

## **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".

All site f	iles - / Demo Sakai 11 Resources				
Move	Copy Move to Trash Show Hide				
	Title =				
	Demo Sakai 11 Resources	Actions -			
	David Fincher 1	Actions -			
	🗟 logo.png	Actions -			
	Screen Shot 2016-11-02 at 1.39.55 PM.png	Actions -			
	Screen Shot 2016-11-02 at 1.40.02 PM.png				
	Screen Shot 2016-11-02 at 1.40.09 PM.pp	Actions -			
	Screen Shot 2016-11-02 at 1.49.15 PM.png	Actions -			

3. Select the site you would like to copy resources from.

- Copy	Content from My Other Sites Expand folder(s) of interest and select item(s) to copy to your current site above.
Сору	
	My Workspace
	Administration Workspace Resources
	EMS Advisory - Sakai 11 Resources
	Sakai 11 Sandbox Resources
	Skin Test Resources
	Test 11 Resources
	Training Resources

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".

All site	e files -	/ Demo Sakai	11 Reso	urces / Sa	ak
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	<u>Title</u>				
	D S	ai 11 Sandbox I	Resource	S	

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.

