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”.

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”.
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.
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.

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.

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