How to Export Sakai Files (Files Directory)

Scribe

Notes on the Process

ⓘ Some faculty may wish to export the files stored in a Sakai site's Files Directory. Files can then be uploaded to Canvas or employed for other uses.
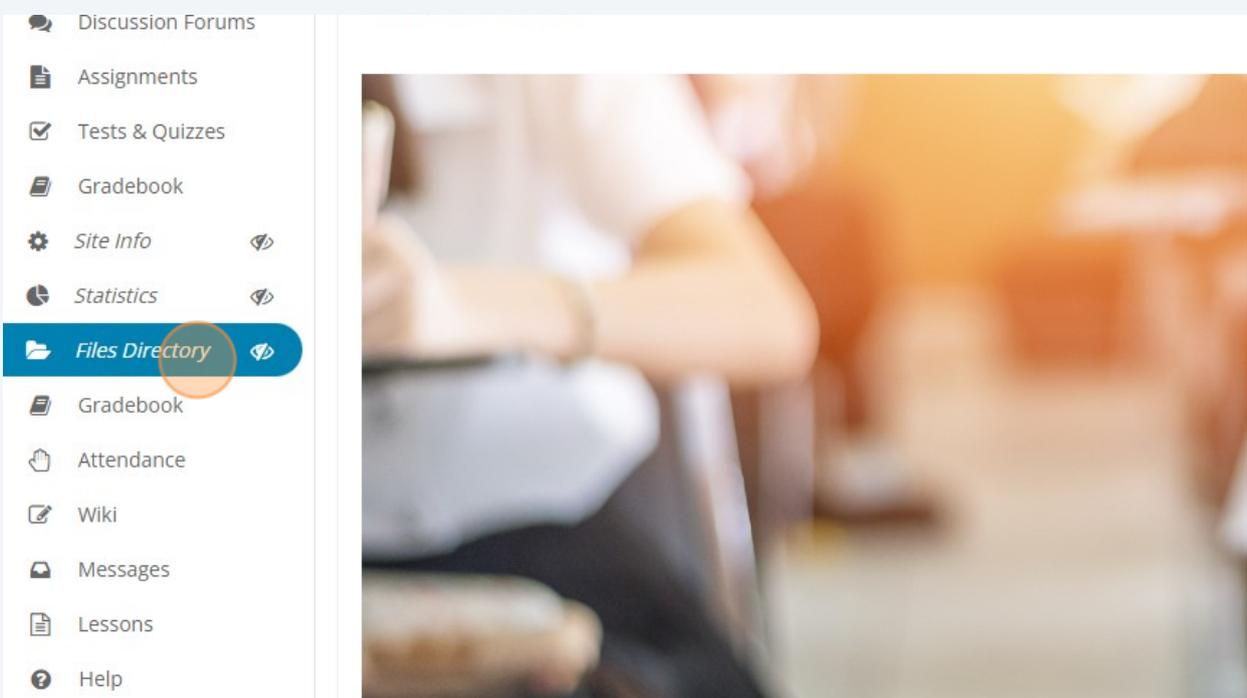
⚠️ If the Files Directory contains web links, these are **not** included when exporting files to a zip folder through this process. Web links must be saved manually.

How to Export Sakai Files

1 Navigate to the Sakai site and click "Files Directory" from the left navigation.

2 Click the top level Actions button. This button will be displayed next to a folder titled "[Course name] Resources." Example: "MGMT 315.WB1 Resources"

al Sandbox Resources

sh	Show	Hide

		Access	Created By	Modified
box Resources	Actions ▼	(Hidden)		
ns	Actions ▼	Entire site	Cathleen O'Neal	Jun 8, 2020
	Actions ▼	Entire site	Cathleen O'Neal	May 20, 201
91	Actions ▼	Entire site	Cathleen O'Neal	Sep 10, 201
de1	Actions ▼	Entire site	Cathleen O'Neal	Jun 3, 2021
	Actions ▼	Entire site	Cathleen O'Neal	Jun 8, 2020
	Actions ▼	Entire site	Cathleen O'Neal	Jul 22, 2010

3 Click "Compress to ZIP Archive"

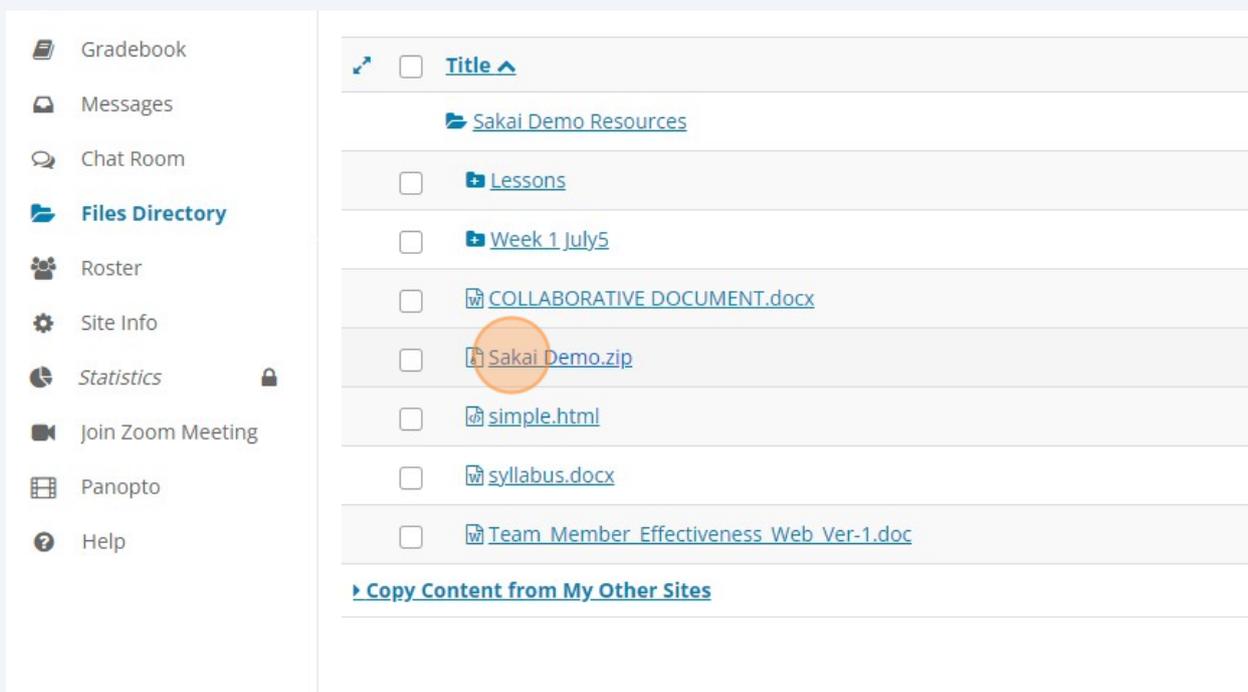|				
	Upload Files	Entire site	Cathleen O'Neal	May 2
p Su191	Create Folders	Entire site	Cathleen O'Neal	Sep 1
ng Guide1	Add Web Links (URLs)	Entire site	Cathleen O'Neal	Jun 3,
	Create Text Document			
tions	Create HTML Page	Entire site	Cathleen O'Neal	Jun 8,
	Create Citation List			
		Entire site	Cathleen O'Neal	Jul 22
	Actions			
35.html	Edit Details	Entire site	Cathleen O'Neal	Aug 2
	Copy			
353.html	Reorder	Entire site	Cathleen O'Neal	Aug 2
395.html	Compress to ZIP Archive	Entire site	Cathleen O'Neal	Aug 2
500.html	Move	Entire site	Cathleen O'Neal	Aug 2
	Move to Trash			
20.html	Edit Folder Permissions	Entire site	Cathleen O'Neal	Aug 2
50.html	Make Web Content Link	Entire site	Cathleen O'Neal	Aug 2
omy resources.pdf	Actions ▼	Entire site	Cathleen O'Neal	Jul 22

4 This will generate a new file in the Files Directory with the zip file extension. It will likely be titled "Course Name.zip". It will also show the current date/time in the Created column. Note that this process can take several minutes, depending on the number and size of files in the course.
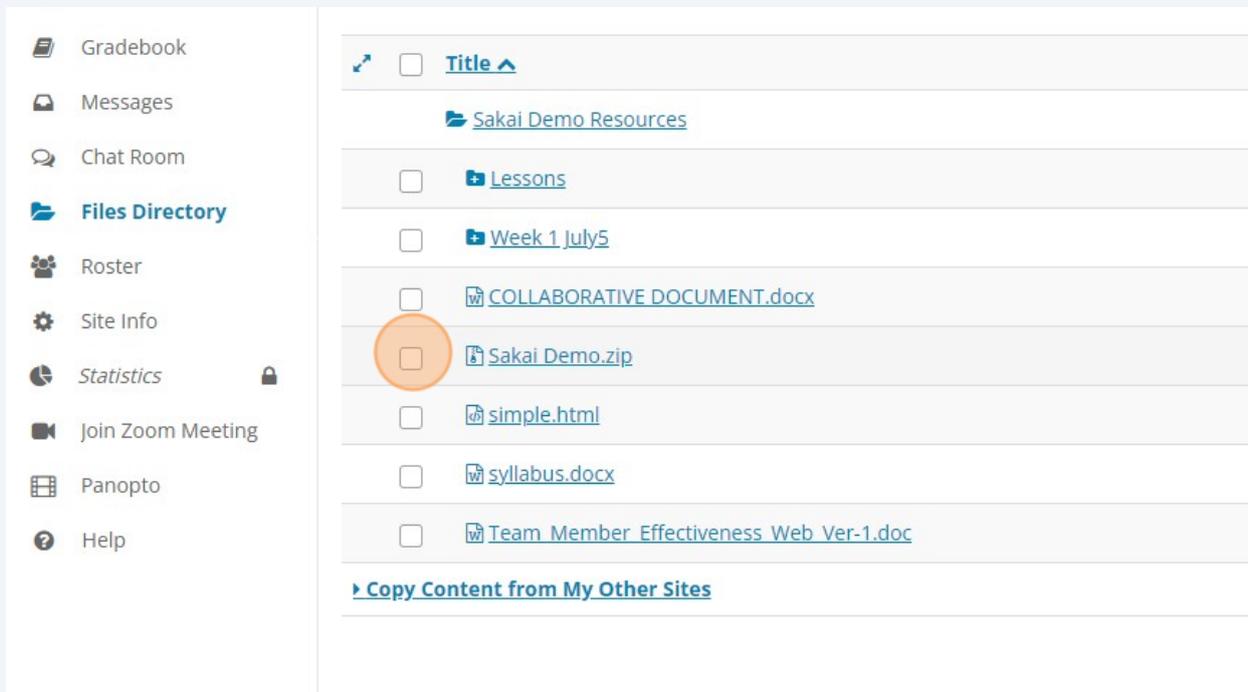
Gradebook	
Messages	
Chat Room	
Files Directory	
Roster	
Site Info	
Statistics 🔒	
Join Zoom Meeting	
Panopto	
Help	

↗ ☐ **Title** ⌃
  📂 Sakai Demo Resources
  ☐ ➕ Lessons
  ☐ ➕ Week 1 July5
  ☐ 📄 COLLABORATIVE DOCUMENT.docx
  ☐ 📄 Sakai Demo.zip
  ☐ 📄 simple.html
  ☐ 📄 syllabus.docx
  ☐ 📄 Team_Member_Effectiveness_Web_Ver-1.doc
  ▸ **Copy Content from My Other Sites**

5 Right-click the .zip folder and select the option to "Save link as."

Gradebook	
Messages	
Chat Room	
Files Directory	
Roster	
Site Info	
Statistics 🔒	
Join Zoom Meeting	
Panopto	
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6   Save the zip folder to your device and rename if necessary.

ⓘ   Tip! If you need assistance working with the zip folder, visit **Zip and Unzip Files**

If you need help with this process, please submit a ticket to **CELTT Requests**