

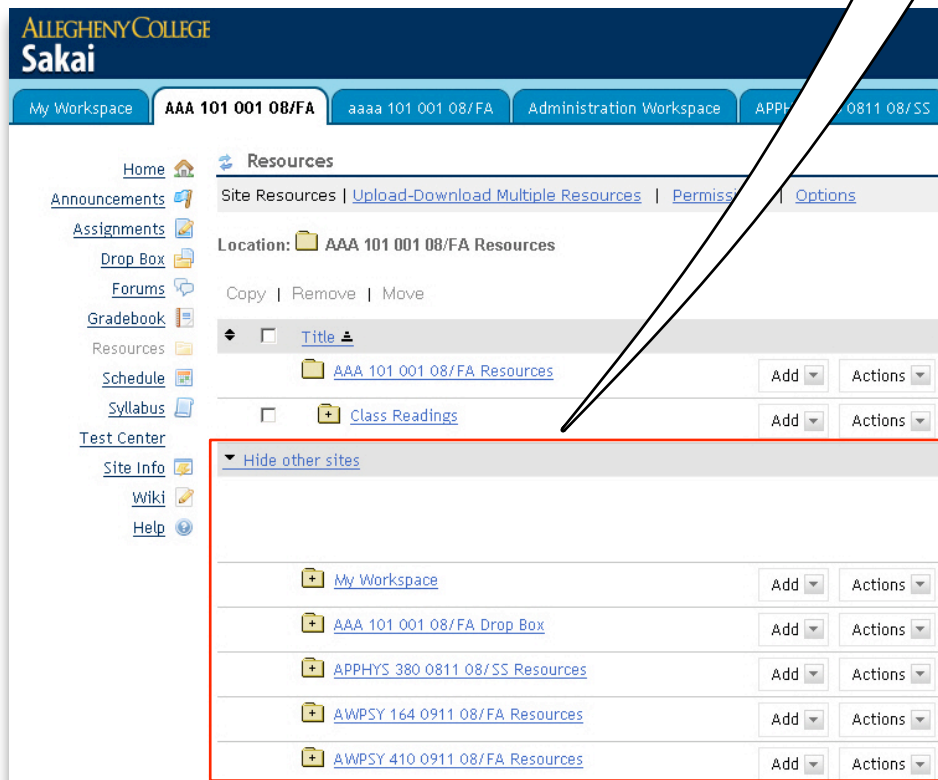
# Moving resources between Sakai sites

Sakai allows you to easily move resources between any of your Sakai sites, including class sites, project sites, and My Workspace. You can move individual files, or entire folders.



1. Select the site you want to move materials to, then select "Resources."

2. Select "Show Other Sites" to view resources from your other sites.



3. Click on the site folder you want to open to display that site's resources.

The screenshot shows the Sakai interface with the 'Resources' section open. A callout box on the left points to the 'AAA 101 001 08/FA' folder. Another callout box on the right points to the 'Copy' button in the toolbar above the resource list.

4. Place a check mark next to the folder you want to copy, then select "Copy"

5. Select the "Actions" drop down menu on the resource folder you want to copy the materials to, then select "Paste Copied Items."

The screenshot shows the Sakai interface with the 'Resources' section open. A callout box on the right points to the 'Actions' dropdown menu of the 'AAA 101 001 08/FA Resources' folder. The dropdown menu is open, showing options like 'Paste copied items'.

Actions  
Paste copied items  
Edit Details