Copy Documents From One Site to Another

http://Sakai.Providence.edu
SakaiHelp@Providence.edu
www.Providence.edu/ITDP

Copy Specific Course Materials into Resources:

If you only want to migrate a few specific folders/files from one course site to another, follow these instructions:

1. In the left hand menu of the course site, click the button that says "Resources".
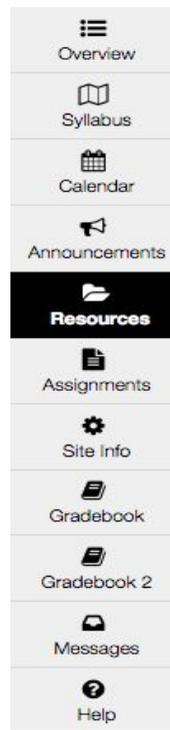
2. At the bottom of the screen, click the blue link that says "Copy Content from My Other Sites".
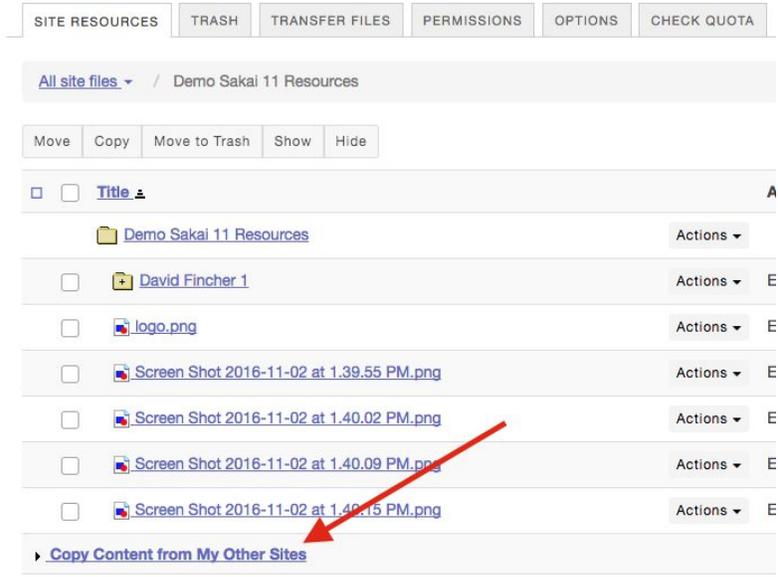
3. Select the site you would like to copy resources from.
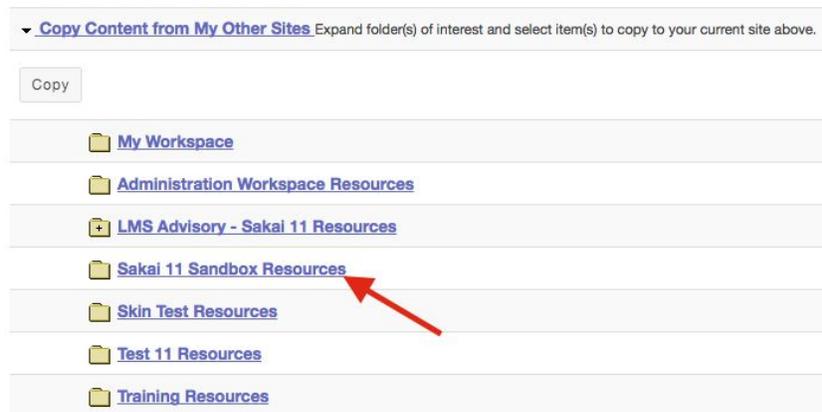
4. Click the checkbox next to the file or folder you wish you copy to the new site, and then click the button that says "Copy".
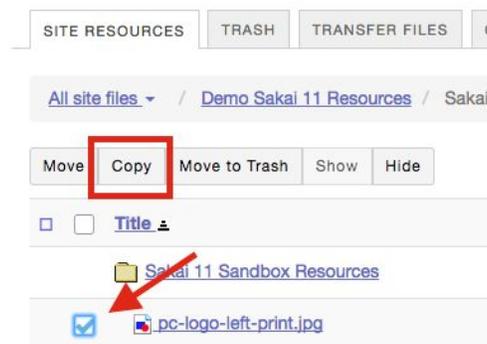
5. Now, go back to the Resources page for the new course site by using the breadcrumbs menu at the top of the screen.

6. You can now paste the copied file into any of the folders by clicking the clipboard icon.