

How to Import Forum Group Permissions (USAonline/Sakai)

In the event you use groups in a course or project site forum and are administering the forums by group (e.g., Group A Forum Discussion, Group B Forum Discussion, etc.), it is possible to import the forum group settings without having to recreate them in a new course or project site. Once you have created the new course or project site, follow the steps below to import the forum group permissions.

1. Access the Site Editor for the New Course or Project Site

In the course site, click on the Site Editor located in the Site Management box on the lower left of the screen.

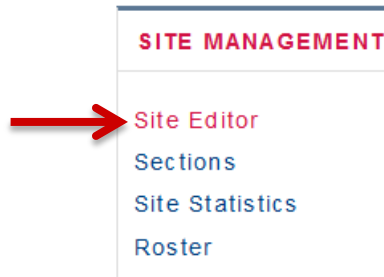


Figure 1. Site Editor

2. Access the Manage Group Option

Once you are in the Site Editor for the new course or project site, on the "menu bar" at the top, click on "Manage Groups".

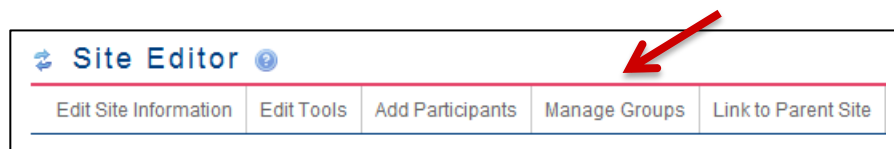


Figure 2. Manage Groups

3. Create the Empty Groups

For each group in the original course or project site from which you are importing content, repeat the following steps until all empty groups have been created (you will need to use the same group names as the original course or project site):

a. Click on "Create New Group"

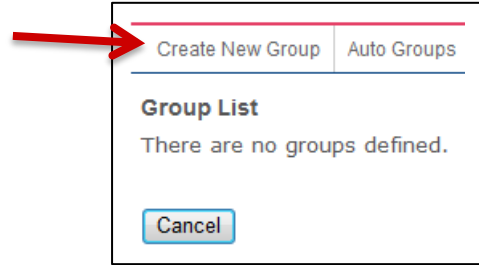


Figure 3. Create New Group

b. Enter the title (name) and description of the group (it is not necessary to add group members at this time, i.e., they can be added later) and click on the "Add" button at the bottom of the page to add the group.

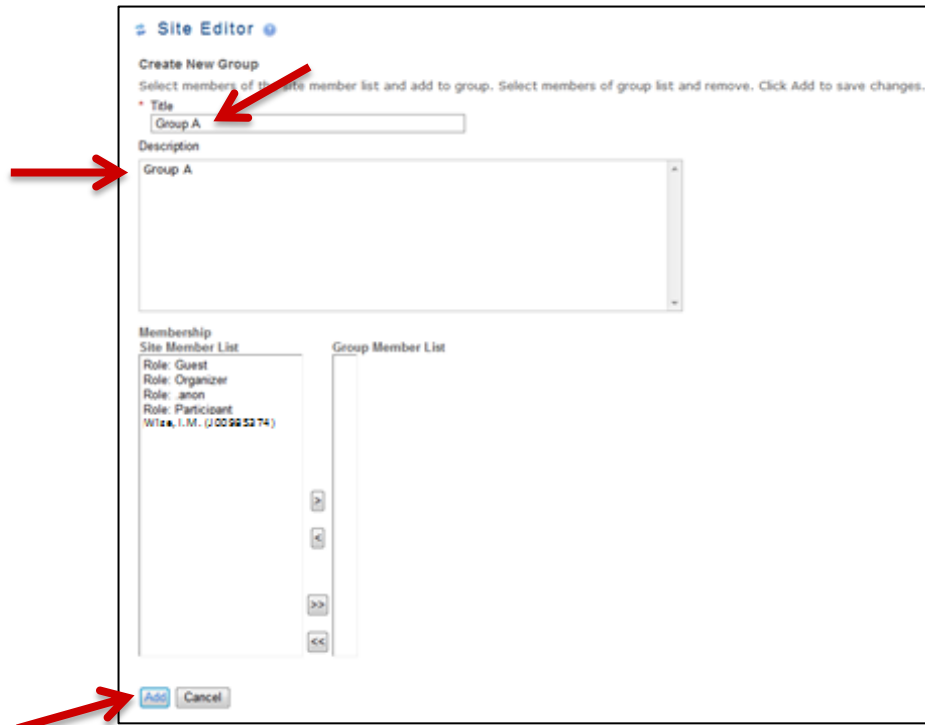


Figure 4. Add New Group

Once you have completed adding all the groups, you should see them all listed in the Site Editor.

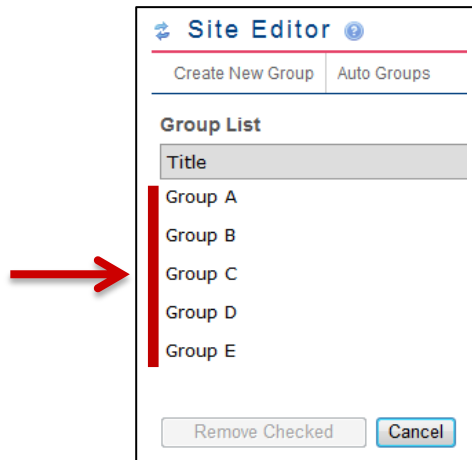


Figure 5. Group List

4. Import Forums from Original Course or Project Site

a. Still in the Site Editor, click on "Import from Site" at the top right of the screen.

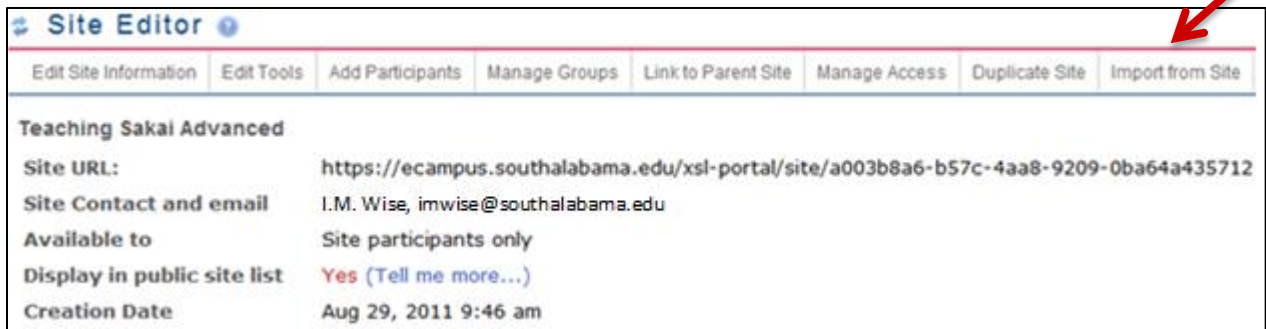


Figure 6. Import from Site

b. Click on the first option, "I would like to replace my data".

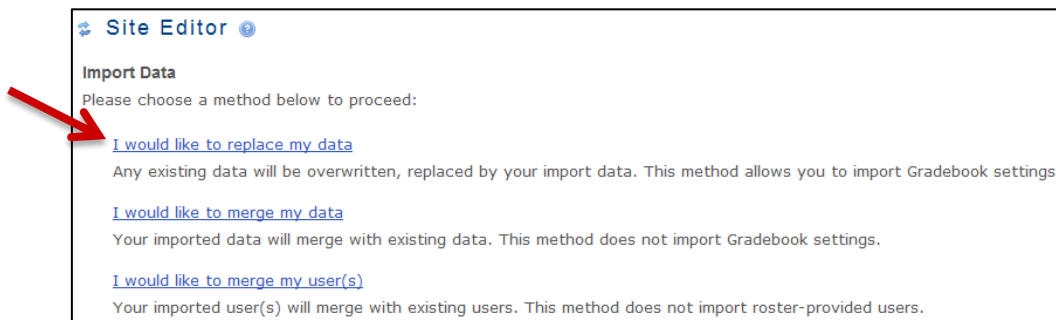


Figure 7. Import Data

c. Select the course or project site from which you would like to import the Forums (and related permissions).



Figure 8. Import Material from Other Sites

d. Click on the checkbox to the right of the "Forums" tool to import both the Forums and the related Forum group permissions then click "Finish".

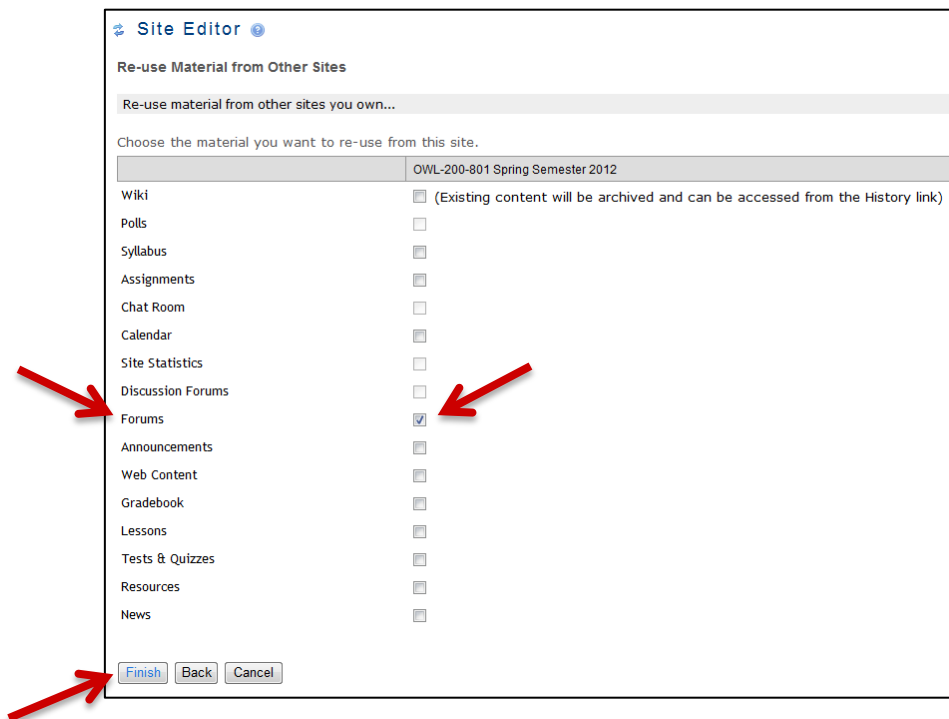


Figure 9. Re-use Material from Other Sites

NOTE: You have the option to import content from other tools as well at this time; you are not limited to importing from Forums only.