Copy an entire tool's content from one course to another (ex. Transfer all the assignments from a previous semester's ella course to the assignments section on this year's course).
2. Copy selected files from the Resources /Course Files tool from any course, project, or My Workspace site to another.

1. Importing tools with their content from one ella site to another

For any course or project site in which you have the role of instructor, maintainer, liaison or coordinator, you can transfer tools *with their content* from one or more sites to another.

1. In the menu bar of the destination site, click "Site Info".
2. At the top of the Site Info screen, click "Import from Site".



The screenshot shows the 'SITE INFO' page for a site named 'test 101 02 W07'. The left sidebar contains a menu with 'Site Info' circled. The top menu bar contains several buttons, with 'Import from Site' circled. The main content area displays site details:

Site Description:	test
Roster(s) with site access:	2007, WINTER, test,101,02 (Requested)
Term:	WINTER 2007
Site Contact and email:	Juliet Boisselle, jboissel@ntholyoke.edu
Available to:	Site participants only
Included on public sites list:	Yes
Creation Date:	Jan 10, 2007 2:27 pm
Appearance:	*default*

3. Check the box next to the site that contains the material you want to copy. You may choose more than one site. Then click "Continue".
4. Check the box next to each tool whose contents you want to copy. (If a box is grayed-out, it means the corresponding tool is not available in that site.) Then click "Continue".

↑ 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 these sites. You can combine material from more than one site (for example, Resources from several sites).

	Test9	test 101 02 W07
Announcements	<input type="checkbox"/>	<input type="checkbox"/>
Assignments	<input type="checkbox"/>	<input type="checkbox"/>
Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Schedule	<input type="checkbox"/>	<input type="checkbox"/>
Syllabus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wiki	<input type="checkbox"/>	<input type="checkbox"/>

[Continue](#) [Back](#) [Cancel](#)

5. **IMPORTANT NOTE!** Assignments and Announcements will import as *drafts*, allowing you to update them before they are visible to all site participants. To make a draft into a visible post:

1. Click on Assignments or Announcements. Any draft will have the word “*draft*” before its title.
2. Click on the title and make any needed updates or changes to settings (ex. due date).
3. Scroll to the bottom of the screen. To post an assignment, click “post,” to post an announcement click “save changes.”

2. Moving RESOURCES files from one course to another

For any course or project site in which you have the role of instructor, maintainer, liaison or coordinator, and for your “My Workspace,” you can move files between the Resources area of different sites.

1. Go to the Resources tool in any site.
2. At the bottom of the list of files and folders for that site, click on “Show Other Sites.” The Resources folders for all your other sites will appear.

↑ RESOURCES

Site Resources | [Upload-Download Multiple Resources](#)

Location: My Workspace Resources

[Remove Checked](#) | [Move Checked](#) | [Copy Checked](#)

<input type="checkbox"/>	Title	Actions	Access	Created By	Modified	Size
<input checked="" type="checkbox"/>	My Workspace Resources	Add Revise Reorder				
<input type="checkbox"/>	Course Handouts	Add Revise Reorder	Entire site	Chrissa Godbout	2/8/07	
<input type="checkbox"/>	Images	Add Revise Reorder	Entire site	Chrissa Godbout	2/20/07	
<input type="checkbox"/>	cassandrawesttalk.mov	Duplicate Revise	Entire site	Chrissa Godbout	11/14/06	304 MB
<input type="checkbox"/>	Copy of 01 Ideo choir all.m4a	Duplicate Revise	Entire site	Chrissa Godbout	11/17/06	5 MB

[Hide other sites](#)

Viewing 1 - 50 of 98 items

[show 50 items...](#)

[365 PRODUCTION Resources](#) [Add](#) | [Revise](#)

[ARTS Ann Hamilton Resources](#) [Add](#) | [Revise](#)

[Administration Workspace Resources](#) [Add](#) | [Revise](#)

[Biol 226 01 Sp07 Resources](#) [Add](#) | [Revise](#)

3. Click on the folder icon in front of the title to see the folder's contents displayed within the current list. (Alternatively, clicking on the title will open that folder only, in a new window.)

4. Select the files and/or folders you would like to copy or move by clicking on the check box.

* You may select multiple files and folders from multiple courses.

* Open subfolders to see their contents by repeating step 3 as necessary on any folder.

The screenshot shows the 'RESOURCES' page in Sakai. On the left is a navigation menu with items like Home, Announcements, Resources, Schedule, Profile, Membership, Preferences, Site Info, Wiki, Account, Sakai News, and Help. Below the menu, it says 'users present: Chrissa Godbout'. The main content area shows a table of resources. The table has columns for Title, Actions, Access, Created By, Modified, and Size. The first row is 'My Workspace Resources'. The second row is 'Course Handouts'. The third row is 'Images'. The fourth row is 'cassandrawesttalk.mov'. The fifth row is 'Copy of 01 Ideo choir all.m4a'. Below these is a 'Hide other sites' section. The next row is '365 PRODUCTION Resources'. The sixth row is 'Dramaturgy Packet'. The seventh row is 'ABOUT SLP.doc', which is highlighted in yellow. The eighth row is 'AN EQUATION FOR BLACK PEOPLE ONSTAGE.doc'. A '3' with an arrow points to the folder icon of '365 PRODUCTION Resources'. A '4' with an arrow points to the checkbox of 'ABOUT SLP.doc'. At the bottom right, there is a pagination control showing 'Viewing 1 - 50 of 98 items' and a 'show 50 items...' dropdown.

5. At the top of the screen, click “Copy Checked.”

6. Click “Paste Copied Items” on the line that names the course where you would like to put the files.

This screenshot is similar to the previous one, but with arrows indicating the next steps. An arrow points from the 'Copy Checked' link in the top navigation area to the '365 PRODUCTION Resources' row. Another arrow points from the 'Paste Copied Items' link in the '365 PRODUCTION Resources' row to the 'Paste Copied Items' link in the 'Course Handouts' row. The 'ABOUT SLP.doc' file remains highlighted in yellow.

7. Copies of the files will now be in both the original location, and the new location.