Course Rollover Process- Copy Material from One Course Site to Another

This will allow you to use content from the base course in your live section. You can also use this process to update a base course from a live course when needed. In most cases, you should not be copying from a live course to a live course for an online class, or a hybrid class that has a base course.

Before starting the rollover process, make sure you have access to both the base course and the live course in Sakai. If you do not, please contact the Teaching and Learning Center.

1 Add Gradebook

Check the Gradebook in the site you are importing from. If the site is using Gradebook Classic, check to see if there are manually created Gradebook items, such as weekly discussion grades. These items will not import to your live course unless you have the new Gradebook tool added to this site.

- Click on Site Info on the left
- Select Edit Tools at the top of the page
- Check the box for Gradebook. You may uncheck Gradebook Classic or leave it checked.
- Click Continue.
- Confirm the changes, then click Finish.

2 Add or Remove Tools

You may add or remove optional tools from your live course. Please only add tools that you will use, and remove tools that are not being used. If you are teaching a purely online class, you are required to use some tools. See the Online Instructor Orientation for the specific list.

- In your live course, click on Site Info
- Select Edit Tools at the top of the page
- Check or un-check the box(es) for the various tools
- Click Continue
- Confirm changes, then click Finish.

3 Import the Course Material

The import process will copy the content from various tools to this course site.

**Make sure you are in the site that you want to import content TO. If you do it backwards, you will clobber your course**

- In your live course, go to Site Info
- Click on Import from Site at the top of the page
- Select Replace Data if you want to bring in all of the content, and discard anything you have in this course.
- Select the base course from the list and click Continue
- Select all of the tools you would like to import. This will usually be all of them.
- Click Finish. This will return you to the Site Info page.

Only click on Finish once. The import process takes time for larger classes. This process may also take longer if other instructors are importing their content at the same time. You will see a message that the import has been
queued. You will receive an email at your NSCC address when the full import is completed and it is ready to continue.

4 PUBLISH ALL TESTS AND QUIZZES

Once you import the content, you should publish any tests. You can set the open and due date for each, and students will not have access until those dates.

- For each test under Working Copies, select Settings from the drop-down menu
- Confirm that the start, due, and retract dates are correct, or change as needed.
- Under Grading & Feedback, make sure that student identities are displayed, the item is set to go to the Gradebook, and feedback is provided either on submission or after a set date.
- Click Save Settings & Publish
- Make sure the Notification option is set to "without notification"
- Check or uncheck the option to add the due date to the calendar if desired. This is only an option if the Schedule tool is present.
- Click Publish.
- Repeat for each quiz or test in the course.

5 REPOST ALL ASSIGNMENTS

When assignments are imported, they lose their connection to the Gradebook and the Calendar (if present). You have to repast each assignment in order to re-create these links

- For each assignment, click on Edit.
- Confirm that the dates are correct or update them as needed.
- Check the box to add the assignment to the Schedule if desired. This is only an option if the Calendar tool is present.
- Check Add to Gradebook.
- If the gradebook uses categories, select the appropriate category from the drop-down menu.
- Click Post.
- Repeat for each assignment in the course.

6 UPDATE THE GRADEBOOK

If your gradebook uses categories & weighting, or if it has manually added items, you will have to update them to make the items an active part of the course grade.

- For each Gradebook item that is not from Assignments or from Tests & Quizzes, click on the arrow and select the Edit Item option
- If categories are present, select the appropriate category
- Check the boxes for "Release this item to students" and "Include this item in the course grade"
- Click on Save Changes
- Repeat for each item.
- If the gradebook uses categories, repeat this process for any item in the Unassigned category. Unassigned items will not be included in the course grade calculations.

7 EDIT THE OVERVIEW PAGE

Often, the course overview page includes the instructor’s name, contact information, or photo. You can personalize this with your own information
• Go to the course Overview page and click on the edit button in the upper right corner of the site information display.
• Change the title to your course name. Sakai automatically adds the course number, so you don't need to provide that.
• Edit the description as needed to include your name and contact information.

8 PUBLISH THE SITE

Students can not see the site until it is published.

• From any page, click the Publish Now at the top of the page.