

## Migrating Resources and Lessons from Sakai to Canvas

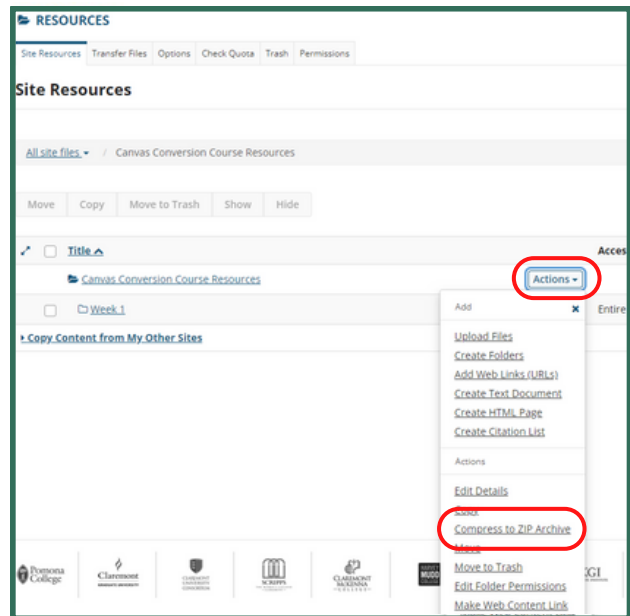
Let's migrate your course from Sakai to Canvas! There are two main methods for doing this: by exporting Resources or Lessons. Click here to skip to the Lessons portion, or scroll down to Page 3.

### Resource-Only Migration

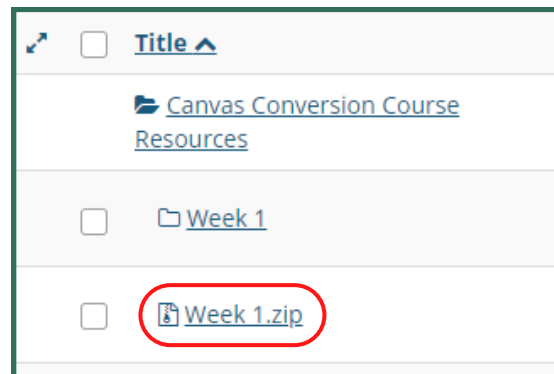
If you wish to move only your Sakai Resources files, please follow the steps below.

#### Download Sakai Course from Resources

1. Log in to Sakai.
2. Go into the course from which you'd like to copy your resources.
3. Click on the **Resources** tool in the left course navigation menu.
4. Create the ZIP file using one of these two options:
  - a. If you wish to copy all of your resources, next to the top-most parent folder, click the drop-down arrow and select **Compress to ZIP Archive**.
  - b. If you only need to copy a single folder from your resources, next to the desired folder, click the drop-down arrow and select **Compress to ZIP Archive**.

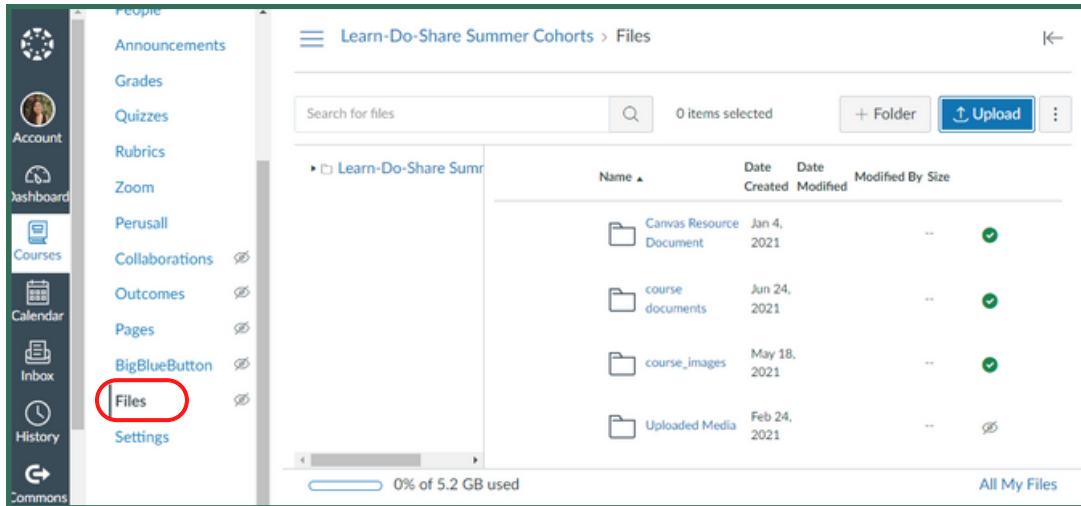


5. Once created, the ZIP file will appear at the bottom of your **Resources** page; click the file name ending with .ZIP (named after the folder that created the ZIP) to begin the download.

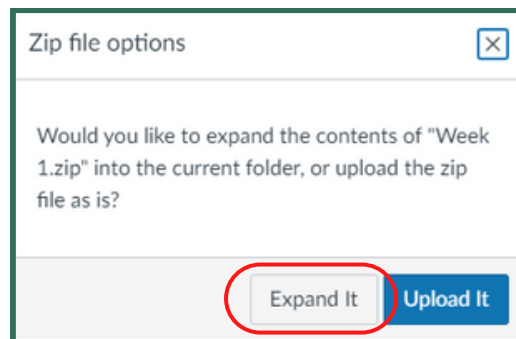


## Upload ZIP File to Canvas

1. Open the Canvas course where you'd like to import your Sakai resources and click **Files** in the course navigation menu.

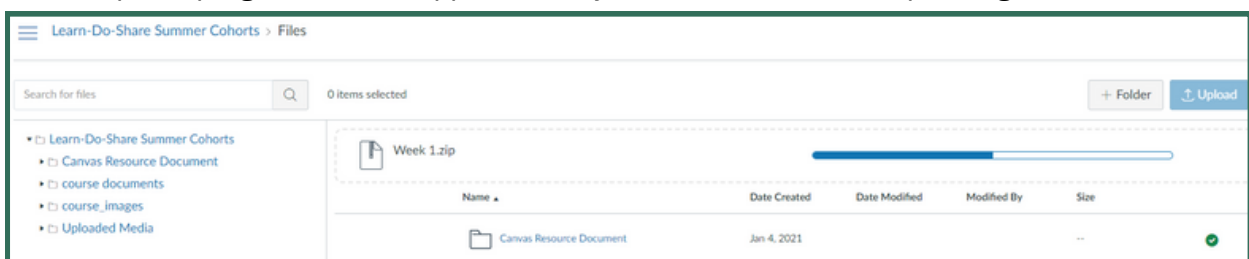


2. In the upper right corner, click the blue **Upload** button.
3. Open the ZIP file you downloaded from Sakai.
4. When prompted, select **Expand It** to upload all files and folders in the same nested form they appeared in Sakai.



*Note: Selecting **Upload It** will simply upload the file as a ZIP without unpacking its contents.*

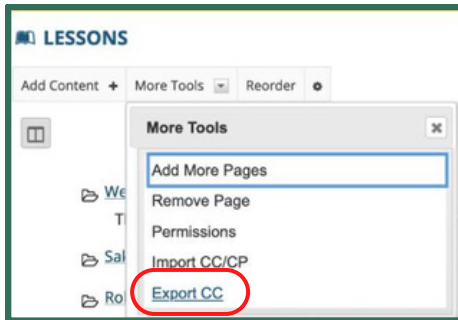
5. An upload progress bar will appear. It may take a few minutes, depending on the folder size.



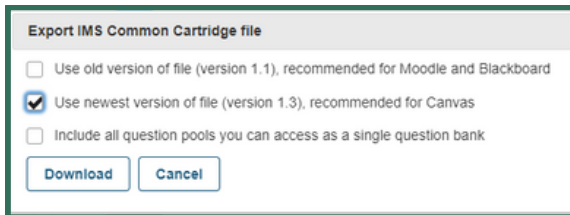
6. Once finished, you will see the folders and files now housed in Canvas.
7. Please review these folders and files to ensure everything you need has copied over properly.

### Download Sakai Course from Lessons

1. Log in to Sakai and go into the course you wish to migrate.  
*Note: For the next steps, you will need to have the Lessons tool available in your Sakai course. You can add it by going to your course site > Site Info > Manage Tools > check Lessons tool.*
3. Click on the **Lessons** tool in your course menu.
4. Near the top of the Lessons page, click the **More Tools** drop-down.
5. Select **Export CC**.



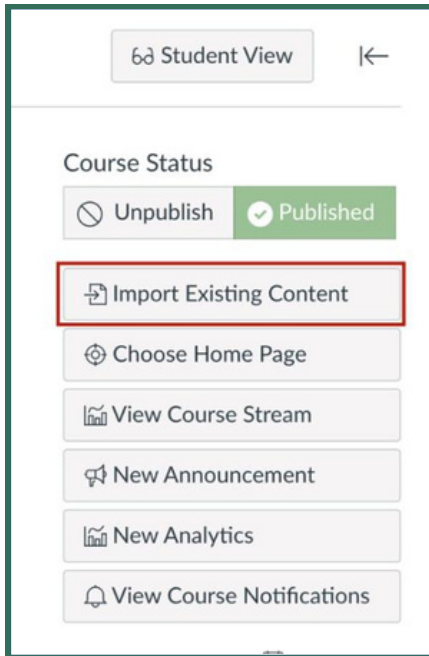
6. Click the checkbox next to “Use newest version of file (version 1.3), recommended for Canvas.”



7. If you have question pools, check the box next to “Include all question pools...” so you can access a single question bank.  
*Note: Not all question types may transfer over. You should review any pools transferred to Canvas.*
8. Click the **Download** button.
9. **Save File** to an easily accessible location, such as your Desktop or Downloads folder.  
*Note: The file will likely be called something similar to [sakai-export.imsc](#).*
10. Do not attempt to open the file. It will be used in the next section.

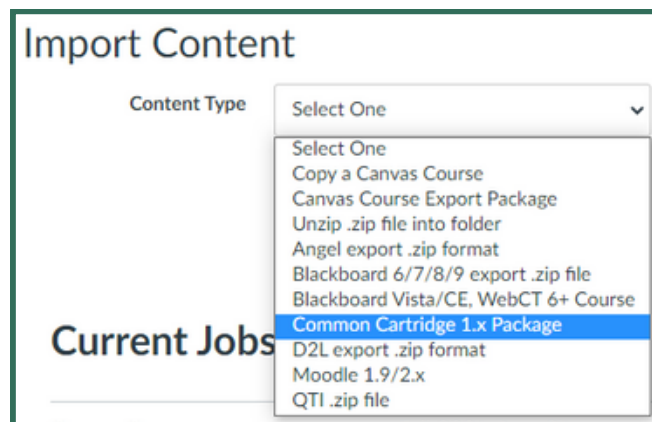
## Upload Course to Canvas

1. Log in to [Canvas](#).
2. From the **Dashboard**, select the respective course for migrating content.
3. From the **Home Screen** of your course, look to the right sidebar and choose **Import Existing Content**.



*Note: If you do not see this option, you may click **Settings** from the course toolbar on the left. You will then see **Import Course Content** on the right.*

4. Click the **Content Type** drop-down menu and choose “Common Cartridge 1.x Package.”



5. Click **Browse** and select the file you downloaded from Sakai.
6. Click the radio button next to “All content.”

## Import Content

**Content Type**

**Source**  No file selected.

**Default Question bank**

**Content**  All content  
 Select specific content

**Options**  Import existing quizzes as **New Quizzes** ?  
 Overwrite assessment content with matching IDs ?  
 Adjust events and due dates

! Importing the same course content more than once will overwrite any existing content in the course.



7. **(OPTIONAL) Adjust events and due dates:** Check this box for Canvas to automatically adjust these for you, but please verify all dates for accuracy after importing.
  - a. In the “Beginning Date” field, enter the starting date of the course you are importing. You can also click the Calendar icon to select a date.
  - b. In the “Change to” field, enter the date the new course begins, or click the Calendar icon to make your selection.
  - c. In the “Ending Date” field, enter the end date of the course you are importing, or click the Calendar icon to select a date.
  - d. In the “Change to” field, enter the date that the new course will end.



Canvas will take the new start and end dates for the course and distribute all assignments with due dates as evenly as possible across the dates, keeping them due on the same day of the week as the original course. If the imported course and the new course vary in length, assignments will be assigned proportionally. Once the course is imported, you can easily confirm and adjust any assignment dates using the Calendar.

See next page for image.

**Options**  Overwrite assessment content with matching IDs ?  
 Adjust events and due dates

**Date adjustment**  Shift dates  
 Remove dates


**Beginning date**   change to  

**Ending date**   change to  

8. When everything looks correct, click **Import**.
    - a. It will take a few minutes, so please be patient.
  9. The import will appear with a “Completed” message under Current Jobs when finished. Prior to this, it will say “Queued” or “Running.”
- NOTE: It can take an hour or more depending on the size of your import. Do not try to cancel or restart the upload process as it may get stuck and take longer.

**Current Jobs**

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|                  |   |                 |  |
|------------------|---|-----------------|--|
| Common Cartridge | <a href="#">...i-export+%282%29.imscc</a> | Dec 5 at 2:54pm | <span>Running</span>  |
|------------------|---|-----------------|--|

*Content import files cannot be downloaded after 500 days.*

**Current Jobs**

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|                  |   |                 |                        |
|------------------|---|-----------------|------------------------|
| Common Cartridge | <a href="#">...i-export+%282%29.imscc</a> | Dec 5 at 3:19pm | <span>Completed</span> |
|------------------|---|-----------------|------------------------|

*Content import files cannot be downloaded after 500 days.*

10. All your lessons will upload in the same order they were before, under Modules. They may upload as one long module so you will need to spend some time to reorganize them, but all the content will be there!