Keeping an eye on the progress of content migration to Teams

Open the Teams Files section where you want to migrate content to, and any folders the content will be stored in.

Test channel for uploading co	ntent Posts Files ~ Notes +
+ New ✓ ↑ Upload ✓ ⊞ Edit	n grid view 🖄 Share 🗢 Copy link
Test channel for uploading content	> Top level folder 😚
🗅 Name 🗸	Modified $ \smallsetminus $

Click Upload and select Folder

E Test chan	nel for uploa	ding content	Posts	Files \vee	Note
+ New ~	↑ Upload ~	🗄 Edit in grid view	v Ē	Share	Θ (
Test channel f	Files	> Тор	level	folder	0;
🗅 Na	Folder				
	Template			Modified	~

Navigate to the shared area where the content to be migrated is stored.

Click on the folder – avoid selecting a folder that contains a large number of sub-folders, break it down into smaller chunks.

					E==	
Organize • New folder					E •	
Ouldk assess	Name	Date modified	Type	Size		
	00 Quality Assurance	29/04/2024 13:43	File folder			
lrobertson	00 School Documents	16/10/2023 18:40	File folder			
OneDrive - Glow Scotland	2022-23 CLPL	12/05/2023 22:08	File folder			
	2023	11/01/2023 13:16	File folder			
OneDrive - south-ayrshire.gov.uk	A folder of content for migration	29/04/2024 13:49	File folder			
S This PC	Apple	13/04/2023 16:59	File folder			
3D Objects	BETT	03/11/2022 21:54	File folder			
Deskton	ClassVR	28/08/2023 09:22	File folder			
Desktop	Click View	15/04/2024 09:43	File folder			
Downloads	CLPL Proposals	10/01/2024 16:23	File folder			
Robertson	Coronavirus	19/07/2023 11:07	File folder			
My Music	Course Descriptors	08/05/2023 13:07	File folder			
🚆 My Videos	DEsktop Stuff	28/09/2023 13:57	File folder			
E Pictures	📜 Digital Learning Development Officer	04/03/2024 09:06	File folder			
😂 OSDisk (C:)	Digital Learning Strategy 2020	11/10/2022 21:43	File folder			
County Buildings Education (\cnas2\user shares\SHARES) (P:)	Digital Literacy	14/04/2023 08:43	File folder			
SHARFS (\\cnas2\User Shares) (T')	Digital Schools Award	24/05/2023 22:07	File folder			
	Digital STrategy	25/01/2023 17:41	File folder			
International Action Control C	Digital Technologies Champions	08/05/2023 13:03	File folder			
	DOs DOs	20/02/2024 16:22	File folder			
	Education ICT Strategy Group 2021	08/05/2023 12:43	File folder			

Click Upload

Prior to this you might want to check the size of the folder and how many folders and files are contained within it.

2023	11/01/0	
A folder of c	Open	
Apple	Open in new window	
BETT	Pin to Quick access	
ClassVR	🛟 Scan with Microsoft Defender	
📜 Click View	Restore previous versions	
📜 CLPL Propos	Pin to Start	
📕 Coronavirus	Send to	>
📕 Course Desci		-
📜 DEsktop Stut	Cut	
📕 Digital Learni	Сору	
📕 Digital Learni	Create shortcut	
📒 Digital Litera	Delete	(
📜 Digital Schoo	Rename	
📜 Digital STrate	Properties	
📕 Digital Techn		

Open File Explorer, right click on the folder and select Properties

You will see how many sub folder are contained within this folder and also the number of files.

📜 2023 Pr	operties	5			×	
General S	Security	Previous Versions	DFS	Customize		
	20	23				
Туре:	File	e folder				
Location:	P:\	Service Improvement	t Team\l	СТ		
Size:	2.5	9 MB (2,721,965 byt	es)			
Size on dis	sk: 2.8	31 MB (2,953,216 byt	es)			
Contains:	11:	113 Files, 54 Folders				
Created:	11	11 January 2023, 13:14:24				
Attributes:		Read-only (Only app Hidden Archive	blies to fil	es in folder)		
		OK	Cano	cel	Apply	

This information will be useful when you check that the content successfully migrated to Teams. Please note that any empty folders in the shared drives **won't** migrate to Teams.

You'll be asked to confirm that you want to upload these files to Teams; click Upload

Upload 113 files to this site?		
This will upload all files from "2023". Do this o	nly if you trus	t the site.
	Upload	Cancel

You will see the uploading progress information at the top, right of the screen.



Whilst this upload progress information is on display click on it and you can keep an eye on how much has migrated so far, what has migrated and what is still to be migrated. Any migration failures should be displayed in this window.

🗘 Uploa	Prog	ress	×	Î
	Upload folder	ing 108 items to Top level	×	
M	Calculati	ng		
ago Ly	_	GDPR	×	
Ly		Calculating		
	XII	Updating Copy of Dojo master.xlsm	×	
		Waiting		
		Seesaw DPIA - Perth and Kinross	×	
		0 bytes of 709 KB		
	W	Attestation to Third Party Data Protection Impact Assessment - SeeSaw.docx	×	
		Waiting		
		FW 3rd Party Apps.msg	\times	-

In the screenshot below you can see that 3 folders were unsuccessful



If you scroll through, you can see any content that hasn't migrated. Click Retry



The file should upload successfully after clicking Retry.