



## Importing Material from Other ReggieNet Sites

When you build a new site in ReggieNet, you may reuse materials from other course or project sites you've previously created in ReggieNet.

### Import Materials into a Course Site

Use this method to add materials from a previous semester's course, or from one section into another

**Important:** For the import process to work properly, the tool sets in each course (left-hand navigation) should match. If you have added or deleted tools in the source course, you will want to make sure to add those tools in the new course before you import the course. Additionally, if there is material in the **Resources** tool that is being used by **Lessons** pages, the **Resources** tool must be turned on in both courses.

**Gradebook:** If you are importing from a site which used the older Gradebook2, you must go into that site and turn on the new Gradebook tool in order for your grade book structure to transfer properly (Site Info > Manage Tools).

1. Enter **Site Info** of the course into which you would like to import materials and choose **Import from Site**.

A screenshot of the Site Info page for a course titled "CLLT 402 02 Bristow". The page has a dark header with "SITE INFO" and a gear icon. Below the header is a left sidebar with "View Site A" and a dropdown arrow. The main content area has several buttons: "EDIT SITE INFORMATION", "MANAGE TOOLS", "TOOL ORDER", "ADD PARTICIPANTS", "EDIT CLASS ROSTER(S)" (which is highlighted with a red box), "MANAGE GROUPS", "LINK TO PARENT SITE", "EXTERNAL TOOLS", "MANAGE ACCESS", "IMPORT FROM ARCHIVE FILE" (which is also highlighted with a red box), and "USER AUDIT LOG".

2. On the next screen, choose one of the following:

- **I would like to replace my data:** Use this option to overwrite the existing data with the imported data. This method allows you to import Gradebook settings. You will be able to select only one source site from which to import data. **This is the recommended method for creating a course copy.**
- **I would like to merge my data:** Use this option to merge the imported data with the existing data in your site. This method does not import Gradebook settings. You will be able to select multiple sites from which to import data. **This method is especially useful when you have already created material in the new site, and just need to add something.**

- **I would like to merge my user(s):** Use this option if you want to import the participants from another site. This method does not import roster-provided users. **This is a way to add non-roster participants like Content Specialists and Guests into a new course easily.**
- Select the source site(s) you wish to copy from by checking them, and then click **Continue**.

**Re-use Material from Other Sites**

Re-use material from other sites you own...

Choose the material you want to re-use from this site.

	CTLT 402 03 Bristow
Announcements	<input type="checkbox"/>
Assignments	<input type="checkbox"/>
Calendar	<input type="checkbox"/>
Gradebook	<input type="checkbox"/>
Lessons	<input type="checkbox"/>
(Unit B, Unit A)	<input type="checkbox"/>
Resources	<input type="checkbox"/>
Syllabus	<input type="checkbox"/>
Tests & Quizzes	<input type="checkbox"/>

**Finish**   **Back**   **Cancel**

**WARNING:** If you do not select to import ALL materials from the origin site then some links may break in the content which is imported. Please review your content after import when importing partial materials.

- Under the name of the site(s) you selected, check the box next to each tool that contains source material you want to import. The import process will copy **ALL** the content from each tool (i.e. you cannot pick and choose individual assignments). If a tool is not in the list, it is missing from either the source site or the destination site. You may have to go back to **Site Editor > Edit Tools** to add corresponding tools to new sites.

*Note: This is particularly important if you have Lessons tool content – Resources must also be imported as well, and won't be if the tool has been deleted from the source site.*

- Click **Finish**.

## Information about importing the gradebook tools

When you import the new **Gradebook**, only items that were created directly in the source Gradebook will be reproduced. Any items that were associated with items in the Assignments and Tests & Quizzes tools will not be included. See the following checklist for instructions on how to re-add those items to the Gradebook.

### Checklist for Re-using Materials

If you are re-using courses that were previously taught in ReggieNet, please pay special attention to these issues:

When the content is imported to the new course, all Assignments, Tests & Quizzes, and Announcements will become drafts and you will have to republish them with the correct dates and settings. To update them, follow these tool-specific instructions:

#### Assignments

1. Click on the **Assignments** tool in the left hand column of the course. Click on the **Assignment List** tab.
2. Click the **Edit** link for the **Assignment** you want to change.
3. In the Edit assignment window, you can change the dates and any other aspect of the assignment that you want to.
4. When you update items that will be graded, select “Add Assignment to Gradebook” if you want to send the grades to the gradebook (and create the item there). You will also be able to choose the category (if they have been enabled in the Gradebook settings.)

	Assignment Title	For
	<a href="#">Peer Review</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site
	<a href="#">Draft - Workshop assignment - Copy</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>	Entire Site

Grading

Do not add assignment to Gradebook

Add Assignment to Gradebook

Associate with existing Gradebook item

(Optional) Choose a gradebook category

5. Click on **Post** to save and publish your changes.

#### Tests & Quizzes

ReggieNet copies the tests or quizzes from the **Working Copies** section and not the **Published Copies** section. So, if you have deleted the working copy, the assessment will not import. Likewise, if you have made adjustments to a test or quiz in the **Published Copies**, those changes will not import since ReggieNet is pulling the information from the **Working Copies** section.

1. Click on the **Tests & Quizzes** tool in the left hand column of the course.
2. In the **Working Copies** section, click on the **Select Action** drop down box next to the assessment you want to change, and click **Settings**.
3. Make any necessary adjustments to the settings for the assessment.
4. Click on **Save Settings and Publish** if you are ready to publish it for a new class. You can also **Save Settings** and then revisit the assessment prior to making it available for students.
5. If you have chosen to send the grades to the Gradebook, a new item will be created in the Gradebook. If the Gradebook has categories enabled, the new item will be placed in the “Unassigned” category. The Gradebook item will have to be edited to put it in the correct category and to be included in the grade calculation.

Pending Assessments		
Action	Title	Description
-- Select Action --	Another testing of the gradebook	
-- Select Action --	Audio Test	
-- Select Action --	Exam 2	

**Warning: If you have images in the test questions, please consult CCTL as the students may not be able to see the images.**

## Forums

Forums and Topics in the **Forums** tool import into new classes, but they are “Draft Mode” when they are imported.

1. Click on **Forums** in the left-hand navigation, and you will see that the forum says “Draft”
2. Click on the “Forum Settings” link.
3. In the Forum Settings screen, make any necessary settings changes; scroll to the bottom and click **Save**.

NEW FORUM ORGANIZE TEMPLATE SETTINGS STATISTICS & GRADING WATCH

## Forums

**Note:** All forums are draft. Forums saved as drafts cannot be seen by all participants.

**DRAFT - Class Discussion Prompts - Group 1** | [Forum Settings](#) | [More](#)

Please respond to the assigned prompt by its due-date. Remember that your peers and I will read your post so please keep it文明!

▶ [View Full Description](#)

**Introductions** [Topic Settings](#) | [More](#)

Tell us about yourself!

▶ [View Full Description](#)

**\"Gender\" Artifact** [Topic Settings](#) | [More](#)

Please locate a recent (within the last year) artifact that relates to gender; in addition to posting the link to the artifact, please...

▶ [View Full Description](#)

## Announcements

1. Click on the **Announcements** tool in the left-hand navigation.
2. Click the **Edit** link under the **Announcement** you want to change.
3. In the new window, you can change the dates and any other aspect of the assignment that you want to.
4. Click on **Save Changes** to update the Announcement.

The screenshot shows the 'Announcements' tool interface. At the top, there are buttons for ADD, MERGE, REORDER, OPTIONS, and PERMISSIONS. Below that is a title 'Announcements' with a subtitle '(viewing announcements from the last 365 days)'. A 'View' dropdown is set to 'All'. A message 'Viewing 1 - 10 of 20 items' is displayed. Below this is a table with columns for 'Subject', 'Saved By', and 'Modified Date'. Two rows are visible: 'Draft - Here we go!' and 'Draft - Site publication'. The 'Edit' button for the first row is highlighted with a red box.

Subject	Saved By	Modified Date
Draft - Here we go!	Allison Alcorn	Jun 4, 2016 3:51 p
Draft - Site publication	Allison Alcorn	Jun 10, 2016 1:05

## Lessons

All **Lessons** pages in the source course will be copied to the new course as long as at least one Lessons page is present in the new course (add in Site Info > Manage tools if not). Most content (Text, Forums link, Questions, Comment, Student Pages, Subpages) copy without any problems. There are several things that do not work, however.

1. Quiz link does not work. The quiz must first be updated and published in the **Tests & Quizzes** tool (see above).
2. Assignment link does not work. The assignment must first be updated and posted (see above).
3. Embedded video link does not copy and shows it has been deleted. To fix, click **Edit** for that item; copy the URL link; click on **Edit/change the URL**; and paste the URL back into the space provided; click **Update/Save**.
4. Content link to a pdf on another website shows it has been deleted. To fix, you need to delete that link, and insert a new **Content Link**

## Calendar

Items in the **Calendar** tool will import into the new course, but they will still display the old dates. So, if you are importing information from one semester to another, you will need to adjust the dates in the calendar.

**IMPORTANT! Internal links created in the text editor that are imported from one ReggieNet course to another will be broken.** An example is a syllabus item that included a link to a file in Resources. These links point to your old ReggieNet course, rather than the new one, and must be updated so your students can access them (note: as an instructor, even using the 'student' view, it may seem like you can access linked files, etc..., but this will only be because you have access to the old course that the links are actually linking to. Your new students will not be able to access these materials unless you update!). It is recommended that you update links as one of the last steps when creating a course. This will ensure that the links stay current.