CENTER FOR TEACHING, LEARNING, AND TECHNOLOGY
Illinois State University

CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call (309) 438-2542 if you have questions.

ReggieNet: Import from site

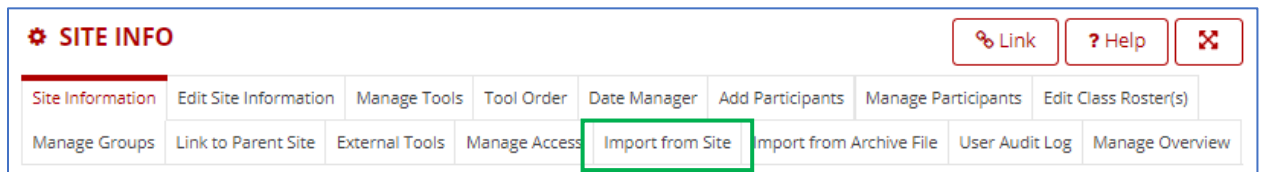Video - How to copy content from a ReggieNet site

When you develop a new site in ReggieNet, you may reuse materials from other course or project sites you've previously created in ReggieNet. You may want to copy content such as Lesson pages, Resources, Announcements, and Assignments from an older site into your new site. The **Import from Site** tab in **Site Info** allows you to select content from one or more tools from an older site and copy the content into the new site.

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: 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.

1. Select **Site Info** in the left-hand navigation of the course into which you would like to import materials and choose **Import from Site**.

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.**

3. Select the source site(s) you wish to copy from by checking them, and then click **Continue**.

4. 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 you choose a tool from the source site that is not in the destination site, it will be added to the destination site.
   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.

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	☐
Assignments	☐
Calendar	☐
Gradebook	☐
Lessons	☐
(Unit B, Unit A)	
Resources	☐
Syllabus	☐
Tests & Quizzes	☐

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.

5. Click **Finish.**

Information about importing the gradebook

When you import the **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.

Date Manager

The **Date Manager** in **Site Info** allows you to adjust all dates for items in the course in one place. Note that you will still have to individually publish certain items such as Assignments, Tests & Quizzes, and Announcements. To adjust dates in this way

1. Select **Site Info** in the left-hand navigation
2. Select the **Date Manager** tab
3. Click on one of the listed tools to expand that section.

Edit dates in batch

⬇ Assignments

Title	Open Date	Due Date	Accept Until Date
Homework 1	07/09/2020 02:45 pm 📅 Thursday	07/16/2020 02:00 pm 📅 Thursday	07/16/2020 02:05 pm 📅 Thursday
Homework 2	07/13/2020 10:30 am 📅 Monday	08/31/2020 09:45 am 📅 Monday	08/31/2020 02:45 pm 📅 Monday
draft (Draft)	08/12/2020 03:20 pm 📅 Wednesday	08/19/2020 03:20 pm 📅 Wednesday	08/20/2020 03:20 pm 📅 Thursday
Homework Z	08/10/2020 02:45 pm 📅 Monday	08/14/2020 01:00 pm 📅 Friday	08/14/2020 01:05 pm 📅 Friday

➜ Tests & Quizzes

➜ Gradebook

➜ Resources

➜ Forums

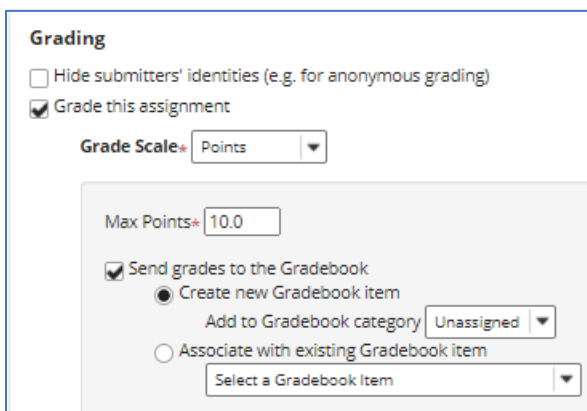**➜ Announcements**

➜ Lessons

Save Changes | Cancel

4. Click on the calendar icon for any date that you wish to change.
5. Continue with other sections as desired
6. Click **Save Changes**

Additional considerations for specific tools

If you are re-using courses that were previously taught in ReggieNet, note that 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. (See above for information about using the **Date Manager** to adjust dates.)

Assignments

1. Click on the **Assignments** tool in the left hand column of the course. Click on the **Assignments** 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

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

Tests & Quizzes

ReggieNet copies only the *Draft* versions of assessments; not the *Published* versions. So, if you have deleted the Draft, the assessment will not import. You will have to restore the Draft versions tin order to import them. Likewise, if you have made adjustments to a test or quiz in the *Published* version, those changes will not import since ReggieNet is pulling the information from the *Draft* version.

1. Click **Tests & Quizzes** in the left-hand navigation.
2. Click on the **Actions** drop down box next to the draft version of the assessment you want to change, and select **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.
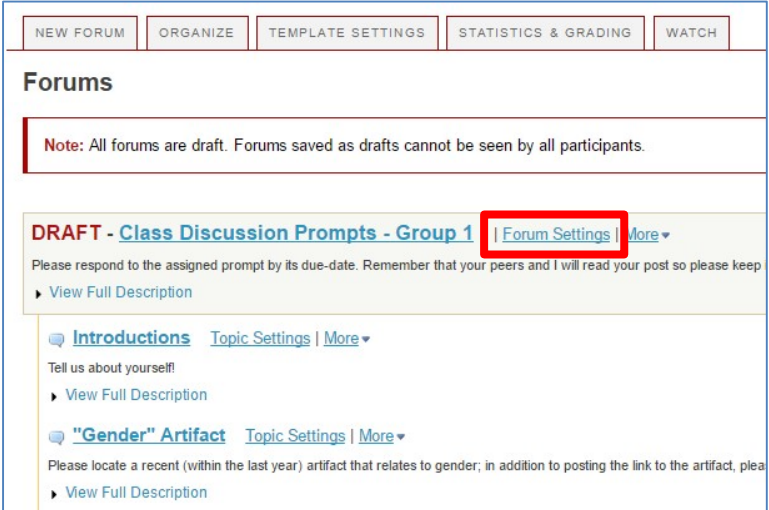
5. If you have chosen to send the grades to the Gradebook, a new item will be created in the Gradebook. If the Gradebook has categories enabled, you will be able to choose which category you want the item in.

Warning: If you have images in the test questions, please consult CTLT 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 **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.**

Announcements

1. Click **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.

Lessons

All **Lessons** pages in the source course will be copied to the new course. 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.